

## Licensing Team

### Proposed Project Workplan 2022

Actions completed since previous Update:

- Hackney Carriage Unmet Demand Survey
- Transitioning the Licensed fleet to low emission vehicles – proposals listed in new taxi policy
- Review of private hire / hackney carriage licence conditions including driver, vehicle, and operator – listed in new taxi policy
- Local Authority registration with the National Anti-Fraud Network (NAFN)

Project	Scope	Reason	Risks	Timeline	Update November 2021
Increase number of licensed drivers operating in the District (taxis/PH)	To promote the role of becoming a taxi/PH driver and work alongside partners to assist applicants	Reduced number of drivers locally and nationally	Public Safety/Crime and disorder concerns – Persons cannot get home swiftly or safely	Currently ongoing	<ul style="list-style-type: none"> <li>• College course is full in Nov due to reduced cost of course £100 instead of £220</li> <li>• Wrote to all expired drivers (97) and asked them to utilise fast track application procedure</li> <li>• Social media and Job Centre campaign to highlight</li> </ul>

					profession – posters at print stage
Recruit to vacant post in the Licensing Team	It is the intention for the role to be focused on enforcement/compliance with the majority of the work being proactive.	Team will be at full strength following recruitment to vacant post  Assist with reporting of compliance matters to members via Licensing Committee	Post is not approved by management team	Post filled by Feb 2022	<ul style="list-style-type: none"> <li>• JD/Advert in draft stage</li> </ul>
Re-introduce Commercial services	To reintroduce paid service “Licensing Direct” and Personal licensing training courses	To assist business recovery through covid pandemic	Reduced capacity in team (see above)	Re-launch April 2022	No progress to report
To review the Councils Statement of Licensing Policy (Valid for 5 years)	Review content and aspirations of the Council in terms of how it will deal with Licensing Act 2003 matters, including applications, hearings, reviews and enforcement.	Statutory Requirement	Legal Challenges	Dec 2021 – March 2022	<ul style="list-style-type: none"> <li>• <b>Document is outstanding</b></li> <li>• Consider highlighting this to members or completing a quick review and starting consultation and adoption swiftly.</li> </ul>
To review the Councils Statement of Gambling Policy (Valid for 3 years)	Review content and aspirations of the Council in terms of how it will deal with Gambling Act 2005 matters, including applications and enforcement.	Statutory Requirement	Legal Challenge	Jan 2022	<ul style="list-style-type: none"> <li>• First review being undertaken by Licensing Officers</li> </ul>

Taxi Licensing Policy - Implementation		To provide a comprehensive taxi licensing policy for applicants. Licence holders, members and staff.	Recommended best practice in Department for Transport guidance 2020	Adoption and implementation on early 2022	<ul style="list-style-type: none"> <li>Public/Trade Consultation ended 27/6</li> <li>Consultation responses considered by Members Sept 2021 – decisions taken</li> <li>Licensing Manager completing final draft/actions</li> </ul>
Electronic Booking System for Vehicle tests	<ul style="list-style-type: none"> <li>To review the Patronbase software proposals</li> </ul>	<p>To allow vehicle test bookings to be made online by the driver</p> <p>Excessive steps in process, presently v labour intensive</p>	Excessive resources – Control given to licence holder to book	Aiming to align with Policy adoption.	<ul style="list-style-type: none"> <li>Working on a snagging list</li> <li>Expected go live date in line with Taxi Policy</li> </ul>
To produce model Licensing conditions for use with Licensing Act applications, variations and reviews	<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</li> </ul>	<ul style="list-style-type: none"> <li>Efficiency</li> <li>Consistency</li> <li>Support for Licensing Direct commercial service</li> </ul>	None identified. Use of model standards would not prevent use of bespoke conditions if required	Alongside timeline for SoLP Dec 2021- March 2022	<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> </ul>

	<p>access to will promote consistency and will assist enforcement. To produce a pool of Licensing conditions which are clear, appropriate and enforceable</p> <ul style="list-style-type: none"> <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>• It is intended that the draft model conditions be brought to the Licensing committee seeking approval for a formal consultation process</li> <li>• Will include as part of the statement of Licensing Policy Review</li> </ul>
Review of street trading Policy	<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> <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>• The current policy does not take account of where on permitted streets trading can take place</li> <li>• To help ensure a balanced and level playing field approach between high street businesses and</li> </ul>	<ul style="list-style-type: none"> <li>• Some mobile traders may lose income and become unsustainable</li> </ul>	April-September 2020*	<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> <li>• Now established that other than a small number of city centre</li> </ul>

		<p>mobile street traders</p> <ul style="list-style-type: none"> <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>			<p>traders, the scheme is not proactively managed</p> <ul style="list-style-type: none"> <li>Work now started to explore options.</li> <li>Current Covid emergency may lead to delay in completing the review.</li> <li>No further progress to report</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 carriage rank provision at the earliest opportunity</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 Council to be</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> <li>Due to ongoing LCC works on the gyratory of</li> </ul>

	so that these can form part of the first stage of the review			led by Lancashire County Council	<p>Lancaster Town Centre they are reluctant to engage with Licensing to undertake a review as their may be significant changes which will cause disruptions again.</p> <ul style="list-style-type: none"><li>• Now established good contact at Highways so any ad-hoc matters raised by the trade are handled swiftly</li><li>• A number of HC ranks been updated by LCC following contact with Highways. (Nov 21)</li></ul>
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<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 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>		<ul style="list-style-type: none"> <li>National approach not progressed</li> <li>Handful of comments from drivers requesting fare increase.</li> <li>Method required to reflect fuel cost increase/impact of pandemic</li> </ul>
<p>Licensing Fees review</p>	<ul style="list-style-type: none"> <li>Licensing Manager and Department accountant to conduct a full Licensing fee review based on full cost recovery</li> </ul>	<p>Licensing Fees were maintained in 2021 – no review was undertaken</p>	<p>Judicial review</p>	<p>To implement new fees from April 2022</p>	<p>No progress to report</p>

**\*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>