

**MINUTES OF THE LICENSING COMMITTEE
HELD ON**

10 September 2019

7.30 - 7.58 pm

PRESENT

Committee Members

Councillor Frances Mason (Chair)
Councillor Shannon Jezzard (Vice-Chair)
Councillor Nick Churchill
Councillor Michael Garnett
Councillor Maggie Hulcoop
Councillor Andrew Johnson
Councillor Lanie Shears
Councillor Nancy Watson

Officers

Chris Bennett, Principal Environmental Health Officer
Hannah Criddle, Governance Support Officer
Michael Pitt, Environment and Licensing Manager
Denise Westwood, Assistant FCilex

11. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Tony Hall and John Strachan.

12. **DECLARATIONS OF INTEREST**

None.

13. **MINUTES**

RESOLVED that the minutes of the meeting held on 9 July 2019 are agreed as a correct record and signed by the Chair.

14. **MATTERS ARISING**

A question was raised on whether substitutes were permitted on the Licensing Committee. It was clarified at the meeting that substitutes were not permitted. This was noted for future meetings.

15. **WRITTEN QUESTIONS AND PETITIONS**

None.

16. **COMMITTEE WORK PLAN**

It was agreed by the Committee that the report on Electronic Payment of Fares in Hackney Carriage Vehicles would be moved forward to the meeting on 19 November 2019. This would also include electronic payment in Private Hire Vehicles. A report on the use of CCTV in licensed vehicles would be brought to the Committee on 21 January 2020.

RESOLVED that the Work Plan was noted.

17. **INSTITUTE OF LICENSING GUIDANCE ON THE SUITABILITY OF APPLICANTS AND LICENCE HOLDERS IN THE HACKNEY CARRIAGE AND PRIVATE HIRE TRADES**

The Committee received a report on the Institute of Licensing Guidance on the suitability of applicants and licence holders in the Hackney Carriage and Private Hire trades. Michael Pitt proposed an amendment to Recommendation A for the policy to be adopted as of 1 October 2019. The amendment was approved by the Committee.

RESOLVED that the Committee recommends to Full Council that:

- A** The Institute of Licensing (IOL) guidance, as set out in Appendix A, be adopted to replace the Harlow Council Taxi and Private Hire Vehicle Licensing Criminal Convictions Policy, as set out in Appendix B, with effect from 1 October 2019.
- B** Authority be delegated to the Environment and Licensing Manager in consultation with the Chair of Licensing Committee to adopt such revisions to the guidance as may be published from time to time.

18. **REFERENCES FROM OTHER COMMITTEES**

None.

19. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE