

A meeting of the **LICENSING AND PROTECTION PANEL** will be held in **MEETING ROOMS 0.1A AND B, GROUND FLOOR, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **TUESDAY, 24 MARCH 2015** at **2:00 PM** and you are requested to attend for the transaction of the following business:-

PLEASE NOTE VENUE

**Contact  
(01480)**

**APOLOGIES**

**1. MINUTES (Pages 1 - 2)**

To approve as a correct record the Minutes of the meeting of the Panel held on 27th January 2015.

**C Bulman  
388234**

**2. MEMBERS INTERESTS**

To receive from Members, declarations, as to disclosable pecuniary and other interests in relation to any Agenda Item.

**3. SERVICE PLAN FOR FOOD LAW ENFORCEMENT 2015-16  
(Pages 3 - 40)**

To consider a report by the Head of Community seeking comments on the draft Service Plan for 2015, the performance outturn for 2014/15 and proposed activity for 2015-16.

**C Stopford  
388280  
K Lawson  
388291**

**4. GUIDELINES RELATING TO THE RELEVANCE AND TREATMENT OF CONVICTIONS - HACKNEY CARRIAGE AND PRIVATE HIRE DRIVERS (Pages 41 - 70)**

To consider a report by the Head of Community seeking approval to amend the policy guidelines to the relevance and treatment of convictions for both initial applicants and existing licence holders


**C Allison**

**5. LICENSING AND PROTECTION APPLICATIONS SUB GROUP  
(Pages 71 - 72)**

To receive a summary of the meetings of the Licensing and Protection Applications Sub-Group that have taken place since the last meeting of the Panel.

**C Bulman  
388234**

Dated this 12th day of March 2015



Head of Paid Service

## **Notes**

### **1. Disclosable Pecuniary Interests**

- (1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*
- (2) *A Member has a disclosable pecuniary interest if it -*
  - (a) *relates to you, or*
  - (b) *is an interest of -*
    - (i) *your spouse or civil partner; or*
    - (ii) *a person with whom you are living as husband and wife; or*
    - (iii) *a person with whom you are living as if you were civil partners*

*and you are aware that the other person has the interest.*
- (3) *Disclosable pecuniary interests includes -*
  - (a) *any employment or profession carried out for profit or gain;*
  - (b) *any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);*
  - (c) *any current contracts with the Council;*
  - (d) *any beneficial interest in land/property within the Council's area;*
  - (e) *any licence for a month or longer to occupy land in the Council's area;*
  - (f) *any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or*
  - (g) *a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.*

### **Non-Statutory Disclosable Interests**

- (4) *If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.*
- (5) *A Member has a non-statutory disclosable interest where -*
  - (a) *a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or*
  - (b) *it relates to or is likely to affect a disclosable pecuniary interest, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association, or*
  - (c) *it relates to or is likely to affect any body –*
    - (i) *exercising functions of a public nature; or*
    - (ii) *directed to charitable purposes; or*
    - (iii) *one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management.*

*and that interest is not a disclosable pecuniary interest.*

## **2. Filming, Photography and Recording at Council Meetings**

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**Please contact Mrs Claire Bulman, Democratic Services, Tel No 01480 388169/e-mail: Claire.Bulman@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.**

**Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.**

**Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.**

Agenda and enclosures can be viewed on the District Council's website – [www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk) (under Councils and Democracy).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Elections & Democratic Services Manager and we will try to accommodate your needs.

### ***Emergency Procedure***

*In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.*

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## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the LICENSING AND PROTECTION PANEL held in Civic Suite 0.1a , Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Tuesday, 27 January 2015.

PRESENT: Councillor J W Davies – Chairman.

Councillors K M Baker, I J Curtis, R S Farrer, R Fuller, Ms L Kadic, S M Van De Kerkhove, M C Oliver, T D Sanderson and R J West.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors G J Harlock and J P Morris.

### **19. MINUTES**

The Minutes of the meeting of the Panel held on 6th November 2014 were approved as a correct record and signed by the Chairman.

### **20. MEMBERS' INTERESTS**

No declarations were received.

### **21. PUBLIC SPACE PROTECTION ORDER**

By means of a report by the Head of Community (a copy of which is appended in the Minute Book) the Panel considered a proposal to make a Public Space Protection Order for Huntingdon Town Centre under the Anti-Social Behaviour Crime and Policing Act 2014.

