



Kim Webber B.Sc. M.Sc.
Chief Executive
52 Derby Street
Ormskirk
West Lancashire
L39 2DF

Monday, 26 November 2018

**TO: COUNCILLORS G OWEN, N FUREY, C DERELI, C EVANS, P HUDSON, J KAY,
J MEE, M MILLS, A OWENS, D WEST AND K WRIGHT**

Dear Councillor,

A meeting of the **LICENSING & APPEALS COMMITTEE** will be held in the **COUNCIL CHAMBER, 52 DERBY STREET, ORMSKIRK L39 2DF** on **TUESDAY, 4 DECEMBER 2018** at the rise of the Licensing and Gambling Committee and no earlier than **7.30 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be "Kim Webber", written over a horizontal line.

Kim Webber
Chief Executive

AGENDA
(Open to the Public)

- 1. APOLOGIES**
- 2. MEMBERSHIP OF THE COMMITTEE**

To be apprised of any changes to the membership of the Committee in accordance with Council Procedure Rule 4.

- 3. URGENT BUSINESS**

Note: No other business is permitted unless, by reason of special

circumstances, which shall be specified at the meeting, the Chairman is of the opinion that the item(s) should be considered as a matter of urgency.

4. DECLARATION OF PARTY WHIP

Party Whips are not to be used by this Committee in respect of functions concerning the determination of new Licence Applications, Revocations and Appeals. When considering any other matter which relates to a decision of the Cabinet or the performance of any Member of the Cabinet, in accordance with Regulatory Committee Procedure Rule 9, Members must declare the existence of any Party Whip and the nature of it, before the commencement of the Committee's deliberations on the matter.

5. DECLARATION OF INTEREST

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If a Member requires advice on Declarations of Interest, he/she is advised to contact the Borough Solicitor in advance of the meeting. (For the assistance of members a checklist for use in considering their position on any particular item is included at the end of the agenda sheet).

6. MINUTES OF SUB - COMMITTEES OR WORKING GROUPS

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To note the Minutes of the Employment Appeals Sub-Committee held on 8 October 2018.

7. MINUTES

113 -
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To receive as a correct record the minutes of the meeting held on 9 October 2018

8. LICENSING FEES AND CHARGES 2019/20

117 -
126

To consider the report from Director of Leisure & Environment

9. HACKNEY CARRIAGE AND PRIVATE HIRE STATEMENT OF LICENSING POLICY - VEHICLE AGE/EMISSION REQUIREMENTS

127 -
134

To consider the report from the Director of Leisure & Environment

10. EXCLUSION OF PRESS AND PUBLIC

It is recommended that members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Section 100A(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 2 & 7 (identity of an individual/criminal matters) of Part 1 of Schedule 12A to the Act and as, in all the circumstances of the case the public interest in disclosing the information.

- | | | |
|------------|--|--------------|
| 11. | APPLICATION FOR PRIVATE HIRE DRIVER LICENCE -
WK/000246068 | 135 -
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| | To consider the report from Director of Leisure & Environment | |
| 12. | APPLICATION FOR PRIVATE HIRE DRIVER LICENCE -
WK/000246362 | 143 -
146 |
| | To consider the report from the Director of Leisure & Environment | |
| 13. | APPLICATION FOR PRIVATE HIRE OPERATORS LICENCE -
WK000246660 | 147 -
150 |
| | To consider the report from Director of Leisure & Environment | |
| 14. | APPLICATION FOR A PRIVATE HIRE DRIVER LICENCE -
WK000244951 | 151 -
154 |
| | To consider the report from the Director of Leisure & Environment | |
| 15. | PRIVATE HIRE DRIVER: DETERMINATION OF EXISTING LICENCE
WK/000245728 | 155 -
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| | To consider the report from the Director of Leisure & Environment | |

We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.

FIRE EVACUATION PROCEDURE: Please see attached sheet.

MOBILE PHONES: These should be switched off or to 'silent' at all meetings.

For further information, please contact:-
Julia Brown on 01695 585065
Or email julia.brown@westlancs.gov.uk

**FIRE EVACUATION PROCEDURE FOR:
COUNCIL MEETINGS WHERE OFFICERS ARE PRESENT
(52 DERBY STREET, ORMSKIRK)**

PERSON IN CHARGE:	Most Senior Officer Present
ZONE WARDEN:	Member Services Officer / Lawyer
DOOR WARDEN(S)	Usher / Caretaker

IF YOU DISCOVER A FIRE

1. Operate the nearest **FIRE CALL POINT** by breaking the glass.
2. Attack the fire with the extinguishers provided only if you have been trained and it is safe to do so. **Do not** take risks.

ON HEARING THE FIRE ALARM

1. Leave the building via the **NEAREST SAFE EXIT**. **Do not stop** to collect personal belongings.
2. Proceed to the **ASSEMBLY POINT** on the car park and report your presence to the **PERSON IN CHARGE**.
3. **Do NOT** return to the premises until authorised to do so by the **PERSON IN CHARGE**.

NOTES:

Officers are required to direct all visitors regarding these procedures i.e. exit routes and place of assembly.

The only persons not required to report to the Assembly Point are the Door Wardens.

