

LICENSING COMMITTEE

Minutes of the meeting held on 13 July 2016 commencing at 6.00 pm

Present: Cllr. Mrs. Morris (Chairman)

Cllr. Clark (Vice Chairman)

Cllrs. Abraham, Mrs. Bosley, Dr. Canet, Esler, Lake, McArthur, Parkin, Pett and Scholey

Cllr. Firth was also present.

9. Minutes

Resolved: That the Minutes of the meeting of the Licensing Committee held on 17 May 2016 and of the Licensing Hearing held on 23 May 2016, be approved and signed as the Chairman as correct record.

10. Declarations of interest

No additional declarations of interest were made.

11. Actions from the previous meeting

There were none.

12. Demonstration of the Online Knowledge Test for Taxi Drivers

The Licensing Partnership Manager presented a report which explained that, in conjunction with the Smarter Digital Services based at Tunbridge Wells Borough Council, the Council had developed an online Knowledge Test for new Hackney Carriage and Private Hire drivers to replace the practical Knowledge Test for new Hackney Carriage drivers. Details of the test were still to be confirmed but it would test applicants' knowledge of the Highway Code and road signs, relevant law, Council policy, safeguarding, numeracy and the local area and routes around it. She provided a demonstration of the online Knowledge Test, which was still under construction.

The Licensing Partnership Manager advised that she expected applicants would be asked to pay for and complete the test prior to providing a licence application form. The Test would no longer require the attendance of a Licensing Officer as other staff could supervise the online Test, which would be more cost effective. Officers were proposing to buy 6 tablets, to be used across the Licensing Partnership, to run the Knowledge Test. A further report on introducing the online Knowledge Test would likely be presented to the next meeting of the Committee.

The Chairman noted that the Test may be suitable as a further tool for Officers and Councillors if they felt during a review that an existing licensee failed to demonstrate appropriate knowledge.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the report be noted.

13. Compliance & Enforcement Policy for Licensing

The Licensing Partnership Manager presented a report which proposed the adoption of a revised Compliance and Enforcement Policy. The Policy sought to cover issues of non-compliance and offences across all relevant licensing functions and was to be used in conjunction with the Kent and Medway Licensing Compliance and Enforcement Protocol. The aim of the Policy was to provide clarity on the position of licence holders, what was expected of them, steps the Licensing Authority would expect them to take to rectify an issue and steps the Council would take to resolve an issue. The Policy would harmonise the way in which compliance checks and enforcement were undertaken and ensure transparency and consistency of process across Kent and within the Partnership.

Members highlighted some presentational errors and they recommended that the Licensing Partnership Manager be permitted to make these amendments after adoption.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Council that

- a) the Compliance and Enforcement Policy be adopted; and
- b) the Licensing Partnership Manager be delegated authority to make minor presentational corrections after adoption.

14. Charity Collection Policy

The Licensing Partnership Manager presented a report which sought the adoption of a Charitable Collections Policy for street and house to house collections. The proposed Policy would combine the regulations and the Council's guidelines into a single document. It was intended that the Policy would encourage transparency and consistency in considering applications. It would allow harmonisation with other members of the Licensing Partnership, who had already adopted the Policy.

Licensing Committee - Wednesday, 13 July 2016

Members highlighted some presentational errors and they recommended that the Licensing Partnership Manager be permitted to make these amendments after adoption.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Council that

- a) the Charitable Collections Policy be adopted; and
- b) the Licensing Partnership Manager be delegated authority to make minor presentational corrections after adoption.

THE MEETING WAS CONCLUDED AT 6.36 PM

CHAIRMAN

