



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

---

Monday, 27 March 2017

**TO: COUNCILLORS T DEVINE (CHAIRMAN), N DELANEY (VICE-CHAIRMAN),  
MRS C EVANS, J KAY, D MCKAY, J MEE, MS R MELLING,  
M MILLS, G OWEN, A OWENS AND K WRIGHT**

Dear Councillor,

A meeting of the **LICENSING & APPEALS COMMITTEE** will be held in the **COUNCIL CHAMBER - 52 DERBY STREET** on **TUESDAY, 4 APRIL 2017** at **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** 329 -  
If a Member requires advice on Declarations of Interest, he/she is 330  
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**  
There are no minutes to receive.
- 7. MINUTES** 331 -  
To receive as a correct record the minutes of the meeting held on 7 334  
February 2017.
- 8. 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 item(s) of  
business in accordance with Section 100A(4) of the Local Government  
Act 1972 on the grounds that it involves the likely disclosure of exempt  
information as defined in Part 1 of Schedule 12A to the Act and as, in  
all the circumstances of the case the public interest in disclosing the  
information. The nature of the exempt information and the relevant  
exemption paragraphs are shown in brackets after the report title.
- 9. APPLICATION FOR PRIVATE HIRE DRIVER LICENCE -** 335 -  
**WK/000226751** 338  
(IDENTITY OF AN INDIVIDUAL/CRIMINAL MATTERS – Paragraphs 2  
& 7)  
To consider the report of the Director of Leisure and Wellbeing.
- 10. APPLICATION FOR PRIVATE HIRE DRIVER LICENCE -** 339 -  
**WK/000226532** 342  
(IDENTITY OF AN INDIVIDUAL/CRIMINAL MATTERS – Paragraphs 2  
& 7)  
To consider the report of the Director of Leisure and Wellbeing.
- 11. APPLICATION FOR PRIVATE HIRE DRIVER LICENCE -** 343 -  
**WK/000224487** 346  
(IDENTITY OF AN INDIVIDUAL/CRIMINAL MATTERS – Paragraphs 2  
& 7)  
To consider the report of the Director of Leisure and Wellbeing.

**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](mailto: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

	<b>General</b>		
1.	I have a disclosable pecuniary interest.	<input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 below</i>
2.	I have a non-pecuniary interest.	<input type="checkbox"/>	<i>You may speak and vote</i>
3.	I have a pecuniary interest <b>because</b> it affects my financial position or the financial position of a connected person or, a body described in 10.1(1)(i) and (ii) <b>and</b> 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 or 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) <b>and</b> 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	<input type="checkbox"/>          <input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i>          <i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i>
4.	I have a disclosable pecuniary interest (Dispensation 16/7/12) or a pecuniary interest but it relates to the functions of my Council in respect of:  (i) Housing where I am a tenant of the Council, and those functions do not relate particularly to my tenancy or lease.  (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.  (iii) Statutory sick pay where I am in receipt or entitled to receipt of such pay.  (iv) An allowance, payment or indemnity given to Members  (v) Any ceremonial honour given to Members  (vi) Setting Council tax or a precept under the LGFA 1992	<input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>	<i>You may speak and vote</i>          <i>You may speak and vote</i>          <i>You may speak and vote</i>          <i>You may speak and vote</i>          <i>You may speak and vote</i>          <i>You may speak and vote</i>
5.	A Standards Committee dispensation applies (relevant lines in the budget – Dispensation 20/2/13 – 19/2/17)	<input type="checkbox"/>	<i>See the terms of the dispensation</i>
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"/>	<i>You may speak but must leave the room once you have finished and cannot vote</i>

**'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**

Employment, office, trade, profession or vocation

Sponsorship

**Prescribed description**

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

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 7

## LICENSING & APPEALS COMMITTEE

HELD: Tuesday, 7 February 2017

Start: 7.30 pm

Finish: 8.45 pm

### PRESENT:

Councillor: T Devine (Chairman)  
N Delaney (Vice-Chair)

Councillors: S Currie C Evans  
J Kay D McKay  
J Mee M Mills  
G Owen A Owens  
K Wright

Officers: Commercial, Safety and Licensing Manager (Mr P Charlson)  
Principal Solicitor (Mrs K Lovelady)  
Senior Licensing Officer (Mrs S Jordan)  
Member Services/Civic Support Officer (Mrs J Brown)

### 60 APOLOGIES

There were no apologies for absence received.