CHECKLIST FOR PERSON IN CHARGE

1. Advise other interested parties present that you are the person in charge in the event of an evacuation.
2. Make yourself familiar with the location of the fire escape routes and inform any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and inform any interested parties of that location.
4. Make yourself familiar with the location of the fire alarm and detection control panel.
5. Ensure that the zone warden and door wardens are aware of their roles and responsibilities.
6. Arrange for a register of attendance to be completed (if considered appropriate / practicable).

IN THE EVENT OF A FIRE, OR THE FIRE ALARM BEING SOUNDED

1. Ensure that the room in which the meeting is being held is cleared of all persons.
2. Evacuate via the nearest safe Fire Exit and proceed to the **ASSEMBLY POINT** in the car park.
3. Delegate a person at the **ASSEMBLY POINT** who will proceed to **HOME CARE LINK** in order to ensure that a back-up call is made to the **FIRE BRIGADE**.
4. Delegate another person to ensure that **DOOR WARDENS** have been posted outside the relevant Fire Exit Doors.

5. Ensure that the **ZONE WARDEN** has reported to you on the results of his checks, **i.e.** that the rooms in use have been cleared of all persons.
6. If an Attendance Register has been taken, take a **ROLL CALL**.
7. Report the results of these checks to the Fire and Rescue Service on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
8. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE SERVICE OFFICER IN CHARGE**. Inform the **DOOR WARDENS** to allow re-entry to the building.

NOTE:

The Fire Alarm system will automatically call the Fire Brigade. The purpose of the 999 back-up call is to meet a requirement of the Fire Precautions Act to supplement the automatic call.

CHECKLIST FOR ZONE WARDEN

1. Carry out a physical check of the rooms being used for the meeting, including adjacent toilets, kitchen.
2. Ensure that **ALL PERSONS**, both officers and members of the public are made aware of the **FIRE ALERT**.
3. Ensure that **ALL PERSONS** evacuate **IMMEDIATELY**, in accordance with the **FIRE EVACUATION PROCEDURE**.
4. Proceed to the **ASSEMBLY POINT** and report to the **PERSON IN CHARGE** that the rooms within your control have been cleared.
5. Assist the **PERSON IN CHARGE** to discharge their duties.

It is desirable that the **ZONE WARDEN** should be an **OFFICER** who is normally based in this building and is familiar with the layout of the rooms to be checked.

INSTRUCTIONS FOR DOOR WARDENS

1. Stand outside the **FIRE EXIT DOOR(S)**
2. Keep the **FIRE EXIT DOOR SHUT**.
3. Ensure that **NO PERSON**, whether staff or public enters the building until **YOU** are told by the **PERSON IN CHARGE** that it is safe to do so.
4. If anyone attempts to enter the premises, report this to the **PERSON IN CHARGE**.
5. Do not leave the door **UNATTENDED**.

Agenda Item 5

MEMBERS INTERESTS 2012

A Member with a disclosable pecuniary interest in any matter considered at a meeting must disclose the interest to the meeting at which they are present, except where it has been entered on the Register.

A Member with a non pecuniary or pecuniary interest in any business of the Council must disclose the existence and nature of that interest at commencement of consideration or when the interest becomes apparent.

Where sensitive information relating to an interest is not registered in the register, you must indicate that you have an interest, but need not disclose the sensitive information.

Please tick relevant boxes

Notes

	General		
1.	I have a disclosable pecuniary interest.	<input type="checkbox"/>	You cannot speak or vote and must withdraw unless you have also ticked 5 below
2.	I have a non-pecuniary interest.	<input type="checkbox"/>	You may speak and vote
3.	<p>I have a pecuniary interest because</p> <p>it affects my financial position or the financial position of a connected person or, a body described in 10.1(1)(i) and (ii) and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest</p> <p>or</p> <p>it relates to the determining of any approval consent, licence, permission or registration in relation to me or a connected person or, a body described in 10.1(1)(i) and (ii) and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest</p>	<input type="checkbox"/> <input type="checkbox"/>	<p>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</p> <p>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</p>
4.	<p>I have a disclosable pecuniary interest (Dispensation 20/09/16) or a pecuniary interest but it relates to the functions of my Council in respect of:</p> <p>(i) Housing where I am a tenant of the Council, and those functions do not relate particularly to my tenancy or lease.</p> <p>(ii) school meals, or school transport and travelling expenses where I am a parent or guardian of a child in full time education, or are a parent governor of a school, and it does not relate particularly to the school which the child attends.</p> <p>(iii) Statutory sick pay where I am in receipt or entitled to receipt of such pay.</p> <p>(iv) An allowance, payment or indemnity given to Members</p> <p>(v) Any ceremonial honour given to Members</p> <p>(vi) Setting Council tax or a precept under the LGFA 1992</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>You may speak and vote</p> <p>You may speak and vote</p> <p>You may speak and vote</p> <p>You may speak and vote</p> <p>You may speak and vote</p>
5.	A Standards Committee dispensation applies (relevant lines in the budget – Dispensation 20/09/16 – 19/09/20)	<input type="checkbox"/>	See the terms of the dispensation
6.	I have a pecuniary interest in the business but I can attend to make representations, answer questions or give evidence as the public are also allowed to attend the meeting for the same purpose	<input type="checkbox"/>	You may speak but must leave the room once you have finished and cannot vote

‘disclosable pecuniary interest’ (DPI) means an interest of a description specified below which is your interest, your spouse’s or civil partner’s or the interest of somebody who you are living with as a husband or wife, or as if you were civil partners and you are aware that that other person has the interest.

