

## Appendix B

Page	Existing Policy	Proposed Amendment
3	Delegations and referral to Committee	<p>At point 1 - Insert a reference to revoking a licence</p> <p>At point 3 - Insert a reference to refusing a licence</p> <p>Insert a new paragraph as follows:</p> <p><i>The Director can only suspend a licence where the licence holder, who is the holder of a three or five year licence, has failed to submit a declaration in accordance with his licence condition.</i></p> <p><i>In addition to the above the Director in consultation with the Chair also has authority under the Council's constitution for urgent matters to immediately revoke or suspend a licence.</i></p>
5	13. Duration of licences	Amend the page number reference to the policy.
6	Failure to notify the Council of convictions	<p>Insert a new statement after the reference to declaration in paragraph 2 as follows:</p> <p><i>Licence holders failing to make the required declaration in accordance with their licence conditions may have their licence suspended by the Director in accordance with the Council's delegation.</i></p>
7	Personal Circumstances	Insert a reference to refusing to renew a licence
8	Conduct of driver	Insert a reference to refusing the renewal of a licence
8/9	Complaints of driver's standards, conduct of behaviour	<p>Insert reference to 'Policy and Procedure for Handling Complaints made against Hackney Carriage Drivers, Private Hire Drivers and Private Hire Operators' (<b>attached as Appendix D in the report for information</b>) and attach as an Appendix to the Policy as follows:</p> <p><i>Any licence holder referred to Committee following a complaint(s) will have initially been</i></p>

		<p><i>dealt with in line with the Council's Policy and Procedure for Handling Complaints made against Hackney Carriage Drivers, Private Hire Drivers and Private Hire Operators attached at Appendix V.</i></p> <p><i>For serious allegations against the driver the matter can be referred to the Director to be dealt with under Council's constitution for urgent matters.</i></p>
9	Licence- holder charged with criminal offences	<ul style="list-style-type: none"> <li>• If the criminal offence the licence-holder has been charged with is considered so serious that consideration of it cannot be delayed until the next Committee meeting the matter will be dealt with by the Director under the Council's constitution for urgent matters .</li> </ul>
12	Number of convictions	After 'mitigating circumstances' insert 'regarding the offence'.
20/21	Complaints about a Driver's standards or conduct	<p>Insert in paragraph one after 'investigated by the Licensing Officer':</p> <p>'in accordance with the Council's Policy and Procedure for Handling Complaints made against Hackney Carriage Drivers, Private Hire Drivers and Private Hire Operators.'</p> <p>Insert another line at the end of paragraph one to state: 'If the complaint/allegation is so serious it that it cannot be delayed until the next Committee meeting the matter will be dealt with by the Director under Council's constitution for urgent matters'.</p>
23	Conditions for licences	Amend the last line of the paragraph to state: 'Drivers will also be required to complete a declaration form, undergo a DVLA check undergo a DBS check and provide proof of immigration status and a medical if required, at the end of each 12 month period.
	<p>Insert a new paragraph after the above:</p> <p>Suspension of licences for not completing the declaration process</p>	The Director has delegated authority to suspend a Hackney Carriage/Private Hire Drivers Licence or Private Hire Operators Licence for failure to complete a declaration in accordance with the licence conditions. The driver or operator will be given seven days notice, in writing, that the licence will be suspended for failure to complete the declaration process and the suspension will last until the declaration is fully completed.
24	Point 5 – immediate revocation	At the end of point 5 insert 'unless it is inappropriate to do so'.