



## **LICENSING COMMITTEE**

Tuesday 15 March 2016 at 6.00 pm

Council Chamber, Ryedale House, Malton

### **Agenda**

**1 Emergency Evacuation Procedure**

The Chairman to inform Members of the Public of the emergency evacuation procedure.

**2 Apologies for absence**

**3 Minutes**

(Pages 3 - 4)

**4 Urgent Business**

To receive notice of any urgent business which the Chairman considers should be dealt with at the meeting as a matter of urgency by virtue of Section 100B(4)(b) of the Local Government Act 1972.

**5 Declarations of Interest**

Members to indicate whether they will be declaring any interests under the Code of Conduct.

Members making a declaration of interest at a meeting of a Committee or Council are required to disclose the existence and nature of that interest. This requirement is not discharged by merely declaring a personal interest without further explanation.

### **PART 'A' ITEMS - MATTERS TO BE DEALT WITH UNDER DELEGATED POWERS OR MATTERS DETERMINED BY COMMITTEE**

**6 Taxi Licensing - Letters of Authority**

(Pages 5 - 6)

**7 Any other business that the Chairman decides is urgent.**

## Licensing Committee

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Held at Council Chamber, Ryedale House, Malton  
on Tuesday 21 July 2015

## Present

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Councillors Hope, Windress, Burr MBE, Frank, Maud, Cleary, Farnell and Jainu-Deen

## In Attendance

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Beckie Bennett, Jo Holmes and Steve Richmond

## Minutes

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1        **Apologies for absence**

There were no apologies.

2        **Urgent Business**

There was no urgent business.

3        **Declarations of Interest**

There was no declarations of interest.

**PART 'B' ITEMS - MATTERS REFERRED TO COUNCIL**

4        **The Gambling Act 2005 - Draft Statement of Principles**

**Recommendation to Council**

To adopt the Gambling Act 2005 - Statement of Principles.

[For 8

Against 0

Abstain 0]

5        **Any other business that the Chairman decides is urgent.**

There was no urgent business.

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**REPORT TO:** LICENSING COMMITTEE

**DATE:** 15 MARCH 2016

**REPORTING OFFICER:** HEAD OF ENVIRONMENT  
STREETSCENE & FACILITIES  
BECKIE BENNETT

**SUBJECT:** TAXI LICENSING – LETTERS OF AUTHORITY

**WARDS AFFECTED:** NONE

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**1.0 PURPOSE OF REPORT**

- 1.1 To request approval for the officers of Ryedale District Council named below to be issued with letters of authority to act as authorised officers to administer the taxi licensing function and carry out enforcement activities in relation to taxis.

**2.0 RECOMMENDATIONS**

- 2.1 It is recommended a “Letter of Authority” be issued to:

Mark Sissons, Interim Streetscene Manager  
Charlie Hawkes, Streetscene Enforcement Officer  
Clare Harding, Streetscene Operations Assistant  
Valerie Fox, Business Hub Officer  
Cameron Swift, Business Hub Assistant

**3.0 REASONS SUPPORTING DECISION**

- 3.1 In accordance with the Local Government (Miscellaneous Provisions) Act 1976 officers dealing with licensing and enforcement must be authorised and have written authority.

**4.0 BACKGROUND**

- 4.1 Information from the National Association of Taxi and Private Hire Licensing and Enforcement Officers (NATPHLEO) has identified the need for all officers involved with administering taxi licensing to have formal authority to do so. There have been a number of staff changes affecting the administration of taxi licensing which necessitates the need to update the authorisations for the staff now responsible for dealing with licensing applications and other associated matters.

**5.0 INTRODUCTION**

- 5.1 Following a series of changes to the staff involved with administering taxi licensing and to ensure sufficient resilience and cover for the service, it is necessary to update the authorisations to ensure compliance with a legal requirement that the appropriate authorisation of officers is in place as per the 1976 Act, the Town Police Clauses Act 1847 and the Ryedale District Byelaws relating to Hackney Carriages.



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**6.0 POLICY CONTEXT**

6.1 Not applicable

**7.0 REPORT**

7.1 An authorised officer of the Council has the authority to check documentation, premises and vehicles used for hiring and in certain circumstances remove a vehicle plate. They may also suspend a licence subject to council confirmation of the action after reports. Any officer so authorised must be confirmed in writing and minuted in the Minutes of the Council. Any authorised officer so appointed is required to follow the rules and Criminal Evidence Act in respect of investigations and interviews and may give evidence in court.

**8.0 RISK ASSESSMENT**

8.1 Failure to properly authorise officers would result in inability to prosecute through the courts

8.2 With the appropriate authorisation, officers are able to satisfactorily administer taxi licensing function on behalf of the council.

**9.0 IMPLICATIONS**

9.1 The following implications have been identified:

a) Financial

None

b) Legal

There is a legal requirement to ensure officers are properly authorised to administer the taxi licensing function and carry out enforcement activities in relation to taxis

c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)

None

**10.0 CONCLUSION**

10.1 There is a legal requirement to ensure all officers administering the taxi licensing function are acting with the appropriate authority.

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**Background Papers:**

The Local Government (Miscellaneous Provisions) Act 1976

The Town Police Clauses Act 1847

NATPHLEO Codes of Conduct

Ryedale District Byelaws relating to Hackney Carriages