Interest

Prescribed description

Employment, office,
trade, profession or
vocation

Any employment, office, trade, profession or vocation carried on for profit or gain.

Sponsorship

Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.

	This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest; "director" includes a member of the committee of management of an industrial and provident society;

"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; "M" means a member of a relevant authority;

"member" includes a co-opted member; "relevant authority" means the authority of which M is a member;

"relevant period" means the period of 12 months ending with the day on which M gives notice to the Monitoring Officer of a DPI; "relevant person" means M or M's spouse or civil partner, a person with whom M is living as husband or wife or a person with whom M is living as if they were civil partners;

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

'non pecuniary interest' means interests falling within the following descriptions:

- 10.1(1)(i) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) Any body (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
- (iii) Any easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.
- 10.2(2) A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a connected person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision.

'a connected person' means

- (a) a member of your family or any person with whom you have a close association, or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph 10.1(1)(i) or (ii).

'body exercising functions of a public nature' means

Regional and local development agencies, other government agencies, other Councils, public health bodies, council-owned companies exercising public functions, arms length management organisations carrying out housing functions on behalf of your authority, school governing bodies.

A Member with a personal interest who has made an executive decision in relation to that matter must ensure any written statement of that decision records the existence and nature of that interest.

NB Section 21(13) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.

Agenda Item 6

EMPLOYMENT APPEALS SUB-COMMITTEE

HELD: Monday, 8 October 2018

Start: 10.30 a.m.

Finish: 3.20 p.m.

PRESENT:

Councillors: K Wright (Chairman)
C Dereli (Vice-Chair)
J Mee

Officers: Principal Solicitor (Mrs K Lovelady)
Principal HR & Learning & Development Officer (Ms G Farrimond)
Member Services/Civic Support Officer (Mrs J A Ryan)

Parties to The Appeal: Management
Director of Leisure and Environment (Mrs H McDougall)
Head of HR and Organisational Development (Mrs S Lewis)

Appellant: Employee Payroll Number 2900123
Appellant Advisor: Unison Regional Organiser (Ms D Baugh)

1 APPOINTMENT OF CHAIRMAN

That Councillor Wright be appointed Chairman for the meeting.

2 APOLOGIES

There were no apologies for absence received.

3 MEMBERSHIP OF THE SUB - COMMITTEE

There were no changes to the Membership of the Committee.

4 URGENT BUSINESS, IF ANY, INTRODUCED BY THE CHAIRMAN

There were no items of urgent business.

5 DECLARATION OF INTEREST

There were no Declarations of Interest received.

6 EMPLOYMENT APPEALS PROCEDURE

The Chairman referred to the above procedure.

7 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That under Section 100 (A) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 2 (Identity

of an individual) and Paragraph 4 (Labour Relations) Part 1 of Schedule 12A outweighs the public interest in disclosing the information.

8 APPEAL AGAINST OUTCOME OF DISCIPLINARY HEARING - EMPLOYMENT PAYROLL NUMBER (2900123) (IDENTITY OF AN INDIVIDUAL - PARAGRAPH 2 AND LABOUR RELATIONS - PARAGRAPH 4)

The Chairman welcomed both parties to the meeting.

Members were informed that the Sub – Committee was meeting to consider an appeal by an employee, payroll number 2900123 against summary dismissal.

That the grounds for appeal were:-

- That the sanction imposed was unfair and unjust given the circumstances of the allegation and that no allowance was made for his 32 years exemplary service with the Council
- A full and thorough investigation of the incident did not take place in that all parties involved were not interviewed.

In considering the Appeal the Sub – Committee had before it the following documents:-

Management Statement of Case and Appendices.

Appellant Statement of Case and Supporting Documents.

The Sub – Committee, in accordance with the procedure heard the following aspect of the Appeal;

- i. An oral submission and cross examination by Management.
- ii. An oral submission and cross examination on behalf of the Appellant.
- iii. A summing up by Management and the Appellant's Representative.

Following the conclusion of summing up, both parties, together with the representative, withdrew from the meeting and the Sub – Committee gave consideration to their decision.

The Sub – Committee came to the following conclusion:-

RESOLVED: That the Appeal be dismissed in its entirety.

.....
- CHAIRMAN -

LICENSING & APPEALS COMMITTEE

HELD: Tuesday, 9 October 2018

Start: 7.30 pm

Finish: 8.05 pm

PRESENT:

Councillor: G Owen (Chairman)

Councillors:	N Furey	C Evans
	J Kay	J Mee
	M Mills	A Owens
	D West	

Officers: Paul Charlson, Commercial, Safety and Licensing Manager
Samantha Jordan, Senior Licensing Officer
Kay Lovelady, Principal Solicitor
Julia Brown, Member Services, Civic Support Officer

12 APOLOGIES

There were no apologies for absence received.

13 MEMBERSHIP OF THE COMMITTEE

There were no changes to Membership of the Committee.

14 URGENT BUSINESS

There were no urgent items of business.

15 DECLARATION OF PARTY WHIP

There were no declarations of Party Whip.

16 DECLARATION OF INTEREST

Councillor G Owen declared a pecuniary interest in relation to Agenda item 12 – Application for Private Hire Driver Licence – WK/000244951 as the Applicant was known to her personally.

Councillor D West declared a pecuniary interest in relation to Agenda item 12 – Application for Private Hire Driver Licence – WK/000244951 as the Applicant was known to her personally.