The Order had been requested by Cambridgeshire Constabulary to address problems relating to street drinkers and their anti-social behaviour. Over the last 12 months, an increasing number of complaints had been received about individual's street drinking in and around the Town Centre and acting in an anti-social manner. However on most occasions the Police had been unable to enforce any action as an offence had not been committed.

Members were informed that the Order would not make the consumption of alcohol in public an offence but in those instances where individuals were in possession of open containers of alcohol and acting in a manner that causes alarm, harassment or distress it would enable Police Officers, Police Community Support Officers and designated Local Authority Officers to have more power to deal with the issues arising. Consultation had been carried out throughout November in the proposed area with statutory consultees, identified relevant bodies, residents and businesses and there had been no opposition received to the proposal.

Having welcomed the proposed use of a Public Spaces Protection Order within Huntingdon Town Centre and noted the timetable for implementation, Members commented upon the success of the use of

Designated Public Place Orders in St Ives in addressing problems relating to regular street drinking and associated issues.

With regard to the enforcement of the Order and in response to Members concerns in relation to the level of policing resources which would be required, the Head of Community explained that this had been discussed with the Chief Inspector who had agreed to provide the service. Members were keen to ensure that the Order would be rigorously enforced by the Constabulary and suggested that an assurance should be sought in this regard. Comment was also made with regard to the need to ensure that individuals who were homeless were dealt with appropriately under this power.

The Panel were also advised that appeals or challenges to the use of PSPO powers could be made by anyone who lives in or regularly works in or visits the area to the High Court within six weeks of issue.

Whereupon and having noted that the PSPO for Huntingdon Town Centre would remain in place for 3 years from the date of commencement and that if applied this power will work alongside the Council's Corporate Priorities with regards to the creation of safer, stronger and more resilient communities, it was

#### RESOLVED

- (a) that the implementation of a Public Spaces Protection Order for Huntingdon Town Centre (as shown on the plan attached to the report now submitted) be approved; and
- (b) that the following prohibitions with the Public Spaces Protection Order for Huntingdon Town Centre be approved –
  - ∇ Persons not to be in possession of open containers of alcohol in the area covered by the PSPO; and
  - ∇ Persons acting in a manner that causes alarm, harassment or distressed will be perceived as breaching the order.

Chairman

**Public**  
**Key Decision - No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Service Plan for Food Law Enforcement 2015-16

**Meeting/Date:** Licensing and Protection Panel – 24<sup>th</sup> March 2015  
Council – 29<sup>th</sup> April 2015

**Executive Portfolio:** The Portfolio Holder for Strategic Economic Development & Legal

**Report by:** Head of Community

**Ward(s) affected:** All

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### **Executive Summary:**

Huntingdonshire District Council has responsibility for most food safety and hygiene enforcement functions within the district. The Food Standards Agency (FSA) is the Competent Authority and National Regulator for food safety and hygiene issues within England and it requires every local authority (food authority) to outline how it will fulfil its duty to deliver official food controls, national priorities and standards within the district. The arrangements detailing how and at what level the official controls will be delivered must be laid down in the form of a Service Plan for Food Law Enforcement ('Food Enforcement Service Plan'), and approved by the Council.

Guidance on the content of the Food Enforcement Service Plan is contained within the FSA's 'Framework Agreement on Official Controls by Local Authorities', which was developed in consultation with local authorities, the LGA and other professional organisations.

The food safety and hygiene enforcement function within the Council is delivered by the Commercial Team of the Community Division and the purpose of the Food Enforcement Service Plan is to explain how that enforcement function will be delivered. It also details the resources required to deliver it, together with a review of the previous year's performance.

### **Recommendation(s):**

Members are requested to:-

1. Consider the draft 'Service Plan for Food Law Enforcement 2015-16' and provide comments on the performance out turn for 2014-15 and the proposed activity for 2015-16.
2. Subject to the inclusion of comments from Licensing & Protection Panel, recommend that the Service Plan for Food Law Enforcement 2015-16 be presented to Council for approval, in accordance with the Constitution

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## **1. WHAT IS THE PURPOSE OF THIS REPORT?**

- 1.1. The report formally presents the draft Food Enforcement Service Plan to the members of the Licensing and Protection Panel and seeks their comments on the plan, and their approval for the Food Enforcement Service Plan to be presented to Council. This enables the Council to discharge its duty as an enforcing authority for food safety and hygiene.

