

## Licensing team

### July update project workplan 2020

Project	Scope	Reason	Risks	Timeline	Update July 2020
<p>To produce model Licensing conditions for use with Licensing Act applications, variations and reviews</p>	<ul style="list-style-type: none"> <li>• To assist applicants, responsible authorities, Committee and other persons in proposing licensing conditions relevant to individual licensing applications, variations and reviews.</li> <li>• The availability of a pool of conditions which all parties have access to will promote consistency and will assist enforcement. To produce a pool of Licensing conditions which are clear, appropriate and enforceable</li> <li>• A draft document will be produced for the Committee with a request for the committee to agree consultation prior to consideration of proposals and consultation responses received</li> </ul>	<ul style="list-style-type: none"> <li>• Efficiency</li> <li>• Consistency</li> <li>• Support for Licensing Direct commercial service</li> </ul>	<p>None identified. Use of model standards would not prevent use of bespoke conditions if required</p>	<p>January to May 2020 *</p>	<ul style="list-style-type: none"> <li>• A draft set of model licence conditions has been produced and is currently with licensing enforcement officers for their comment.</li> <li>• It is intended that the draft model conditions be brought to the Licensing committee seeking approval for a formal consultation process</li> </ul>

<p>To undertake an hackney carriage unmet demand survey</p>	<ul style="list-style-type: none"> <li>• The Council to commission an unmet demand survey that complies with the requirements detailed in the Departments for Transport Best Practice Guidance (survey commissioned Oct 19)</li> <li>• For members to review the findings from the unmet demand survey</li> <li>• Development and Implementation of any policy related matters that may arise from the unmet demand survey</li> </ul>	<ul style="list-style-type: none"> <li>• To maintain a cap on the number of Licensed Hackneys evidence is required to support this.</li> <li>• Opportunity to consider availability and suitability of wheel chair accessible vehicles</li> </ul>	<p>None Identified.</p>	<p>Oct 2019- April 2020 *</p>	<ul style="list-style-type: none"> <li>• A company was commissioned to undertake an unmet demand survey, rank observations have been completed.</li> <li>• In terms of information gathering, we still need to undertake consultation with the taxi trade this is normally undertaken by means of a questionnaire , this work will be undertaken once covid restrictions are relaxed</li> </ul>
<p>To commence investigations regarding transitioning the Licensed fleet to low emission vehicles</p>	<ul style="list-style-type: none"> <li>• Officers to explore the range of low emission vehicle suitable for licensing as hackney carriages or private hire vehicles</li> <li>• Officers to explore any grants/ financial assistance that may be available and associated with the purchase of low emission vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Air quality within the City Centre fails to meet minimum standards in places.</li> <li>• Council has declared a Climate</li> </ul>	<ul style="list-style-type: none"> <li>• The cost to owners and operators will be high</li> <li>• Charge points need to be accessible</li> </ul>	<p>Jan – March 2020</p>	<ul style="list-style-type: none"> <li>• Significant work has progressed to establish public charge points across the District.</li> <li>• The additional 4 charge points exclusively for taxi use have not yet been installed and</li> </ul>

	<ul style="list-style-type: none"> <li>• Officers to explore any opportunities available through local dealerships to assist in the purchase of low emission vehicles</li> <li>• Officers to arrange fact finding visit to Blackpool (Licensing team and operator of electric Taxis)</li> <li>• To propose a timetable for full transition to low emission vehicles</li> <li>• To report strategy to Committee for consideration and agreement</li> </ul>	<p>Emergency and this will support the Council's Commitment to tackling climate change</p> <ul style="list-style-type: none"> <li>• Government has already made a commitment to low emission vehicles and the initiative will help local drivers and operators transition</li> <li>• Assistance to drivers and operators may help them establish a more sustainable business long term</li> <li>• By switching to fully electric vehicles now will help to encourage general public to follow</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicles need suitable range on single charge which means only newer cars would be suitable</li> <li>• If the Council imposes a very tight timescale to switch, this could encourage owners/operators to get vehicles licensed elsewhere but still operate in Lancaster – no overall benefit and lost income generation.</li> </ul>		<p>will be delayed. Installation expected before the end of the year</p> <ul style="list-style-type: none"> <li>• Initial Discussions have taken place with colleagues to discuss potential to use LCC fleet arrangements to provide or subsidise electric taxi provision</li> </ul>
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<p>Review of private hire / hackney carriage licence conditions</p>	<ul style="list-style-type: none"> <li>• Review existing licence conditions to ensure they reflect best practice and current standards</li> <li>• Review existing licence conditions to ensure conditions are reasonable necessary to provide appropriate levels of public safety</li> <li>• That the taxi working group be involved in the initial review of licence conditions</li> <li>• That proposals are brought to the committee for approval for formal consultation</li> <li>• That following consultation proposals are brought back to committee for consideration and final approval/ adoption</li> </ul>	<ul style="list-style-type: none"> <li>• To help ensure a well regulator fleet working to appropriate standards</li> <li>• Improved clarity for owners and operators</li> <li>• More robust regulation</li> </ul>	<p>None Identified</p>	<p>April-September 2020</p> <p>(this timescale will allow for any issues from unmet demand and low emission vehicle projects to be considered as part of the review of licence conditions</p>	<ul style="list-style-type: none"> <li>• No work has commenced in respect of this project.</li> <li>• The project was to be informed by the unmet demand survey results and the low emission vehicle project which are still ongoing.</li> <li>• In addition the taxi trade has been hugely affected by the impact of corona virus and it is considered that more constructive dialogue will be achieved once covid restrictions have been relaxed</li> </ul>
<p>Review of street trading Policy</p>	<ul style="list-style-type: none"> <li>• To liaise with colleagues in Economic Development regarding potential improvements to the current street trading policy in respect of consent/ licence and prohibited streets for street trading</li> </ul>	<ul style="list-style-type: none"> <li>• The current policy does not take account of where on permitted streets trading can take place</li> </ul>	<ul style="list-style-type: none"> <li>• Some mobile traders may lose income and become unsustainable</li> </ul>	<p>April-September 2020*</p>	<ul style="list-style-type: none"> <li>• It has taken some time to establish who if anyone has responsibility for managing the consent scheme.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that permitted street traders are subject to appropriate public safety checks</li> <li>• Formal consultation regarding any proposed changes</li> </ul>	<ul style="list-style-type: none"> <li>• To help ensure a balanced and level playing field approach between high street businesses and mobile street traders</li> <li>• To help avoid mobile traders locating outside inappropriate locations e.g. schools</li> <li>• Could introduce a charging policy and increase revenue</li> </ul>			<ul style="list-style-type: none"> <li>• Now established that other than a small number of city centre traders, the scheme is not proactively managed</li> <li>• Work now started to explore options.</li> <li>• Current Covid emergency may lead to delay in completing the review.</li> </ul>
Review of hackney carriage rank provision	<ul style="list-style-type: none"> <li>• It is understood that Lancashire County Council intend to conduct a review of hackney carriage rank provision across the County. The Council welcomes this and would seek to work in partnership with the County Council and Lancaster Councils hackney carriage trade</li> <li>• That the hackney carriage trade be invited to provide written proposals regarding hackney</li> </ul>	<ul style="list-style-type: none"> <li>• To improve availability of Hackney carriages to the public</li> </ul>	None Identified	<p>Jan- Feb (Comments invited from hackney carriage trade )</p> <p>Remainder of timetable outside the scope of Lancaster City</p>	<ul style="list-style-type: none"> <li>• No work has commenced on this project however there has not been any pressure from the trade to push this forward.</li> </ul>