17 MINUTES OF SUB - COMMITTEES OR WORKING GROUPS

There were no minutes to receive.

18 MINUTES

RESOLVED: That the Minutes of the meeting held on 5 June 2018 be received as a correct record and signed by the Chairman.

19 HEALTH AND SAFETY REGULATORY SERVICE PLAN 2018/19

Consideration was given to the report of the Director of Leisure and Environment as contained on pages 33 to 46 of the Book of Reports which sought Members agreement of the Health and Safety Regulatory Service Plan 2018/19.

The Commercial, Safety and Licensing Manager outlined the report and responded to questions and comments raised by Members.

RESOLVED: That the Health and Safety Regulatory Service Plan for 2018/19, as attached at Appendix 2 to the report be approved.

20 ADMINISTRATIVE AND SAFEGUARDING MEASURES, INCLUDING CHANGES TO THE CONVICTIONS POLICY CONTAINED IN THE HACKNEY CARRIAGE AND PRIVATE HIRE STATEMENT OF LICENSING POLICY 2018

Consideration was given to the report of the Director of Leisure and Environment as contained on pages 47 to 96 of the Book of Reports to consider administrative and safeguarding measures, including changes to the Convictions Policy contained within the Hackney Carriage and Private Hire Statement of Licensing Policy 2018, following publication of the Institute of Licensing guidance on determining the suitability of applicants and licensees in the Hackney Carriage and Private Hire trades.

The Commercial, Safety and Licensing Manager outlined the report and responded to questions and comments raised by Members.

- RESOLVED: A. That the convictions Policy document at appendix 2 to the report be approved for use, subject to consultation, thereby replacing the existing Convictions Policy – Appendix S to the Hackney Carriage and Private Hire Statement of Licensing Policy 2018.
- B. That the Hackney Carriage and Private Hire Statement of Licensing Policy 2018 be amended as necessary to reflect the content of Appendix 2 attached to this report and those measures detailed in section 5.0.
- C. That the Director of Leisure and Environment be given delegated authority to subject the amended Hackney Carriage and Private Hire Licensing Policy Statement to a period of public consultation before returning the document to the Licensing and Appeals Committee for approval.
- D. That delegated authority be given to the Director of Leisure and Environment to amend the application procedures and processes contained in the Hackney Carriage and Private Hire Statement of Licensing Policy as may be necessary.

21 **THE ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS) (ENGLAND) REGULATIONS 2018**

Consideration was given to the report of the Director of Leisure and Environment as contained on pages 97 to 104 of the Book of Reports which informed Members of the necessary action to be taken to implement the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.

The Commercial, Safety and Licensing Manager outlined the report and responded to questions and comments raised by Members.

RESOLVED A. That the report be noted.

B. That the requirements to implement the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 be referred to Council including amended terms of reference of the Licensing and Appeals Committee, appropriate delegation to Officers and licence fees.

22 **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 2 (Identity of an individual) and Paragraph 7 (Criminal Matters) part 1 of Schedule 12A outweighs the public interest in disclosing the information.

23 **APPLICATION FOR PRIVATE HIRE DRIVER LICENCE – WK/000244951**

Members were asked to consider an Application for a Private Hire Driver Licence Number WK/000244951 having regard to the Statutory Declaration that accompanied the Application Form and any other relevant information.

RESOLVED: That Private Hire Licence Number WK/000244951 be deferred one cycle in order to allow receipt of the DBS Report.

.....
Chairman



LICENSING & APPEALS COMMITTEE:

4 DECEMBER 2018

Report of: Director of Leisure and Environment

Contact for further information: Paul Charlson (ext 5246)
(E-mail: paul.charlson@westlancs.gov.uk)

SUBJECT: LICENSING FEES & CHARGES 2019/20

Wards affected: Borough wide

1.0 PURPOSE OF REPORT

- 1.1 To consider proposed changes in licensing fees and charges for the period 1 April 2019 to 31 March 2020.

2.0 RECOMMENDATIONS

- 2.1 That with effect from the 1 April 2019, the proposed changes in Hackney Carriage and Private Hire licensing fees and charges contained in Table 1 in this report are approved.
- 2.2 That, subject to approval of 2.1 above, delegated authority be granted to the Director of Leisure and Environment to give notice under Section 70 of the Local Government (Miscellaneous Provisions) Act 1976 of the Council's intention to vary the fees and charges for vehicle, driver and operator licences.
- 2.3 That with effect from the 1 April 2019, the proposed fees and charges contained in Table 2 in this report are approved.

3.0 BACKGROUND

- 3.1 Reference to the landmark Supreme Court case of R (on the application of Hemming and Others) v Westminster City Council [2015] UKSC215 (the Hemming Case) and the related decision of the European Court of Justice (ECJ) has been made in previous reports to Members regarding the setting of licensing fees.

- 3.2 The above decisions require that the fee levied for any given licence can only serve to cover the relevant costs associated with the administration and, in certain circumstances, the enforcement of that licence. Licence fees must therefore comprise of an initial application fee, which will be charged on application and relates solely to the cost of authorisation procedures (i.e. the costs associated with reviewing an application and granting / refusing a licence), and a successful application fee that relates to the cost of administering and enforcing the relevant licensing framework.

4.0 PROPOSED FEES

4.1 *Hackney Carriage and Private Hire*

The proposed changes in Hackney Carriage and Private Hire fees and charges are detailed in Table 1.