## **2. WHY IS THIS REPORT NECESSARY?**

- 2.1. Huntingdonshire District Council has responsibility for most food safety and hygiene enforcement within the district. The Food Standards Agency (FSA), as the Competent Authority and National Regulator for food safety and hygiene issues within England, requires every local authority to outline how it will fulfil its duty to deliver official food controls, national priorities and standards within the district. The FSA requires local authorities to lay down details of the arrangements in the form of a Food Enforcement Service Plan, specifying how and at what level the official controls will be delivered. This requirement is formalised within the FSA's 'Framework Agreement on Official Controls by Local Authorities', which was developed in consultation with local authorities, the LGA and other professional organisations.
- 2.2. The food safety and hygiene function within the Council is delivered by the Commercial Team of the Community Division and the purpose of the Food Enforcement Service Plan is to explain how that service will be delivered. It also details the resources required to deliver the service, together with a review of the previous year's performance.

## **3. OPTIONS CONSIDERED/ANALYSIS**

- 3.1. The Service in producing the draft Food Enforcement Service Plan has considered the requirements of the FSA Framework Agreement, the provisional out turn data for the 2014/15 Food Enforcement Service Plan, and the direction of travel for Huntingdonshire District Council in its Corporate Plan and Medium Term Financial Strategy

## **4. COMMENTS OF LICENSING & PROTECTION PANEL**

- 4.1. To be updated following the meeting of the 24<sup>th</sup> March 2015, prior to presentation to Council on 29<sup>th</sup> April 2015

## **5. KEY IMPACTS/RISKS**

- 5.1. The failure to produce an appropriate Food Enforcement Service Plan outlining how the Council intends to fulfil its duty to deliver official food controls, national priorities and standards within the district could invite criticism from the Food Standards Agency which, as the Central Competent Authority, oversees local authorities undertaking official food controls. This in turn may lead to contact from the FSA's Local Authority Audit team.

## **6. TIMETABLE FOR IMPLEMENTATION**

- 6.1. The work identified within the Food Enforcement Service Plan will be delivered during the financial year 2015-16. The food safety and hygiene service will be delivered alongside the Commercial Team's other core regulatory functions, namely health and safety, food-related infectious disease control, smoking in public places and private water supplies.

## **7. LINK TO THE LEADERSHIP DIRECTION**

- 7.1. The Food Enforcement Service Plan supports the Council's Vision of 'improving the quality of life for the people of Huntingdonshire' through the delivery of a risk based, proportionate, consistent and transparent food safety and hygiene service ensuring safe food provision within the District.

## **8. CONSULTATION**

- 8.1. The Food Enforcement Service Plan is being presented to Members of the Licensing & Protection Panel in a consultation draft format to allow Members to provide feedback and comments on the document.

## **9. LEGAL IMPLICATIONS**

- 9.1. The Food Standards Agency (the Agency) has a key role as the central competent authority in overseeing official feed and food controls undertaken by local authorities. Powers enabling the Agency to monitor and audit local authorities are contained in the Food Standards Act 1999 and the Official Feed and Food Controls Regulations.
- 9.2. The Framework Agreement on Official Feed and Food Controls by Local Authorities issued by the Agency recognises that service plans are an important part of the process to ensure that national priorities and standards are addressed and delivered locally.
- 9.3. The Food Enforcement Service Plan is developed annually to ensure compliance with the Agency's Framework Agreement. This plan updates the previous plan approved by Council on 30 July 2014. Service plans must include a review of performance in order to address any variances from meeting the requirements of the service plan and identify areas for improvement.
- 9.4. This authority has a statutory duty to comply with the Framework Agreement in accordance with the Food Standards Act 1999. These duties include requirements for the planning, management and delivery of the local food law enforcement service

## **10. RESOURCE IMPLICATIONS**

- 10.1. The overall budget for the food safety service for 2015-16 is £427,030 which represents a decrease of 4.85% on the previous financial year. It is anticipated that the budget will be sufficient to meet the demands of the service but in the event of a complex investigation or legal case, or the introduction of central sampling charges, additional funds may have to be sought.
- 10.2. The budget is within the approved budget for 2015-16

## **11. OTHER IMPLICATIONS**

- 11.1. The Food Standards Agency expects local authorities to carry out official controls in an effective, risk-based, proportionate and consistent way. The production, publication and delivery of the Food Enforcement Service Plan will meet these expectations.
- 11.2. Historically the Food Enforcement Service Plan has been based upon data from the whole of the previous year. In order to bring the 2015-16 Service Plan to

Members sooner than in previous years it has been necessary to use actual data from the three quarters up to 31 December 2014 and to project up to 31 March 2015, full actual data will be included in the submission to Council.

