

**Appendix C - Points Criteria Tables**

Table 1 - Dishonesty

Date Since Conviction Received	12mth ago (1 Year)	24mth ago (2 Years)	36mth ago (3 Years)	48mth ago (4 Years)	60mth ago (5 Years)	72mth ago (6 Years)	84mth ago (7 Years)	96mth ago (8 Years)	108mth ago (9 Years)	120mth ago (10 Years)
Type of Offence	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points
<b>Dishonesty</b>										
Points are doubled if term of imprisonment served										
Theft	Refused	Refused	Refused	5	4	3	2	1	0	0
Theft - Shoplifting	Refused	Refused	Refused	5	4	3	2	1	0	0
Theft - Employee	Refused	Refused	Refused	5	5	4	3	2	1	0
Theft - From Vehicle	Refused	Refused	Refused	5	4	3	2	1	0	0
Burglary & Theft - Dwelling	Refused	Refused	Refused	Refused	8	6	4	2	0	0
Burglary & Theft - Non Dwelling	Refused	Refused	Refused	5	4	3	2	1	0	0
Burglary & Theft - Aggravated	Refused	Refused	Refused	Refused	Refused	Refused	8	6	4	0
Fraudulent Use	Refused	Refused	Refused	5	4	3	2	1	0	0
Handling	Refused	Refused	Refused	5	4	3	2	1	0	0
Receiving	Refused	Refused	Refused	5	4	3	2	1	0	0
Forgery	Refused	Refused	Refused	5	4	3	2	1	0	0
Conspiracy to Defraud	Refused	Refused	Refused	5	4	3	2	1	0	0
Obtain Money by Deception	Refused	Refused	Refused	5	4	3	2	1	0	0
Obtain Money by Forged Instrument	Refused	Refused	Refused	5	4	3	2	1	0	0
Deception	Refused	Refused	Refused	5	4	3	2	1	0	0
False Accounting	Refused	Refused	Refused	5	4	3	2	1	0	0
False Statement to Obtain Benefit	Refused	Refused	Refused	5	4	3	2	1	0	0
Going Equipped	Refused	Refused	Refused	5	4	3	2	1	0	0
Taking/Driving or Attempt to Steal Vehicle	Refused	Refused	Refused	5	4	3	2	1	0	0
Allow to be Carried in a Stolen Vehicle	Refused	Refused	Refused	5	4	3	2	1	0	0
Perverting Course of Justice	Refused	Refused	Refused	Refused	8	6	4	2	0	0

Table 2 - Drugs

Date Since Conviction Received	12mth ago (1 Year)	24mth ago (2 Years)	36mth ago (3 Years)	48mth ago (4 Years)	60mth ago (5 Years)	72mth ago (6 Years)	84mth ago (7 Years)	96mth ago (8 Years)	108mth ago (9 Years)	120mth ago (10 Years)
Type of Offence	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points
<b>Drugs</b>										
Points are doubled if term of imprisonment served										
Possessing Controlled Drug	Refused	Refused	Refused	Refused	8	6	4	2	0	0
Possessing Controlled Drug with Intent to Supply	Refused	Refused	Refused	Refused	Refused	Refused	8	6	4	2
Producing Controlled Drug	Refused	Refused	Refused	Refused	8	6	4	2	0	0
Import Drugs	Refused	Refused	Refused	Refused	Refused	Refused	8	6	4	2

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Table 3 – Violence

Date Since Conviction Received	12mth ago (1 Year)	24mth ago (2 Years)	36mth ago (3 Years)	48mth ago (4 Years)	60mth ago (5 Years)	72mth ago (6 Years)	84mth ago (7 Years)	96mth ago (8 Years)	108mth ago (9 Years)	120mth ago (10 Years)
Type of Offence	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points
<b>Points are Doubled if Term of Imprisonment Served</b>										
<b>VIOLENCE</b>										
Common Assault	Refused	Refused	Refused	5	4	3	2	1	0	0
Assault - Section 47	Refused	Refused	Refused	5	4	3	2	1	0	0
Grievous Bodily Harm - Section 20	Refused	Refused	Refused	Refused	Refused	Refused	8	6	4	2
Grievous Bodily Harm - Section 18	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	8	6
Assault Police	Refused	Refused	Refused	6	5	4	3	2	1	0
Affray	Refused	Refused	Refused	5	4	3	2	1	0	0
Riot	Refused	Refused	Refused	Refused	8	6	4	2	0	0
Murder	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused
Manslaughter	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused
Manslaughter or Culpable Homicide while Driving	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused
Using Threatening, Abusive Words or Behaviour	5	4	3	2	1	0	0	0	0	0
Breach of the Peace	3	2	1	0	0	0	0	0	0	0
Drunk and Disorderly	3	2	1	0	0	0	0	0	0	0
Common Assault - Aggravated	Refused	Refused	Refused	6	5	4	3	2	1	0
Obstruction	Refused	Refused	Refused	3	2	1	0	0	0	0
Robbery	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	8	6
Possess Offensive Weapon	Refused	Refused	Refused	5	4	3	2	1	0	0
Possess Firearm	Refused	Refused	Refused	5	4	3	2	1	0	0
Possess Firearm with intent	Refused	Refused	Refused	Refused	Refused	8	6	4	2	0
Criminal Damage	Refused	Refused	Refused	5	4	3	2	1	0	0
Violent Disorder	Refused	Refused	Refused	8	6	4	2	1	0	0
Resist Arrest	Refused	Refused	Refused	8	6	4	2	1	0	0
Arson	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused

Table 4 - Indecency

Date Since Conviction Received	12mth ago (1 Year)	24mth ago (2 Years)	36mth ago (3 Years)	48mth ago (4 Years)	60mth ago (5 Years)	72mth ago (6 Years)	84mth ago (7 Years)	96mth ago (8 Years)	108mth ago (9 Years)	120mth ago (10 Years)
Type of Offence	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points
<b>Points are Doubled if Term of Imprisonment Served</b>										
<b>INDECENCY</b>										
Indecent Exposure	Refused	Refused	Refused	Refused	Refused	Refused	Refused	8	6	4
Indecent Exposure to the Annoyance of Residents	Refused	Refused	Refused	Refused	Refused	Refused	Refused	8	6	4
Indecent Exposure with intent to insult a Female	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	8	6
Unlawful Sexual Intercourse	Refused	Refused	Refused	Refused	Refused	Refused	8	6	4	2
Importuning	Refused	Refused	Refused	Refused	Refused	Refused	Refused	8	6	4
Gross Indecency with a Female	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused
Gross Indecency with a Male	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused
Indecent Assault on a Female	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	8	6
Indecent Assault on a Child Under 16 yrs	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused
Living Off Immoral Earnings	Refused	Refused	Refused	Refused	Refused	Refused	Refused	8	6	4
Prostitution	Refused	Refused	Refused	Refused	Refused	Refused	Refused	8	6	4
Possessing or Distributing Obscene Material	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	8	6
Buggery	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused
Rape	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused	Refused
Indecent or Nuisance Telephone Calls	Refused	Refused	Refused	Refused	Refused	5	4	3	2	1



Contract. Training can be obtained through the Council by contacting The City Services Department, Fleet Services, 225a York Road, Leeds LS9 7QQ (Telephone 0113 2143175). A fee will be payable as the schedule shown in Appendix A.

- 3.3.4 All Drivers must complete a CRB form and must declare any conviction(s) which are not spent under the Rehabilitation of Offenders Act 1974.
- 3.3.5 Random CRB checks will be carried out annually.
- 3.3.6 Those Drivers who hold a Leeds City Council Hackney Carriage or Private Hire driving licence or hold a P.C.V. driving licence, or equivalent LGV licence will not be required to undertake a driving test.
- 3.3.7 **IT IS THE CONTRACTORS RESPONSIBILITY TO ENSURE THAT THEIR DRIVERS ARE FULLY COMPETENT IN THE USE OF SPECIAL EQUIPMENT PRIOR TO UNDERTAKING THE TESTS.**
- 3.3.8 All Drivers must undergo a medical examination, at their own expense, at any medical centre of their choice. The medical form used must be obtained from the Taxi & Private Hire Licensing Section and completed by the Doctor undertaking the examination. Those Drivers who are Leeds City Council Licensed Hackney Carriage or Private Hire or hold a P.C.V. driving licence or equivalent LGV licence have already fulfilled this permit condition.
- 3.3.9 All Drivers must produce their current driving licence, 3 passport type of photographs, completed medical form stamped by the medical centre, a CRB form to Taxi & Private Hire Licensing and a MiDAS certificate where appropriate. The CRB form to be completed on application at Taxi & Private Hire Licensing. **(This applies to P.C.V./L.G.V. drivers apart from the medical requirements but not to current badged drivers, or Leeds City Council Licensed Hackney Carriage or Private Hire Drivers).**
- 3.3.10 Current Contractor Driver badges must be renewed before Taxi & Private Hire Licensing's last working day of the month of expiry of the permit.
- 3.3.11 Badge - Non PCV Minibus Drivers (Exempted Drivers only)

All Drivers are required to obtain from the Taxi & Private Hire Licensing Section at 225 York Road Leeds LS9 7RY, a Driver permit application form unless they have a current Driver badge or are Licensed Hackney Carriage or Private Hire. This exemption for Licensed Hackney Carriage or Private Hire drivers only applies to those Hackney Carriage or Private Hire Drivers who are licensed by Leeds City Council. Drivers who hold Hackney Carriages or Private Hire licenses from other districts, will be required to obtain a Driver badge.