Table 1

Driver Licence Applications – Hackney Carriage, Private Hire and Dual			
	Existing (2018/19)	Proposed (2019/20)	Proposed fee comprised of (a) initial fee; and (b) successful application fee
Driver Licence New (3 year licence)*	£134.92	£172.92	N/A
Driver Licence Renewal (3 year licence)*	£89.09	£127.09	N/A
* Applications incur additional fees not set by the Council. These include online Disclosure and Barring Service enhanced disclosure (including validation and update service) and medical examination.			
Vehicle Licence Applications – Hackney Carriage and Private Hire			
Hackney Carriage New (12 month licence - incl. plate)	£193.77	£201.77	(a) £101.69; (b) £100.08
Hackney Carriage Renewal (12 month licence - incl. plate)	£183.08	£191.08	(a) £66.72; (b) £124.36
Private Hire Vehicle New (12 month licence - incl. plate)	£171.95	£179.95	(a) £101.69; (b) £78.26
Private Hire Vehicle Renewal (12 month licence - incl. plate)	£161.04	£170.90	(a) £66.72; (b) £104.18
Private Hire Operator Licence Applications (5 year licence):			
1 - 10 Vehicles	£160.36	£168.36	(a) £87.43; (b) £80.93
11 - 20 Vehicles	£248.46	£256.46	(a) £87.43; (b) £169.03
21 - 30 Vehicles	£390.51	£398.51	(a) £104.92; (b) £293.59
31 - 40 Vehicles	£493.42	£501.42	(a) £104.92; (b) £396.50
41 - 50 Vehicles	£640.47	£648.47	(a) £140.92; (b) £507.55

Over 50 Vehicles	£729.56	£737.56	(a) £157.38; (b) £580.18
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Hackney Carriage and Private Hire Licensing – general			
Transfer of Vehicle Licence (change of owner)	£15.83	£17.49	N/A
Replacement Vehicle Plate	£15.83	£17.49	N/A
Replacement Driver Badge	£15.83	£17.49	N/A
Duplicate Driver Licence	£15.83	£17.49	N/A
Duplicate Vehicle Licence	£15.83	£17.49	N/A
Re-sit Knowledge Test	£15.83	£17.49	N/A
Other administrative changes	£15.83	£17.49	N/A

4.2 Members should note that other fees are levied in addition to the relevant fee for Hackney Carriage and Private Hire licences, but these costs are dictated by third parties (for example, Disclosure and Barring Service (DBS) enhanced disclosure, DBS update service and medical examination) and are borne by the applicant. Driver licence fees have also increased to include costs of the safeguarding / dementia training requirements proposed in the revised Hackney Carriage and Private Hire Licensing Policy.

4.3 If the Committee resolves to approve the fees detailed in Table 1, the Council is required to give notice under Section 70 of the Local Government (Miscellaneous Provisions) Act 1976 of its intention to vary the fees and charges for vehicle, driver and operator licences. The Notice will be published in the local press, on the Council's website and in the Licensing Reception at Robert Hodge Centre / Notice Board at 52 Derby Street. Objections against the proposed increases can be made within 28 days from the date of the Notice. If any objections are received, the matter will be reported back to the next meeting of the Committee for further consideration.

Miscellaneous licences

4.4 Table 2 details the proposed changes in the following licensing fees and charges for 2019/20.

Table 2

	Existing (2018/19)	Proposed (2019/20)	Proposed fee comprised of (a) initial fee; and (b) successful application fee
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Street Trading			
New application (12 month consent)	£232.00	£232.00	(a) £52.46; (b) £179.54
New application (6 month Occasional Consent)	£172.37	£172.37	(a) £52.46; (b) £119.91

New application (3 month Occasional Consent)	£108.05	£108.05	(a) £52.46; (b) £55.59
New application (7 day Occasional Consent)	£59.94	£69.95	(a) £52.46; (b) £17.49
Renewal (12 month consent)	£200.69	£200.69	(a) £52.46; (b) £148.23
Variation	£78.71	£78.71	(a) £52.46; (b) £26.25
Replacement Consent	£15.83	£17.49	N/A
Sex Establishment / Sexual Entertainment Venue licence			
New / renewal	£2190.25	£2190.25	(a) £1084.16; (b) £1106.09
Skin Piercing etc. registration			
New registration	£109.25	£109.25	N/A
Variation to existing registration	£21.34	£34.97	N/A
Second Hand Goods Dealer registration			
New registration	£85.09	£87.43	N/A
Animal Welfare Licences – Cat/Dog Boarding (incl. dog day care / home boarding), Dog Breeding, Pet Shop			
1 year licence New / renewal (+vet fee if required)	£152.87	£157.38	(a) £87.43; (b) £69.95
2 year licence New / renewal (+vet fee if required)	£208.51	£227.33	(a) £87.43; (b) £139.90
3 year licence New / renewal (+vet fee if required)	£264.15	£297.28	(a) £87.43; (b) £209.85
Animal boarding – fee per annum for each additional 10 units	£21.00	£17.49	N/A
Dog Breeding – fee per annum for each additional 5 bitches units	£10.00	£17.49	N/A
Animal Welfare Licences – Training / keeping animals for exhibition			
3 year licence New / renewal (+vet fee if required)	£264.15	£297.28	(a) £87.43; (b) £209.85
Animal Welfare Licences – Hiring out of horses for the purpose of riding or instruction in riding			
1 year licence New / renewal (+ vet fee)	£200.00	£200.00	(a) £122.41; (b) £77.59
2 year licence New / renewal (+ vet fee)	£287.69	£277.59	(a) £122.41; (b) £155.18
3 year licence	£405.38	£355.18	(a) £122.41; (b) £232.77

New / renewal (+ vet fee)			
Hiring out horses - fee per annum for each additional 10 horses	£21.00	£17.49	N/A
Animal Welfare Licences – Dangerous Wild Animals			
New / renewal (+ vet fee) (2 year licence)	£232.14	£232.14	(a) £122.41; (b) £109.73
Animal Welfare Licences – Zoo			
New / renewal (+ vet fee) (6 year licence)	£2215.53	£2448.11	(a) £699.51; (b) £1748.60
Animal Welfare Licences – General			
Replacement licence	-	£17.49	N/A
Licence transfer	-	£17.49	N/A
Other administrative changes	-	£17.49	N/A
Scrap Metal Dealer Licences			
Site Licence New (3 year licence)	£269.03	£297.27	(a) £157.38; (b) £139.89
Site Licence Renewal (3 year licence)	£198.69	£198.69	(a) £34.97; (b) £163.72
Additional named site on Site Licence (per site)	£134.33	£134.33	(a) £34.97; (b) £99.36
Collectors' Licence New	£126.60	£139.89	(a) £69.95; (b) £69.94
Collectors' Licence Renewal	£84.78	£84.78	(a) £34.97; (b) £49.81
Site Licence Variation	£85.09	£87.43	(a) £34.97; (b) £52.46
Collectors' Licence Variation	£85.09	£87.43	(a) £34.97; (b) £52.46
Inconsequential administrative changes or replacement licence	£15.83	£17.49	N/A

5.0 SUSTAINABILITY IMPLICATIONS

- 5.1 The proposals have the potential to impact upon many areas within the Community, particularly upon taxi and other licensing trades and/or services.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 6.1 The licensing fees and charges contained in this report are based on full cost recovery. Based on the current number of licences and income previously received, the estimated income from the abovementioned licence fees during 2019/20 is £141,664.33. As the budget for 2019/20 is yet to be agreed, exact service costs cannot be determined at time of writing this report. However, the

estimated income is sufficient to match expenditure based on the current budget 2018/19.

- 6.2 The proposed fees detailed in this report may result in a variation in licence fee income, but this is only in relation to the cost of the relevant licensing regime. It must be demonstrated that licence fee income is reasonable and proportionate. Income must not significantly exceed licence costs and any resultant surplus or deficit is considered when setting the fees for the following year. These issues have been identified in the budgetary process and will receive due consideration.

7.0 RISK ASSESSMENT

- 7.1 If Members approve the recommendations contained in this report, and if there are no objections to the proposed fees, these will be implemented from 1 April 2019. However, if any objections are received, these will be determined by the Committee on 12 February 2019 and the resultant approved fees will be implemented from 1 April 2019.
- 7.2 The 2006 EU Services Directive, which is applied in the UK by the Provision of Services Regulations 2009, does not apply to taxis or gambling activities. However, Officers have taken the precautionary approach of adopting the principles of the Hemming Case in all of the licence fees contained in this report, as future challenges can be expected. Nevertheless, the Council has a legal duty to carry out the functions of the legislation that dictates the proposed fees and charges contained in this report. Therefore the proposed fees and charges contained in this report are levied at a rate that serves to cover the costs to the Council. Accordingly, there is a potential impact upon the taxi trade, the travelling public and operators of the other licensed activities contained in this report.
- 7.3 Members should also note that the opinion of the Advocate General and the commentary contained in the judgement of the ECJ relating to the Hemming Case went beyond the specific issues that had been referred to it, which make further challenges on the issue of licensing fees likely. Of particular concern, both the opinion and the commentary in the ruling appeared to reopen the issue of whether including the costs of administering and enforcing licensing regimes within licence fees is compatible with the Services Directive, with a strong indication that the Advocate General and ECJ believe it is not. While the Supreme Court's view on this issue remains in place at the current time, meaning councils can continue to include these costs in their licence fees, it is possible that there will be a further challenge on this issue at some point in future. Members will be made aware of such implications should they arise.

Background Documents

The following background documents (as defined in Section 100D (5) of the Local Government Act 1972) have been relied on to a material extent in preparing this Report.

None.


Equality Impact Assessment

There is a significant direct impact on members of the public, employees, elected members and / or stakeholders. Therefore an Equality Impact Assessment is required. A formal equality impact assessment is attached as an Appendix to this report, the results of which have been taken into account in the Recommendations contained within this report.