## **12. REASONS FOR THE RECOMMENDED DECISIONS**

12.1. Huntingdonshire District Council is required to produce, and approve a Food Enforcement Service Plan. The Food Enforcement Service Plan 2015-16 presents a robust food enforcement plan which is achievable, but challenging, within the aspirations of the Council and approved resources.

## **13. BACKGROUND PAPERS**

The Food Safety Service Plan 2015-16

### **CONTACT OFFICER**

Mr Chris Stopford  
Head of Community  
Tel: 01480 388280

Mr Keith Lawson  
Commercial Team Leader  
Tel 01480 388291

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## **COMMUNITY DIVISION**

# **SERVICE PLAN FOR FOOD LAW ENFORCEMENT 2015-16**

**Drawn up in accordance with the  
Food Standards Agency Framework Agreement**

March 2015



## INTRODUCTION

This is Huntingdonshire District Council's fifteenth Food Safety Service Plan. It covers all the elements of food safety and hygiene for which the Council has statutory responsibility.

The requirement to have a Service Plan is laid down by the Food Standards Agency (FSA) in its *Framework Agreement on Official Feed and Food Law Controls by Local Authorities, 2010, Amendment number 5*. The FSA was established in April 2000 as an independent monitoring and advisory body and it is the Central Competent Authority for England. One of the aims of the FSA is to make Local Authorities' delivery of official controls effective, risk-based, proportionate and consistent.\*

This Service Plan sets out how Huntingdonshire District Council will deliver its food law official controls in 2015-16. It will be reviewed and updated on an annual basis.

*\* Framework Agreement on Official Feed and Food Law Controls by Local Authorities, 2010, Amendment number 5*

Chris Stopford  
Head of Community

## **EXECUTIVE SUMMARY 2015-16**

### **AIMS AND OBJECTIVES**

The overall aim of the service is to work with businesses and consumers to secure the production, distribution and service of safe and wholesome food within Huntingdonshire.

The service is linked to Huntingdonshire District Council's Corporate Plan 2014-2016 and Sustainable Community Strategy 2008-2028, the FSA's Strategy to 2015 and Cambridgeshire's Health and Wellbeing Strategy.

These are the key activities which contribute to the delivery of the overall aim.

- Planned and reactive inspections of registered and approved food establishments
- The investigation of service requests and complaints relating to food and food premises
- The investigation of cases and outbreaks of food-borne and food poisoning illnesses.



**Table One: Changes in resources from 2013/14 to 2014/15**

<b>STAFF (Full Time Equivalent (FTE))</b>	<b>2014-15</b>	<b>2015-16</b>
Environmental Health Officers (EHO)	1.7	1.95
Environmental Health Protection Officers (EHPO)	2.0	1.45
Senior Environmental Health Officer	0.8	0.8
Commercial Team Leader	0.5	0.5
	<b>5.0</b>	<b>4.7*</b>
Admin Support Staff	1.3	1.3
<b>Total</b>	<b>6.0</b>	<b>6.3*</b>
<b>FINANCIAL</b>	<b>2014-15</b>	<b>2015-16</b>
Direct Costs (Employees)	£281,520	£279,140
Overheads (FLARE, Printing, Admin Support Central Support)	£162,010	£151,640
Other Direct costs (specialist equipment, laboratory services and sampling)	£10,300	£6,250
Total	<u>£453,830</u>	<u>£437,030</u>
Income (Primary Authority Partnership, health certificates)	<u>-£5,000</u>	<u>-£10,000</u>
NET EXPENDITURE	<u>£448,830</u>	<u>£427,030**</u>

\* Overall the resources within the Commercial Team have decreased and there is a net saving of 0.3 full time equivalent staff (FTE).

\*\* The overall budget for 2015-16 represents a decrease of 4.85% on the previous financial year.

**Table 2 – Programmed (proactive) Activity**

Proactive Tasks	Level of activity	
	Projected 2014-15	Estimate 2015-16
Planned food hygiene inspections (risk group A-D, in addition to those below)	455	450
Alternative Enforcement Strategy (AES) (cake makers child-minders)	85	130
Revisits	130	130
Inspections of new food businesses	100	100
Inspection of temporary food businesses	12	30
Inspection of Approved Establishments*	8	5
Primary Authority Partnership Activity – includes requests for advice, attendance at meetings and provision of training*	12	15
Other proactive visits (food, water and environmental samples/advisory)	200	250
Prosecutions	0	1
Formal action (service of notices)	17	20
Food safety and public health promotion	Project work linked to delivery of corporate aims; targeted food business support visits following inspections; advice given at the time of each inspection and the delivery of the targeted interventions; National Food Hygiene Rating Scheme (FHRS); Alternative Interventions to specific business groups including newsletters; development of targeted advice, newsletters, leaflets, website; promoting food safety initiatives; and leaflets providing information on preventing the spread of infectious diseases.	

