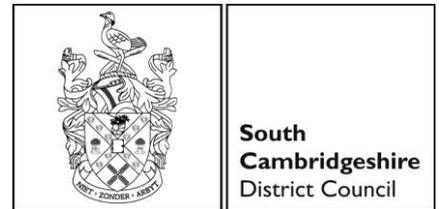


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26 October 2016

To: Chairman – Councillor Alex Riley
Vice-Chairman – Councillor Raymond Matthews
Members of the Licensing Committee – Councillors Val Barrett, Anna Bradnam,
Nigel Cathcart, Graham Cone, Kevin Cuffley, Andrew Fraser, Jose Hales,
Janet Lockwood, Mervyn Loynes, Cicely Murfitt, Charles Nightingale,
Deborah Roberts and Richard Turner

Quorum: 4

Dear Councillor

You are invited to attend the next meeting of **LICENSING COMMITTEE**, which will be held in **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **FRIDAY, 4 NOVEMBER 2016** at **10.00 a.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully
Alex Colyer
Acting Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

AGENDA		PAGES
1. APOLOGIES FOR ABSENCE To receive apologies for absence from committee members.		
2. DECLARATIONS OF INTEREST		
3. MINUTES OF PREVIOUS MEETING		1 - 2
4. PRIVATE HIRE AND HACKNEY CARRIAGE DRIVING TEST PROVISIONS		3 - 12

OUR LONG-TERM VISION

South Cambridgeshire will continue to be the best place to live, work and study in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.

OUR VALUES

We will demonstrate our corporate values in all our actions. These are:

- Working Together
- Integrity
- Dynamism
- Innovation

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

Notes to help those people visiting the South Cambridgeshire District Council offices

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

Security

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail democratic.services@scambs.gov.uk

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

First Aid

If you feel unwell or need first aid, please alert a member of staff.

Access for People with Disabilities

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

Toilets

Public toilets are available on each floor of the building next to the lifts.

Recording of Business and Use of Mobile Phones

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

Banners, Placards and similar items

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

Smoking

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.

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Agenda Item 3

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Licensing Committee held on
Monday, 14 December 2015 at 11.00 a.m.

PRESENT: Councillor Andrew Fraser – Chairman
Councillor Raymond Matthews – Vice-Chairman

Councillors: Anna Bradnam
Kevin Cuffley
Janet Lockwood
Cicely Murfitt
Deborah Roberts

Graham Cone
Jose Hales
Mervyn Loynes
Charles Nightingale

Officers: Myles Bebbington
Victoria Wallace

Head of Service - Environmental Services &
Licensing
Democratic Services Officer

Apologies for absence were received from Councillor Val Barrett, Roger Hall, Alex Riley and Richard Turner.

1. DECLARATIONS OF INTEREST

None.

2. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 17 October 2013 were agreed as a correct record.

3. REVISION TO POLICY STATEMENT OF GAMBLING ACT 2005

The Head of Service Environmental Health and Licensing, presented the report which sought approval for the revised Gambling Act Licensing policy statement of Licensing Policy. This was in line with the requirements of the Gambling Act 2005. Members were informed that this would be go to full Council in January 2016.

The committee was informed of the various changes that had been made to the document and following consideration of these, the committee:

- a) **AGREED** the changes to the draft Gambling policy.
- b) **RECOMMENDED** to Cabinet that the Gambling Act 2005 statement of Policy as attached as Appendix A to the report, be approved and ratified and adopted by the Leader and Council.

The committee was updated on a number of issues relating to Private Hire drivers:

- A knowledge test for Private Hire drivers was being consulted on and it was likely that this would come back to the committee for consideration in February 2016. Members were informed that this test would cover a wide range of areas, including arithmetic and the Highway Code. The test would be computer based and taken under classroom conditions.
- The committee was informed that a review of taxi conditions would take place during the summer of 2016.
- The review of the Council's taxi licence application form did not need committee approval.

The Meeting ended at 11.47 a.m.

