

Subject:	Enhanced Disclosures	Status:	For Publication
Report to:	Licensing Committee	Date:	12 th March 2013
Report of:	Director of Business	Portfolio Holder:	Customers, Legal and Licensing
Key Decision:	<input type="checkbox"/> Forward Plan <input type="checkbox"/>	General Exception	<input type="checkbox"/> Special Urgency <input type="checkbox"/>
Equality Impact Assessment:	Required:	Yes	Attached: No
Biodiversity Impact Assessment	Required:	No	Attached: N/A
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1.	RECOMMENDATION(S)
1.1	That the Committee resolves to introduce an administration charge of £10 for processing enhanced disclosures for the disclosure and barring service.
1.2	That the administration fee be regularly reviewed by the Director of Business in consultation with the Portfolio Holder for Customers, Legal and Licensing.

2. PURPOSE OF REPORT

- 2.1 The Licensing and Enforcement Unit (LEU) is currently experiencing a high volume of applications for hackney carriage driver and vehicle licensing, because of this demand we have had to look at how we deliver our services to ensure that our other areas of work do not experience any negative effects from this.

3. CORPORATE PRIORITIES

- 3.1 The matters discussed in this report impact directly on the following corporate priorities:
- **Regenerating Rossendale:** This priority focuses on regeneration in its broadest sense, so it means supporting communities that get on well together, attracting sustainable investment, promoting Rossendale, as well as working as an enabler to promote the physical regeneration of Rossendale.
 - **Responsive Value for Money Services:** This priority is about the Council working collaboratively, being a provider, procurer and a commissioner of services that are efficient and that meet the needs of local people.
 - **Clean Green Rossendale:** This priority focuses on clean streets and town centres and well managed open spaces, whilst recognising that the Council has to work with communities and as a partner to deliver this ambition.

4. RISK ASSESSMENT IMPLICATIONS

- 4.1 There are no specific risk issues for members to consider arising from this report.

5. BACKGROUND AND OPTIONS

- 5.1 The LEU has reviewed its existing structure in light of the requirements of the medium term financial strategy.
- 5.2 There is a considerable increase in the number of enquiries and applications from people residing outside the Rossendale area who, quite legitimately, intend to use the hackney carriage licensed with Rossendale for 'private hire' use in other authority areas.
- 5.3 It is clear that once a vehicle has been licensed as a hackney carriage it is a hackney carriage for the duration of that licence, wherever it is currently located, and can therefore be used for pre-booked purposes in any district in England and Wales. Indeed pre-booked work outside the district in which the vehicle is licensed is an inherent lawful use of a hackney carriage.

5.4 Appended at Appendix A is a visual chart which demonstrates the increase in enhanced disclosure applications as follows:

- In 2010/2011, the LEU processed **129** enhanced disclosure applications
- In 2011/2012, the LEU processed **310** enhanced disclosure applications
- To date this financial year (2012/2013), the LEU processed **608** enhanced disclosure applications – February & March 2013 figures are not yet available.

5.5 Because of this demand we have had to look at how we facilitate the enhanced disclosure appointments. Appointments are offered over 2 mornings a week and the document and identity checking process, including creating a record on the licensing system takes up approximately 16 hours per week in officer time.

COMMENTS FROM STATUTORY OFFICERS:

6. SECTION 151 OFFICER

6.1 Financial matters are noted within the report

7. MONITORING OFFICER

7.1 The Council must make a decision based on all relevant information and following consideration of all relevant Council policies.

8. HEAD OF PEOPLE AND POLICY (ON BEHALF OF THE HEAD OF PAID SERVICE)

8.1 There are no specific human resources implications.

9. CONSULTATION CARRIED OUT

- 9.1
- Licensing & Enforcement Unit
 - Taxi Liaison Group

10. CONCLUSION

10.1 Members are advised to note the report and make the appropriate determination.

Appendices	
Document	Appendix Number
Visual chart demonstrating the increase in enhanced disclosure applications	Appendix A