\*Each activity is charged to Cambridgeshire Catering and Cleaning Services (CCS) in accordance with the agreed cost recovery arrangements.

**Table 3 – Unplanned (reactive) Activity**

Reactive Tasks	Level of activity	
	Projected 2014-15	Estimated 2015-16
Food-related service requests/ complaints and service requests/ complaints re: food businesses	620	600
Food, water and environmental sampling (reactive)	50	20
Infectious disease control - notifications of food-borne/food poisoning illnesses	220	200
FSA food alerts for action	7	20
Advice to business, enquiries/ response to business and consumer queries	Estimated 450+ service requests including support to new and existing businesses; responding to requests from colleagues in other organisations, including other local authorities and central government; and enquiries from the public and businesses on food safety matters, including individuals, voluntary organisations and event organisers.	
Staff development and training	Internal and external training courses, peer review exercises, update events, research	
Service management	Overall supervision and management of service, policy and procedural development. Responding to central government consultations and audits.	

The overall budget for 2015-16 represents a decrease of 4.85% on the previous financial year. It is anticipated that the budget will be sufficient to meet the demands of the service but in the event of a complex investigation or legal case, or the introduction of central sampling charges, then additional resources may be needed.

The administrative support workload includes producing post-inspection letters; data entries to Flare and Anite; taking and recording enquiries and service requests; collating data on infectious diseases; and collating information for the Food Standards Agency.

A balanced workload has been proposed for 2015-16 which incorporates a full range of enforcement actions including food safety interventions, advice and guidance. Due to the nature of the service some interventions are carried out during evenings and weekends. The plan is based upon the service remaining fully staffed. If staffing levels are not maintained, then the service will be under-resourced to meet the requirements of the service plan. This is likely to have an impact on the completion of inspection targets (particularly lower-risk businesses) and the delivery of the development plan as outlined below. Major incidents such as an outbreak of food poisoning or lengthy enforcement action would also have a significant impact on the delivery of the service plan.

The impact of large scale events such as the Secret Garden Party (SGP) and other major organised events needs to be recognised. The 2014 SGP accounted for 103 hours of officer time. This included pre-event liaison with the licensee, attendance at Safety Advisory Group meetings and monitoring compliance before, during and after the event.

## DEVELOPMENT PLAN 2015-16

The following developments are planned during 2015-16. This work is in addition to the proactive and reactive work identified in tables 2 and 3. It is linked to the objectives and outcomes identified in the Corporate Plan and any regional or national strategies.

- Maintain, review and update the Flare premises database so as to improve communication with businesses and identify efficiency savings
- The delivery of a programme of training courses to help food businesses comply with food hygiene requirements and to help them achieve the highest possible food hygiene rating for their business
- To review and develop the Primary Authority Partnership with Cambridgeshire Catering and Cleaning Services and to raise the profile of the partnership with relevant partners
- Consider the feasibility of extending the Primary Authority Partnership Scheme to other businesses
- Maintain the delivery of collaborative work with our key partners such as the Norfolk, Suffolk and Cambridgeshire Health Protection Team, Trading Standards and the Cambridgeshire and Peterborough Food and Occupational Health and Safety Managers Group
- An assessment of the management of food allergens in the child care sector
- To maximise the use of social and online media to market and promote the service.
- To support any relevant national strategies such as the FSA's National Food Safety Week.
- To consider the outcome of the Food Standards Agency's review of the Food Law Code of Practice (England); to assess the implications of that review; and to determine the extent to which they impact upon the Council's role as a food authority
- To consider the development of a unit within the team, the primary function of which would be to provide advice and support for businesses.

## **SECTION 1: FOOD CONTROL SERVICE AIMS AND OBJECTIVES**

### **1.1 Aims and Objectives**

The overall aim of the service is to ensure that food placed or intended to be placed on the market for human consumption which is produced, stored, distributed, handled or purchased within Huntingdonshire is without risk to public health or the safety of the consumer. There are several key objectives which contribute to the delivery of the overall aim.