Agenda Item 4



South
Cambridgeshire
District Council

Report To: Licensing Committee

04 November 2016

Lead Officer: Director of Health and Environmental Services

PRIVATE HIRE AND HACKNEY CARRIAGE DRIVING TEST PROVISIONS

Purpose

1. To inform the Licensing Committee of the withdrawal by the Driving Standards Agency (now Driving and Vehicle Standards Agency) to provide driving tests for new Hackney Carriage and Private Hire drivers licence applicants, and to make recommendations for future provision of formal driving tests.
2. This is not a key decision

Recommendations

3. It is recommended that the Licensing Committee approves the adoption of the following Driver and Vehicle Standards Agency (DVSA) accredited driver assessment courses as approved formal driving tests, for all new applicants for Private Hire and Hackney Carriage drivers' badges:
 - Institute of Advanced Motorists – Driving for work course (**Appendix A**)
 - Driving Instructors Association - Course details not available at time of writing this report
 - AA Drive Tech – Driving for Work course (**Appendix B**)
 - RoSPA Advanced Driving Test (**Appendix C**)

Reasons for Recommendations

4. The current DVSA test approved by the Licensing Committee will cease on 31st December 2016

Background

5. The Local Government (Miscellaneous Provisions) Act 1976, Part II and the Town Police Clauses Act 1847, creates a statutory duty for Local Authorities to licence Private Hire and Hackney Carriage drivers. In carrying out this function the Licensing Authority has a duty to ensure that public safety is paramount whether it is to prevent direct danger to the passenger from the driver of the vehicle, or danger to the passenger and other members of society from the vehicle itself. The provision of a service to the public should be accessible and safe.
6. Under current legislation, the licensing Authority must not grant a Private Hire or Hackney Carriage drivers licence unless it is satisfied that the applicant is fit and proper to hold such a licence. In ascertaining this, the Local Authority has the powers to ask the applicant to submit information, as it considers reasonable.

7. The Licensing Committee approved two driving assessment providers in February 2007, namely :-
 - The RoSPA advanced driving assessment
 - The Driving Standards Agency Taxi & Private Hire driving assessment.
8. These two schemes have proved adequate to meet the needs of applicants and provide the Council with satisfactory evidence that new applicants have the appropriate driving skills to be a licensed driver.
9. In October 2016 the DVSA (formerly DSA) wrote to all councils advising that the service was to be withdrawn, due to the exceptional demand (in excess of 28,000 tests being conducted per annum).
10. Following this decision, the licensing team has identified that relying on one provider would cause delays to the trade and has looked for suitable alternatives for the immediate future.

Considerations

11. Officers have considered the following options.
 - Do nothing and refer all applicants to the RoSPA test
 - Introduce a practical assessment test conducted by Council officers
 - Approach local driving instructors to carry out assessments
 - Adopt the DVSA accredited schemes
12. In considering these options the Licensing Officer did not feel that reliance on one provider would give any choice to applicants and would put the service at risk if that provider withdrew the service.
13. Providing a test by our own officers was considered inappropriate as officers are not professionally trained and any decision could be considered as highly subjective, this was the same for external driving instructors who although very experienced, were likely not to be qualified assessors approved by the DVSA

Options

14. The Committee may:-
 - Approve the recommendations
 - Keep the status quo (one provider only)
 - Approve an alternative course of action

Implications

15. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

Financial

16. Subject to the Committee decision a financial cost may be incurred if officers are approved to take the assessments, however any costs would be recovered in the fees set

Legal

17. The Council may be subject to legal challenge in respect of the competency of an assessor in approving or refusing an applicant if it sets up its own local scheme
18. Any appeal for failing a test with an accredited provider would lie with the provider not the Local Authority.

Staffing

19. The utilisation of existing officers to provide a test would create a staffing resource issue, a driving assessment takes approximately 1 hour and it is estimated that approximately 200 tests per year may be required.
20. There would be no staffing implications by using a third party provider

Risk Management

21. The risk of challenge and corruption type claims against the Council and its officer are reduced if a scheme is administered by a recognised and approved third party

Equality and Diversity

22. Not applicable

Climate Change

23. Not applicable

Consultation responses (including from the Youth Council)

24. Not applicable

Effect on Strategic Aims

Aim 1 – Corporate Aim

25. An Innovative and Dynamic Organisation – adopting a more commercial and business-like approach to ensure we can continue to deliver the best possible services at the lowest possible cost

Background Papers

Local Government (Miscellaneous Provisions) Act 1976 Part II

IAM Roadsmart information - <https://www.iamroadsmart.com/>

Driving Instructors Association information - <http://www.driving.org>

AA Drive Tech information - <http://www.theaa.com/aadrivetech/training-for-car-van-drivers.html>

RoSPA driver information - <https://www.roadar.org.uk/drivers/the-test.htm>

Report Author: Myles Bebbington – Head of Service Environmental Health & Licensing

Telephone: (01954) 712922

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Driving for Work

Your employees are your greatest asset – we can help you look after them



Our Driving for Work course is the ideal way to keep your drivers safe, increase their confidence and equip them with skills for their professional and personal life. It's a great way to show you care about their well-being.

Fleet operating costs are often unpredictable, especially when fuel can rise or fall in price and insurance premiums grow year on year. But one thing is for sure: you'll always want to keep your costs low. Our Driving for Work course helps you achieve efficiencies in fleet operating costs and reduce incident rates – the main driver behind rising insurance premiums.