### 61 MEMBERSHIP OF THE COMMITTEE

In accordance with Council Procedure Rule 4, the Committee noted the termination of membership of Councillor Melling, and the appointment of Councillor Currie for this meeting only, thereby giving effect to the wishes of the political groups.

### 62 URGENT BUSINESS

There were no urgent items of business.

### 63 DECLARATION OF PARTY WHIP

There were no declarations of Party Whip.

### 64 DECLARATION OF INTEREST

Councillor Devine declared a pecuniary interest in relation to Agenda Item 11 – Private Hire Driver – Determination of Existing Licence WK/000223790 as the owner of 'Skem Settle Cars' who was in attendance was known to him.

### 65 MINUTES OF SUB-COMMITTEES OR WORKING GROUPS

That the Minutes of the Employment Appeals Sub – Committee held on 20 September 2016 be noted.

**66 MINUTES**

RESOLVED: That the Minutes of the meeting held on 6 December 2016 be received as a correct record and signed by the Chairman.

**67 LICENSING FEES AND CHARGES 2017/18**

Consideration was given to the report of the Director of Leisure and Wellbeing as contained on pages 294 to 303 of the Book of Reports, the purpose of which was to consider revised proposed changes in licensing fees and charges for the period 1 April 2017 to 31 March 2018 following a decision of the European Court of Justice.

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

RESOLVED A. That with effect from 1 April 2017, the proposed changes in Hackney Carriage and Private Hire licensing fees and charges contained in Table 1 of the report be approved.

B. That delegated authority be granted to the Director of Leisure and Wellbeing Services 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.

C. That with effect from 1 April 2017, the proposed fees and charges contained in Table 2 of the report be approved.

D. That delegated authority be granted to the Director of Leisure and Wellbeing Services to amend those licences referenced in the report and related policies so that the payment of the licence fee relating to the cost of administering and enforcing the relevant licensing framework (successful application fee) is made a condition of that licence.

**68 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.

**69 DETERMINATION OF EXISTING PRIVATE HIRE DRIVER LICENCE - WK/000225358**

Members were asked to consider an existing Private Hire Driver Licence having regard to a Police Caution being issued to the Driver.



The Driver attended the meeting with a representative and was interviewed by the Committee during which the Driver was advised of his right of appeal to the Magistrates Court if he was aggrieved by the decision.

RESOLVED: That Private Hire Driver Licence WK/000225358 shall continue.

(Note: The Officers from Leisure and Wellbeing Services left the meeting as Members considered their decision in this case).

70 **PRIVATE HIRE DRIVER - DETERMINATION OF EXISTING LICENCE- WK/000223790**

Members were asked to consider an existing Private Hire Driver Licence having regard to offences on the Drivers DVLA Licence.

The Driver attended the meeting with the owner of 'Skem Settle Cars' and was interviewed by the Committee during which he was advised of his right of appeal to the Magistrates Court if he was aggrieved by the decision.

RESOLVED: That Private Hire Driver Licence Number WK/0002223790 shall continue.

(Note 1: The Officers from Leisure and Wellbeing Services left the meeting as Members considered their decision in this case).

(Note 2: Councillor Devine declared a pecuniary interest in relation to Agenda Item 11 – Private Hire Driver – Determination of Existing Licence – WK/000223790 as the owner of 'Skem Settle Cars' was known to him and therefore left the Chamber during consideration of this item).

71 **DETERMINATION OF EXISTING PRIVATE HIRE DRIVER LICENCE - WK/000225287**

Members were asked to consider an existing Private Hire Driver Licence having regard to the failure to disclose information and failure to adhere to the Hackney Carriage and Private Hire Statement of Licensing Policy.

The Private Hire Driver attended the meeting and was interviewed by the Committee during which he was advised of his right of appeal to the Magistrates Court if he was aggrieved by the decision.

RESOLVED: That Private Hire Drive Licence Number WK/000225287 be REVOKED.

(Note: The Officers from the Leisure and Wellbeing Services left the meeting as Members considered their decision in this case).

.....  
**CHAIRMAN**



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.

Document is Restricted



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

Document is Restricted