- The delivery of a programme of inspections and other interventions in accordance with the FSA's Code of Practice
- To respond to complaints and requests for service in accordance with any internal service standards
- To respond to any FSA Food Alerts For Action (FAFA) subject to available resources

### **1.2 Links to Corporate Objectives and Plans**

The aim, objectives and the Development Plan are intended to support the Council's Corporate Plan 2014-16. In particular they support the following strategic themes: a Strong Local Economy; Working with our Communities; and Providing a Customer Focused and Service-Led Council.

## SECTION 2: BACKGROUND

### 2.1 Authority Profile

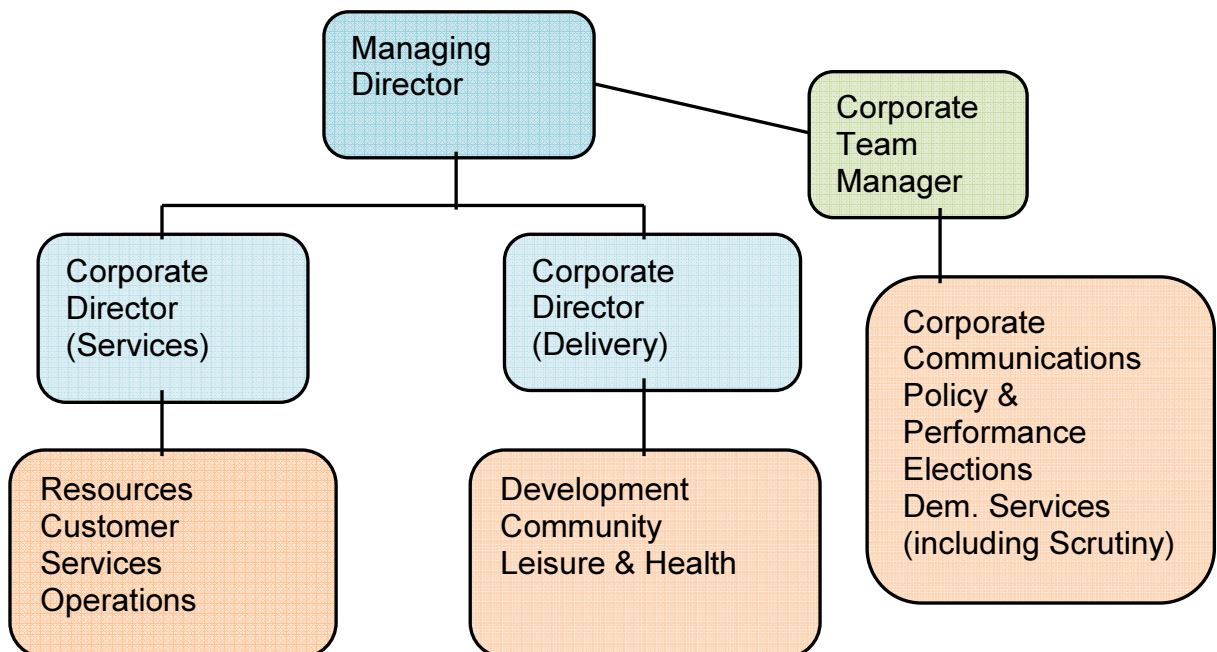
- 2.1.1 Covering almost 360 square miles and situated in the valley of the Great Ouse, the District of Huntingdonshire forms the most westerly part of Cambridgeshire.
- 2.1.2 Huntingdonshire has a population of around 171,000\* which will rise as the local economy continues to expand. The employment rate in the district is 81.2% with 84.5% of people being economically active\*\* and the 2011 census identified 5.2% of the population as non-white and 4.5% of the population as White non British. The main centres are the historic market towns of Huntingdon, St Neots, St Ives, Yaxley and Ramsey.

\* HDC Area Population statistics (Office for National Statistics, Mid-2012)

\*\* NOMIS official labour market statistics, Office for National Statistics May 2014

### 2.2 Organisational Structure

- 2.2.1 The food safety service is one of the services provided by officers within the Commercial Team which in turn is part of Community Services. The Commercial Team is one of a number of teams which reports to the Head of Community.
- 2.2.2 Through the Council's Scheme of Delegation the food safety service has delegated responsibility for food safety enforcement and the Head of Community has the authority to instigate legal proceedings after consultation with the Chairman and Vice Chairman of the Licensing and Protection Panel. The Council's current structure is shown in Figure 1.



