

## Record of Officer Decision

This form is the written record of a key or significant operational decision taken by an officer.

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision
<b>Contact person:</b>	Andrew White Taxi & Private Hire Licensing Manager	Telephone number: 0113 3781562
<b>Subject<sup>1</sup>:</b>	Renewing existing taxi and private hire licences – 29 June	
<b>Decision details:</b>	<p>What decision has been taken?<sup>2</sup></p> <p>To extend to Sunday 2 August 2020 the licences remaining to be renewed of: 1,950 licences temporarily extended by up to three months to 30 June (for licences expiring between 23 March and 12 June) c.700 licences expiring ‘naturally’ in late June and early July.</p> <p>As of Sunday 28 June 2,035 of the licences had been renewed and sent to the licence holders in the post.</p> <p>However, around 866 licences remain to be renewed. The brief extension will permit the licence holders to work, and the taxi and private hire licensing service to assist the licence holders with renewing their licences.</p>	
	<p>A brief statement of the reasons for the decision<sup>3</sup></p> <p>On 24 March, aware of the council’s decision to close all non-essential services, the council made a significant operational decision to renew existing taxi and private hire licences for drivers, vehicles and operators expiring during the period 23 March to 13 June) to 30 June 2020.</p> <p>Under this instruction, around 1,950 licences were extended for a period of between 3 and 14 weeks, initially with no application form required, few checks made before the licence was issued, and no fees requested. Licence holders were subsequently written to and invited to apply to renew their licence, with taxi and private hire licensing staff processing the applications working</p>	

<sup>1</sup> If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

<sup>2</sup> Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.

<sup>3</sup> Include any significant financial, procurement or legal implications


	<p>remotely, as well as the 700 licences expiring in the last two weeks of June and early July.</p> <p>The council now needs to decide how to deal with those licences which have not been renewed by the expiry date of 30 June.</p> <p>It is considered that giving licence holders an additional month's licence, to 2 August, would be the fairest way, for 1/12 of the licence fee. This would also give the taxi and private hire licensing team to assist the licence holder with the information and evidence required for a licence renewal, including in person when the the licencing office opens later in July.</p> <p>A separate Significant Operational Decsion sets out the council's specific approach to licensing vehicles which it may not be possible to inspect before the expiry date of the licence, owing to lockdown/isolation/distamncing requirements.</p>
	<p>Brief details of any alternative options considered and rejected by the officer at the time of making the decision</p> <p>Two alternatives were considered.</p> <ol style="list-style-type: none"> <li>1. <b>Not to extend the remaining unrenewed licences.</b> This option was viewed as a possible route, given the disruption to a licence period and inconvenience to applicants caused by the Covid lockdown. However, the taxi and private hire licensing service can as a precaution renew for 1 month any licence not renewed by 30 June, and then investigate each case, assisting licence holders when required. This allows for continuity of licence, and to investigate or assist as required.</li> <li>2. <b>Extend licences for a longer period (e.g. 3 months).</b> This option was viewed as possible, but had the drawback of authomatically licensing for three months licence holders who have not applied to renew their licence, and therefore may not have insured their vehicle. A briefer period of extension, allied to the likelihood of officers being able to assist some licence holders face to face, keeps people licenced, but reduces the risk of harm to passngers.</li> </ol>
<p><b>Affected wards:</b></p>	
<p><b>Details of</b></p>	<p>Executive Member Cllr Lewis on 29 June 2020</p>

<b>consultation undertaken<sup>4</sup>:</b>	Ward Councillors	
	Others Legal services – 15 May 2020 (initial advice on licence extensions in general) Cllr Garner, Chair of Licensing Committee, 26 and 28 June 2020	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Andrew White All unexpired licence holders would be written to or emailed on 29 June, and informed that their licence would be extended until 2 August. The renewals could take place automatically, and the a taxi and private hire licensing officer provide assistance before 31 July to renew the licence for those individuals wishing to renew their licence.	
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:-	
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision	
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s)	
	Signature	Date
<b>Call In</b>	Is the decision available <sup>6</sup> for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:	

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<sup>5</sup> Complete this section for key decisions only

<sup>6</sup> Significant operational decisions are never available for call in. Key decisions are always available for call in unless they have been exempted from call in.

<b>Approval of Decision</b>	Authorised decision maker <sup>7</sup> John Mulcahy, Chief Officer Elections and Regulatory	
	Signature 	Date 29 June 2020

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<sup>7</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.