	<p>carriage rank provision at the earliest opportunity so that these can form part of the first stage of the review</p>			<p>Council to be led by Lancashire County Council</p>	
<p>Review mechanism for assessing Hackney Carriage fares and annual uplift/change</p>	<ul style="list-style-type: none"> <li>• The current arrangement of applying an annual uplift based on RPI has previously been subject to scrutiny and review over the last few years to try and identify the most suitable mechanism</li> <li>• The adoption of RPI was an attempt to rationalise the approach because of the lack of National consistency or guidance</li> <li>• An opportunity has arisen to work closely with Institute of Licensing to explore option for a more appropriate mechanism that could be used as a model approach</li> </ul>	<ul style="list-style-type: none"> <li>• The current arrangement may not necessarily reflect the true cost of operating a Hackney carriage</li> <li>• If a model approach can be agreed with the Institute of Licensing this could be adopted by other Licensing Authorities to help ensure level playing field</li> <li>• This approach will help defend any future challenge that might be received</li> </ul>	<ul style="list-style-type: none"> <li>• The outcome could conclude that there is no ideal model approach to adopt that is any better than the current model</li> <li>• Review could conclude that the current tariff is actually too high and may conclude that the fares should reduce. This would cause concern with the trade and may result in judicial review.</li> </ul>	<p>April 2020</p>	<ul style="list-style-type: none"> <li>• Lancaster City Council were invited to be part of a working group facilitated by the Institute of Licensing (IOL) looking to identify good practice/ a model for the setting of hackney carriage fares.</li> <li>• The first meeting took place in Oldham in February 2020 and included representatives of the taxi trade, legal and licensing officers and administered by the Institute of Licensing</li> <li>• A model based on that adopted by Guildford Council</li> </ul>

					<p>was identified as a starting point for good practice.</p> <ul style="list-style-type: none"> <li>• Further work has been hampered by workload demand caused by the pandemic. No timescale has been set by the IOL for the completion of the review.</li> <li>• The IOL work does provide the potential for an agreed methodology and it is recommended that LCC continues to support the work and report back progress to Committee</li> </ul>
Local Authority registration with the National Anti Fraud Network (NAFN)	<ul style="list-style-type: none"> <li>• The Council to review relevant permissions and contractual requirements required to sign up to the NAFN NR3</li> <li>• The NRS register is the National Register of Taxi and private hire Revocations and Refusals</li> </ul>	<ul style="list-style-type: none"> <li>• To help improve sharing information between Licensing Authorities on unsuitable drivers/operators</li> </ul>	None Identified	Jan 2020	<ul style="list-style-type: none"> <li>• A report was considered and approved by the Licensing Committee at its meeting in January 2020. This was recommending to</li> </ul>

					the Executive that the NR3 be adopted by the Council. A report has been prepared for the Executive Members consideration
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\*Denotes timescale extended due to the requirement to consult as part of the project

**Colour coding Key (priority)**

	<b>Lowest Priority</b>
	<b>Medium Priority</b>
	<b>Highest Priority</b>

**Colour coding Key (Progress)**

	<b>On track or completed</b>
	<b>Behind schedule but progressing ok</b>
	<b>Significantly behind schedule, delayed, at risk or no progress</b>