**Figure 1: Huntingdonshire District Council's Organisational Structure**

2.2.3 The Commercial Team Leader (CTL) is responsible for the operational management and co-ordination of the food safety service. The CTL also fulfils the statutory role of Lead Food Officer. The CTL is supported by a Senior Environmental Health Officer.

2.2.4 The officers regularly involved in the provision of the food service are shown in Table 4 below:

Commercial Team Leader (CTL)	The Council's Lead Food Officer. Strategic management of the team and development of the annual Service Plan. Day-to-day management of the service, performance monitoring, training and development, and delivery of an operational caseload. <b>(0.5 FTE)</b>
Senior Environmental Health Officer (SEHO)	Proactive and reactive food safety work. Day-to-day reviews of inspection files, provision of technical and legal advice, reviews of enforcement notices and recommendations for prosecution. <b>(0.8 FTE)</b>
Environmental Health Officer	Proactive and reactive food safety work. <b>(0.75 FTE)</b>
Environmental Health Officer	Proactive and reactive food safety work. <b>(0.8 FTE)</b>
Environmental Health Officer	Proactive and reactive food safety work. <b>(0.40 FTE)</b>
Environmental Health Protection Officer	Proactive and reactive food safety work. <b>(0.8 FTE)</b>
Environmental Health Protection Officer	Proactive and reactive food safety work. <b>(0.65 FTE)</b>
	<b>Total of 4.7 FTE Officers</b>

**Table 4: Commercial Team officers routinely involved in the delivery of food law enforcement**

2.2.5 Based upon previous years it is anticipated that just over half of the available resources will be allocated to planned work, of which 75% will be for programmed inspections of food premises. This equates to 2.7 FTE for planned work and 2.0 FTE for unplanned (reactive work).



2.2.7 Table 5 below gives details of the services provided by external agencies:

<b>Name of Organisation</b>	<b>Type of Service</b>	<b>Frequency of Service</b>
Public Health England (PHE), Thetford and Colindale.	Microbiological food and water sampling and advice on infection and disease control	As required
Public Analyst (Lincolne, Sutton and Wood), Norwich	Analysis of food samples	Ad hoc
Anglian Water, Huntingdon	Chemical and microbiological water sampling	Ad hoc
Insect Research and Development Ltd, Medical Entomology Centre Cambridge	Insect identification	Ad hoc
BIS Better Regulation Delivery Office	Primary Authority support and Regulators Code information and guidance	On going
Campden BRI, Chipping Campden	Food and foreign body/contaminant examinations and identifications	Ad hoc
Chartered Institute of Environmental Health (CIEH)	Information and advice. Materials for food hygiene courses	Ad hoc
Food Standards Agency (FSA)	Monitoring of performance, Information and advice	Ad hoc
Local Government Association (including the Knowledge Hub)	Information and advice	Ad hoc
Cambridgeshire County Council (including Trading Standards)	Information and advice	Ad hoc

**Table 5: External Service Provision (Food Safety Function)**

### **2.3 Scope of the Food Service**

Officers delivering the food service form part of the Commercial Team and are responsible for these areas of work:

- Food safety advice and enforcement, proactive and reactive, including interventions, inspections, requests for service and working with businesses, including event organisers, other regulators and members of the public
- Provision of health certificates for exported foods

- Investigations and control of food poisoning and food-borne disease and other relevant infections as a result of information from businesses, members of the public and at the request of the Consultant in Communicable Disease Control (CCDC)
- Responding to food alerts and requests for action from the Food Standards Agency
- Sampling of food and water supplies
- Working with the Neighbourhoods Team to investigate complaints about refuse, drainage and odour nuisance associated with food businesses
- Consultee for premises licences and planning applications.