Appendices

1. Equality Impact Assessment.

Appendix 1

<h1 style="color: red;">Equality Impact Assessment Form</h1> 	
Directorate: Leisure and Wellbeing	Service: Licensing
Completed by: Paul Charlson	Date: 22/11/18
Subject Title: LICENSING FEES & CHARGES 2019/20	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	No <i>*delete as appropriate</i>
Is a service being designed, redesigned or cutback:	No
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	No
Is a programme or project being planned:	No
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	No
Details of the matter under consideration:	
<i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	No <i>*delete as appropriate</i>
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	
3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	All licence holders for which the Council can set the relevant licence fee.
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	All sections of the public and businesses use or operate the licences outlined in this report.
Which of the protected characteristics are most relevant to the work being carried out?	<i>*delete as appropriate</i>

Age	No
Gender	No
Disability	No
Race and Culture	No
Sexual Orientation	No
Religion or Belief	No
Gender Reassignment	No
Marriage and Civil Partnership	No
Pregnancy and Maternity	No
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	All sections of the public and businesses use or operate the licences outlined in this report.
What will the impact of the work being carried out be on usage/the stakeholders?	Revised fees for licence applications and on-going charges.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	The proposed fees for PH & HC licensing will be published in the local press and the Council's website. Any objections will be brought back to this Committee.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	The proposed fees for PH & HC licensing will be published in the local press and the Council's website. Any objections will be brought back to this Committee.
If any further data/consultation is needed and is to be gathered, please specify:	N/A
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	None.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	N/A
What actions do you plan to take to address any other issues above?	No actions <i>If no actions are planned state no actions</i>
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will	The proposed fees for PH & HC licensing will

review it?	be published in the local press and the Council's website. Any objections will be brought back to this Committee.
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LICENSING & APPEALS COMMITTEE:

4 DECEMBER 2018

Report of: Director of Leisure and Environment

Contact for further information: Paul Charlson (ext 5246)
(E-mail: paul.charlson@westlancs.gov.uk)

SUBJECT: HACKNEY CARRIAGE AND PRIVATE HIRE STATEMENT OF LICENSING POLICY 2018 - VEHICLE AGE / EMISSION REQUIREMENTS

Wards affected: Borough wide

1.0 PURPOSE OF REPORT

- 1.1 To consider revised vehicle age and emission policy requirements for licensed vehicles within the Hackney Carriage and Private Hire Statement of Licensing Policy.

2.0 RECOMMENDATIONS

- 2.1 That the Hackney Carriage and Private Hire Statement of Licensing Policy be amended as necessary to reflect the content of Section 5.0 of this report.
 - 2.2 That subject to the approval of 2.1 above, the amendments to the Hackney Carriage and Private Hire Statement of Licensing Policy be added to those previously approved for public consultation by the Licensing and Appeals Committee on 9 October 2018.
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3.0 BACKGROUND

- 3.1 Members will recall the report of 9 October 2018 in which several administrative and safeguarding amendments, including changes to the convictions policy, to the Hackney Carriage and Private Hire Statement of Licensing Policy 2018 (the Policy) were approved. At that time, it was also approved that the amendments be subject to public consultation, with any resultant comments being brought back to the Committee for consideration.
- 3.2 Following the Committee's decision, a draft policy has been developed and preparations are in place for the document to be subject to public consultation.

However, throughout this period, the Council has been involved with work that has been progressing across the County in an attempt to formulate policy to reduce licensed vehicle emissions and place an increased emphasis on ultralow and zero emission vehicles. Given the timing of the proposed public consultation, the opportunity exists to consider and, if approved, include these proposed changes in the draft policy prior to public consultation.

4.0 ISSUES

- 4.1 The Council has long maintained a commitment to reduce licensed vehicle emissions and encourage the licensed trade to use more efficient and cleaner vehicles. The current version of the Policy contains a commitment for the Council to consider how the Policy can and should support any local environmental initiatives to reduce emissions, which includes the use of low emission vehicles (and the encouragement of their use), setting vehicle emissions standards or promoting cleaner fuels, as well as ensuring a modern standard of its licensed vehicles. To deliver this aim, the current Policy contains detailed vehicle specifications for both Hackney Carriages (HC) and Private Hire Vehicles (PHV), which includes vehicle age and emissions requirements.
- 4.2 In recent years, there has been an increased interest in, and availability of, ultralow emission (hybrid) and zero emission (fully electric) vehicles. Whilst the infrastructure of suitable electric charging points to deliver a realistic framework for zero emission vehicles is still embryonic, this issue is developing quickly and has gained interest from local authorities across the country and the region, and particularly with colleagues within the public health service of Lancashire County Council. This interest is partly resultant from increased availability of government funding to help provide the infrastructure for zero emission vehicles (including HC and PHV). Furthermore, the Council has received approaches from businesses willing to map the movements of existing licensed vehicles as a means to provide data on the most suitable locations for charging points, should and when these be needed in the future.
- 4.3 As Members will be aware, Officers maintain close links with other Lancashire authorities and routinely attend Health Leads, Chief Environmental Health Officer and operational county meetings. The Council is therefore well placed to support and participate in any initiative that aims to provide a consistent approach to air quality and licensing issues. Accordingly, Lancashire authorities are seeking to develop a consistent approach to licensed vehicle emissions and to make policy commitments aimed to support the adoption of ultralow and zero emission vehicles.
- 4.4 The policy changes outlined in the following section of this report are proposed so that the Council's approach can be similar to other authorities in the County and also support an ambitious aim to reduce vehicle emissions in the Borough. Given the impending pre-approved public consultation on the draft policy, the Committee has the opportunity to consider making timely additional changes to the draft policy and avoid the need to conduct additional consultation.