### 3.4 Escorts

- 3.4.1 The Contractor may be required to provide an Escort in connection with any Order issued under the Contract. All Escorts used in connection with the Contract will be required to obtain a badge from the Council. The Contractor can obtain Escort Badge Application Forms from the Taxi & Private Hire Licensing Section at 225

York Road Leeds LS9 7RY. All badge charges to be paid by the Contractor. A minimum age limit of 18 years will apply.

- 3.4.2 All new Escorts must obtain a "PATS" Training Certificate from an accredited "PATS" training agency in accordance with sub-clause 8.1.3 of the Conditions of Contract. Training can be obtained through the Council by contacting The City Services Department, Fleet Services, 225a York Road, Leeds LS9 7QQ (0113 2477310). A fee will be payable as the Schedule shown in Appendix A. If the Escort fails this test they will only be allowed to take the test on two further occasions. If the Escort has failed the test on three separate occasions the Escort badge will not be issued to that applicant.
- 3.4.3 All Escorts will be required to complete a CRB form. The applicant must declare any convictions or cautions even if they are spent under the Rehabilitation of Offenders Act 1974.
- 3.4.4 Random CRB checks will be carried out annually.
- 3.4.5 All Escorts must undergo a medical examination, at their own expense, at any medical centre of their choice. The medical form used must be obtained from the Taxi & Private Hire Licensing Section and completed by the Doctor undertaking the examination.
- 3.4.6 If there is reason for concern regarding an Escort's ability to carry out their duties under the Contract the Council shall have the right to refer the Escort to the Authority's Health Advisor. The cost to be borne by the Contractor.
- 3.4.7 All Contractors will be required to provide to the Taxi & Private Hire Licensing Section a current form of identification (i.e. passport, driving licence etc), 3 passport type photographs, a completed medical form stamped by the medical centre, a CRB form a PATS certificate and the Escort Application Form for each Escort. The CRB form to be completed on application at Taxi & Private Hire Licensing.
- 3.4.8 Escort badges must be renewed every 12 months.
- 3.4.9 Escorts will not begin employment until all of the above have been successfully compiled.

## **4.0 COMPLAINTS AND CONVICTIONS**

### **4.1 Complaints Procedure Against Contract Driver**

- i) All complaints made against a Driver shall be fully investigated by an Authorised officer who may suspend any Licence pending the complaint being reported to the Licensing Regulatory Panel (or other body responsible for licensing matters) who shall have the authority to continue the suspension or revoke the Licence if they consider it necessary after interviewing the Driver.

#### 4.2 Report of Conviction(s) During The Contract

- i) Any conviction of a Contractor, Driver or Escort which may occur throughout the Contract Period must be reported forthwith to the Taxi & Private Hire Licensing Section of Leeds City Council. This also includes any conviction(s) of any partner(s).
- ii) The Taxi & Private Hire Licensing Section may after hearing the conviction(s) decide to suspend any Licence pending the conviction(s) being reported to the Council's Licensing Regulatory Panel (or other body of the Council) responsible for licensing matters) who may require the Contractor or any Driver or Escort to attend for interview. The Licensing Regulatory Panel (or other body) shall have the authority after hearing the conviction(s) to revoke, suspend or curtail any Licence of the Contractor Driver or Escort in this instance.

#### 4.3 Performance Index

Any complaints upheld by Council Officers against Contractors, Drivers, Escorts and Vehicles will be taken into consideration when calculating the Contractor's 'Performance Index'. For details of this calculation see Appendix A of the Conditions of Contract.

#### 5.0 SUSPENSION AND WITHDRAWAL OF LICENCES/PERMITS/BADGES

- 5.1 The Taxi & Private Hire Licensing Section shall have the power where it deems necessary to suspend or withdraw Licences, Permits or Badges.

#### 6.0 CHARGES

- 6.1 Charges will be made for all permits and training carried out by the Council. A schedule of these charges can be found in Appendix A.
- 6.2 These rates will be reviewed annually at the commencement of the Contract and Contractors will be notified accordingly.