As an added benefit, you will fulfil your duty of care responsibility and comply with the Health and Safety at Work Act 1974.

Vehicle types	Car	
	Light Commercial Vehicle	
Format	On-road	
Duration	Half day	Full day
Trainer to delegate ratio	1:1	1:2

Book your course here:

Call: **0870 120 2910**

Email: **business@iam.org.uk**

Click: **www.iamroadsmart.com/business**

How can Driving for Work benefit me?

IAM RoadSmart's on-road Driving for Work course is available in half day or full day sessions, for all vehicle classes, levels of experience and confidence and delivered at a venue of your choice. Courses are scheduled to suit your availability. All joining instructions are issued to delegates before the course, where they will learn the following skills:

- How to carry out vehicle risk assessments
- Identify and manage risk regarding personal safety, ergonomics, fatigue and mobile phone use
- Enhanced driver behaviours
- How to drive in a fuel efficient manner
- Identify and manage risks associated with low speed driving
- Understand and implement the three principles of manoeuvring when parking or driving in confined spaces
- Delegates and their managers receive a driver development report and feedback after the course



Why choose us?

At IAM RoadSmart, we make better drivers and riders. As a registered UK charity formed in 1956, our aim has remained the same over 60 years – to make our roads safer by improving the skills of drivers and riders.

Our customers are post-licence drivers and riders, of any age and ability. Our services are designed to teach new skills, improve existing ones and provide confidence and knowledge to get the most from being on the road.

Our experts develop the skills of drivers and riders through recognised training and offer friendly advice and support.



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V1.0 April 2016 Business

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RoadSmart

Improve your driver's ABC...

Attitude, Behaviour and Competence

Our nationwide fleet training courses are specifically designed for people who are driving for work or professionally in a variety of different vehicles including cars, vans, trucks, buses, coaches, 4x4s and all-terrain vehicles (ATVs).

Fleet driver training is a core part of a fleet management programme and can not only address the safety of a driver but also can reduce fleet management costs through more fuel efficient driving skills and/or fewer crashes.

Our training is often linked to the risks highlighted in a driving assessment and not only addresses the driver's skills and knowledge but also how they interact with other road users. At AA DriveTech, we call this Driver ABC – Attitude, Behaviour and Competence.

We offer a variety of different training interventions for different business needs. This includes online driver education (e-learning), practical one day and half day training in-vehicle with accredited trainers and detailed post-training reports.

In addition, we can run workshops on different driving topics – fuel efficiency, speed awareness and making deliveries for groups of 10-20 drivers and from 30 minute 'pitstops' to 7 hour Driver CPC periodic training courses for professional truck, bus and coach drivers.

We also offer more specialist driver training focusing on licence acquisition for example, foreign employees relocating to the UK, as well as minibus, personal security, 4x4, all-terrain vehicles as well as road safety events for groups of employees and 'driver of the year' competitions.

- Meets your 'duty of care' obligations and supports 'at risk' drivers
- Fleet driver training that minimises driver risk, collision rates, fleet costs and reputational risk
- Online, on-road, workshop and specialist fleet training available
- Fuel efficient driving skills that reduces fleet operating costs
- Courses are available nationwide

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Appendix C

The test

The RoSPA advanced driving test is regarded as the most comprehensive and challenging available to the public. It is monitored and approved by the Driving Standards Agency.

The test lasts around 45 to 70 minutes, and is taken with a RoSPA Examiner, all of whom are serving or retired Police Officers in the UK.

The RoSPA Advanced Driving Test is unique as it is graded Bronze, Silver or Gold. A RoSPA gold is the highest civilian driving standard available and the holder will be a master of his or her art. To see more about what is expected, download our [Car Test Guidelines](#) (PDF 228kb).

- The cost of the advanced driving test in a car for drivers 26 years and over is £60.00 inc VAT.
- The cost of the advanced driving test in a car for drivers 25 years and under is £55.00 inc VAT.
- The course can also be done in LGV/PCV or minibus, the cost is £70.00 Inc VAT.

Unlike other Advanced Driving and Riding organisations, we require 3 yearly re-tests, to ensure that excellent driving standards are maintained. The re-test fee is included in your yearly subscription costs.

How do I apply?

- Once you feel you are ready, please complete you application via the home page, click applications and choose the test form applicable to you
- We will then allocate your test to the region that you have requested for testing and then to an examiner closest to you. Your examiner will contact you directly to arrange a convenient date and location for your test
- The test will take place in your own vehicle, which must be fully insured and legally roadworthy

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