5.0 PROPOSED CHANGES

Vehicle emissions

- 5.1 The Policy requires all licensed vehicles to comply with the current MOT emission standards, which differ depending upon the age of the vehicle. (Members will recall that the Policy currently states that all HC must be no older than 18 years and PHV no older than 15 years).
- 5.2 Members may also be aware that the current emission requirements for all mass produced new cars sold after September 2015 are contained in the Euro 6 emissions standard. This standard builds on previous versions to reduce harmful pollutants from petrol and diesel vehicle exhausts, with different emissions standards for each fuel, which reflects the different pollutants the two fuels produce. For diesels, the permitted level of nitrogen oxide (NOx) emitted has reduced to a maximum of 80mg/km, compared to the 180mg/km level that was required for cars that met the previous Euro 5 emissions standard. In contrast, the NOx limit for petrol cars remained unchanged from Euro 5, as it was already lower at 60mg/km.
- 5.3 The Euro 6 standard only applies to new vehicles sold after September 2015 and so it is a higher standard than is required for older vehicles contained in the MOT testing requirements. Given that the average age of the vehicles licensed by the Council is 7 years, the Euro 6 standard does not apply to a significant number of these vehicles. It is therefore proposed that all licensed vehicles be required to be compliant with the Euro 6 emission standard by 1 April 2022.
- 5.4 In considering this matter, Members should note that this policy requirement would not require licensed drivers to sell their existing car and purchase one that was manufactured after September 2015. This is because a retrofit device is available that would reduce the vehicle emissions to the Euro 6 emission standard, and thereby give drivers the option of a lower cost means to comply. It is understood that the cost of supply and fitting the retrofit device is approximately £500.00.

Vehicle age

- 5.5 The Policy currently requires all vehicles licensed under a new application (i.e. not a renewal application) must be a maximum of 4 years old for a HC and a maximum of 6 years old for a PHV. To support the adoption of the Euro 6 standard from 2015, it is proposed that all PHV licensed under a new application must be a maximum of 5 years old from 1 September 2020. It is not proposed to amend the age for a newly licensed HC given that this will be line with the Euro 6 standard before 2020.

Zero emission vehicles

- 5.6 The pace of development of zero emission vehicles is increasing, with Government setting a target that will require all new car sales to be zero emission vehicles from 2040. Other local authorities, particularly city authorities, are also setting ambitious targets to reduce licensed vehicle emissions and support the use of zero emission vehicles.
- 5.7 It is therefore appropriate that Members consider the adoption of a similar stance to pave the way for the increased use of zero emissions vehicles in the future. It

is therefore proposed that the Council licence only zero emission HC and PHV under a new application from 1 April 2028, which is the same date proposed for other local authorities in the County.

7.0 SUSTAINABILITY IMPLICATIONS

- 7.1 The proposals have the potential to impact upon many areas within the Community, particularly upon taxi services directly and the Council's ongoing safeguarding and environmental responsibilities to the public within West Lancashire.

8.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 8.1 There are no financial implications associated with this report.

9.0 RISK ASSESSMENT

- 9.1 Officers are supportive of ambitious but realistic policy targets for licensed vehicle emissions. The proposals contained in this report are therefore not mandatory, rather they are indicative of the approach the Council aims to take in the future to improve the environment in the Borough and also encourage the licensed trade to use more efficient and cleaner vehicles.
- 9.2 In considering this report, Members should also note that the Policy would routinely be reviewed every five years (or more frequently if Members deemed appropriate) and so any requirements can be amended if the pace of the development of zero emission vehicles or the corresponding infrastructure does not match the Council's policy requirements.

Background Documents

The following background documents (as defined in Section 100D (5) of the Local Government Act 1972) have been relied on to a material extent in preparing this Report.

None.

Equality Impact Assessment

There is a significant direct impact on members of the public, employees, elected members and / or stakeholders. Therefore an Equality Impact Assessment is required. A formal equality impact assessment is attached as an Appendix to this report, the results of which have been taken into account in the Recommendations contained within this report.

Appendices

1. Equality Impact Assessment.

Equality Impact Assessment Form



Directorate: Leisure and Environment	Service: Licensing
Completed by: Paul Charlson	Date: 09/11/18
Subject Title: HACKNEY CARRIAGE AND PRIVATE HIRE STATEMENT OF LICENSING POLICY 2018 - VEHICLE AGE / EMISSION REQUIREMENTS	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	No <i>*delete as appropriate</i>
Is a service being designed, redesigned or cutback:	No
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	No
Is a programme or project being planned:	No
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	No
Details of the matter under consideration:	
<i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	No <i>*delete as appropriate</i>
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	
3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Licensing Authorities, service users, members of the public.
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	All sections of the public and businesses use or operate the licences outlined in this report.

Which of the protected characteristics are most relevant to the work being carried out?	<i>*delete as appropriate</i>
Age	No
Gender	No
Disability	No
Race and Culture	No
Sexual Orientation	No
Religion or Belief	No
Gender Reassignment	No
Marriage and Civil Partnership	No
Pregnancy and Maternity	No
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	All sections of the public and businesses use or operate the licences outlined in this report.
What will the impact of the work being carried out be on usage/the stakeholders?	The proposed changes will impact vehicle licence holders in having to provide a compliant vehicle.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	The proposed changes will be subject to public consultation and any views presented to a future meeting of the Committee.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	The proposed changes will be subject to public consultation and any views presented to a future meeting of the Committee.
If any further data/consultation is needed and is to be gathered, please specify:	N/A
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	None.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	N/A
What actions do you plan to take to address any other issues above?	No actions <i>If no actions are planned state no actions</i>
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will	Once approved the Policy is subject to review at

review it?	a minimum of every 5 years.
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By virtue of paragraph(s) 2, 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 2, 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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