

<b>Title of Report:</b>	<b>Hackney Carriage and Private Hire Driver Licences</b>
<b>Report to be considered by:</b>	Licensing
<b>Date of Meeting:</b>	21 <sup>st</sup> December 2010
<b>Forward Plan Ref:</b>	

**Purpose of Report:** To consider the amalgamation of the hackney carriage and private hire driver's licence where a driver wishes to drive both types of vehicle.

**Recommended Action:** To offer a 'Dual' licence in addition to existing taxi and private hire drivers

**Reason for decision to be taken:** Request from the taxi and private hire associations

**Other options considered:** None

**Key background documentation:** None

The proposals contained in this report will help to achieve the following Council Plan Priority(ies):

- CPP1 – Support our communities through the economic downturn** – to alleviate the impact on different communities and individuals who find themselves out of work and/or disadvantaged
- CPP2 – Raise levels of educational achievement** – improving school performance levels
- CPP3 – Reduce crime and the fear of crime**

The proposals will also help achieve the following Council Plan Theme(s):

- CPT1 - Better Roads and Transport**
- CPT2 - Thriving Town Centres**
- CPT3 - Affordable Housing**
- CPT4 - High Quality Planning**
- CPT5 - Cleaner and Greener**
- CPT6 - Vibrant Villages**
- CPT7 - Safer and Stronger Communities**
- CPT8 - A Healthier Life**
- CPT9 - Successful Schools and Learning**
- CPT10 - Promoting Independence**
- CPT11 - Protecting Vulnerable People**
- CPT12 - Including Everyone**
- CPT13 - Value for Money**
- CPT14 - Effective People**
- CPT15 - Putting Customers First**
- CPT16 - Excellent Performance Management**

The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by:  
 Reviewing the efficiency of producing licences for the taxi trade.

Portfolio Member Details	
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<b>Date Portfolio Member agreed report:</b>	10 <sup>th</sup> December 2010

Contact Officer Details	
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## Implications

**Policy:** The proposal would change the current policy of issuing separate driver's licences for hackney carriages and private hire vehicles.

**Financial:** Subject to decision, £390 per year reduced income.  
 If there are any financial implications contained within this report this section **must** be signed off by a West Berkshire Group Accountant. Please note that the report cannot be accepted by Policy and Communication unless this action has been undertaken.

**Personnel:** None

**Legal/Procurement:** None

**Property:** None

**Risk Management:** None

**Equalities Impact Assessment:** EIA carried out  
 Where a decision is required, Policy and Communication are not able to accept your report without an EIA being completed. These should be sent to P&C along with your report and should be copied to the Principal Policy Officer (Equality & Diversity). For advice please contact Principal Policy Officer (Equality & Diversity) on Ext. 2441.

**Corporate Board's Recommendation:** To be completed after the Corporate Board meeting.

**NOTE: The section below does not need to be completed if your report will not progress beyond Corporate or Management Board.**

<b>Is this item subject to call-in?</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval	<input type="checkbox"/>	
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>	

Delays in implementation could compromise the Council's position	<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Commission or associated Task Groups within preceding six months	<input type="checkbox"/>
Item is Urgent Key Decision	<input type="checkbox"/>

# Executive Summary

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## 1. Introduction

- 1.1 West Berkshire Council is the Licensing Authority for the purposes of hackney carriage and private hire licensing under the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976. Under these Acts, separate licences are required for vehicles used for either purpose and for the drivers of such vehicles.
- 1.2 The Council issues separate licences as required by both Acts and licences are issued for 3 years for drivers and annually for vehicles. A charge is made for both licences.
- 1.3 The trade associations have requested that the Council consider amalgamating the two driver's licences thus possibly reducing the cost to the driver, where a driver wishes to drive both types of vehicle.

## 2. Proposals

- 2.1 To offer the 'dual' licence to the trade. This would result in a very small reduction in cost of production which will be passed onto the trade.

## 3. Conclusion

- 3.1 It is the opinion of officers that it is feasible to produce 1 licence which complies with the requirements of each Act and meets the demand from the trade. There are some very small financial implications for the council but these will be offset in a small reduction in administration.

# Executive Report

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## 1. Introduction

- 1.1 It is possible to produce 1 licence which complies with the requirements of each Act. Even if the Council decide to approve a dual licence it should also maintain a stand alone licence for private hire and hackney carriage drivers.
- 1.2 Drivers who only wish to drive 1 type of vehicle have an expectation that the fee for 1 licence would be less than one that covers 2 licences (Dual).
- 1.3 Currently the fee for each of the driver licences is £233.00.
- 1.4 Drivers are required to have a medical examination every 3 years and a Criminal Records Bureau check at a cost of £90 and £51 respectively.
- 1.5 There are currently 55 drivers who hold both licences with 2 pending. Should a dual licence be introduced it is assumed that most of the 57 would take up this option. This may result in a loss of income, the extent of which can only be determined once a fee structure has been approved.
- 1.6 The trade have suggested that if one licence were available it would result in significant savings to the Council by virtue of reduced administration. A review of the process involved in producing a licence shows that the saving will be 1 less paper licence (2 pieces of paper), 1 less driver licence badge and 30 minutes per week of Admin officer time. In monetary terms this equates to £390 per year (based on existing 57 licences).
- 1.7 Officers are informed by our systems development team that because there would be 3 types of licence there is a need for 3 data entry streams. 1 for hackney carriage, 1 for private hire and 1 for dual.
- 1.8 There is however potential for a consolidation of application details currently submitted on paper forms for each type of licence, which could be amalgamated to 1 application form for all types of licence and a simple declaration given as to no change in circumstances for renewals. This would reduce the administrative burden on the trade but would still require the Council's administrator to make computer entries.

## 2. Options

### 2.1 Option 1 - Keep the existing system

#### (1) Advantages

- (a) This does not impact on budget.
- (b) Eliminates the need for additional system development resources.

#### (2) Disadvantages

- (a) Trade do not get a reduced fee.

- (b) Trade continue to need to complete 2 separate application forms

## 2.2 Option 2 - Offer existing system plus 'Dual' Licence

### (1) Advantages

- (a) The trade will save time during application and renewal process through having only 1 form to complete.
- (b) Reduced administration time for the council to produce dual licence in relation to 2 separate licences (estimated at 30 minute saving per week).
- (c) £390 per year saving to the council.
- (d) Council saving passed on to dual licence applicants totalling £20 per licence.

### (2) Disadvantages

- (a) System development time required by council to create additional parameters in database (project estimated at 2 weeks 1FTE).

## 3. Recommendations

Proceed with Option 2 to become effective on 1<sup>st</sup> April 2011.

## **Appendices**

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There are no Appendices to this report.

## **Consultees**

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**Local Stakeholders:** CABCO Association, West Berkshire Hackney & Private Hire Association, Independent licensed drivers

**Officers Consulted:** Paul Anstey, EHLM.

**Trade Union:** None