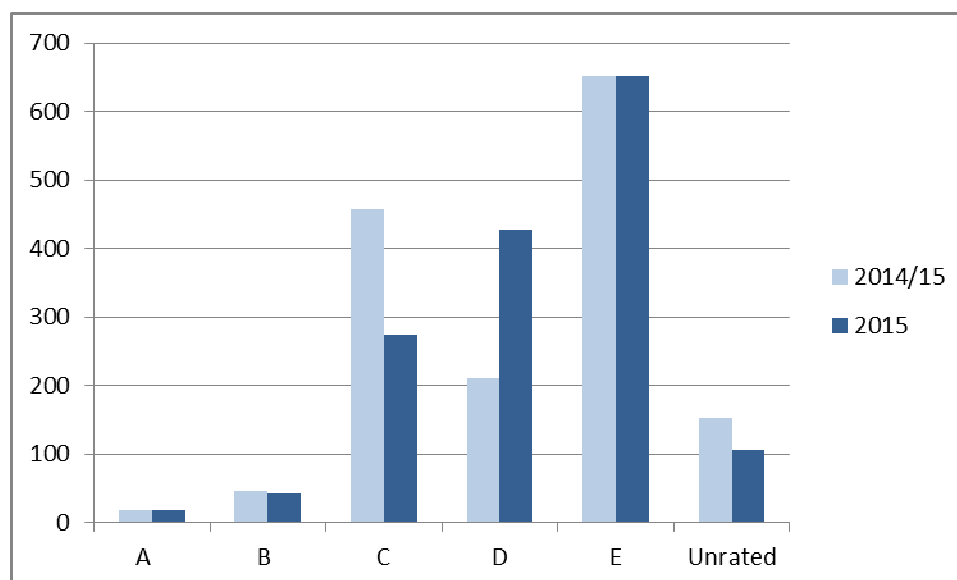
## 2.4 Demands on the Food Service

2.4.1 At the time of writing there were 1518 food businesses on the database. This figure includes home-based cake-making businesses and child-minders and about 50 businesses based outside of the district but which occasionally trade within it. It does not include businesses which only trade occasionally or temporarily within the district such as at Continental Markets or at events such as the Secret Garden Party. The breakdown of businesses by type according to the Food Standards Agency (FSA) classification is shown in Table 6.

<b>Primary Producers</b>	<b>40</b>
<b>Manufacturers/Packers</b>	<b>39</b>
<b>Importers</b>	<b>1</b>
<b>Distributor/Transporters</b>	<b>38</b>
<b>Food Retailers</b>	<b>265</b>
<b>Food Caterers</b>	<b>1135</b>
<b>Total</b>	<b>1518</b>

**Table 6: Breakdown of food businesses in Huntingdonshire by FSA classification**

2.4.2 The breakdown of premises by inspection rating category is shown in Figure 2 below.



**Figure 2: Category of food premises by Risk Rating 2014-15 and 2015-16**

The most significant change is the number of premises in categories C and D. This is largely attributable to changes in the methods by which premises are categorised. These changes were introduced in the 2014 Food Law Code of Practice which was introduced in April 2014.

#### 2.4.3 Approvals and Specialist/ Complex Processes

Food hygiene regulations require certain premises which handle food products of animal origin to be approved by virtue of their nature, scale or complexity. Within Huntingdonshire there are nine approved premises: three establishments approved for meat products; four establishments approved for egg packing; one establishment approved for re-wrapping gelatine; and one establishment approved as a cutting plant.

There are also businesses using complex equipment such as vacuum packing machines and businesses carrying out complex processes such as cook-freeze and the curing of meat products. Suitably qualified and trained officers carry out interventions in businesses associated with specialist and complex processes and equipment.

#### 2.4.4 Delivery of the Service

The Food Service is located on the first floor of Pathfinder House, St Mary's Street, Huntingdon. Service users may contact officers in the following ways:

- In person or by telephone between 9 am and 5 pm Monday to Thursday, 9 am and 4.30 pm Friday (01480 388302)
- By fax on 01480 388361
- By e-mail: [EnvHealth@huntingdonshire.gov.uk](mailto:EnvHealth@huntingdonshire.gov.uk) or [food@huntingdonshire.gov.uk](mailto:food@huntingdonshire.gov.uk)
- Advice and information about good practice and the service is available on the Council's website.

Officers are not on standby outside office hours but arrangements have been made with the FSA, Cambridgeshire Police and Public Health England so that officers can be asked to respond to major incidents and emergencies during evenings and weekends.

2.4.5 The following factors can have an impact on delivery of the Service Plan:

- There were just over 200 food poisoning notifications in 2014-15, just over 60 of which required an investigation. Officers can be called upon to respond to unforeseen emergencies within this work area (such as dealing with a major food poisoning outbreak or incident) at any time and this places significant demands on resources
- Officers could be called upon to investigate a serious workplace accident
- There are several outdoor events during the course of a year which involve food, water and health and safety considerations. These include events at Huntingdon Racecourse, Wood Green Animal Shelter and the Secret Garden Party together with an increasing number of festivals, continental markets, fêtes, fairs and events which create an additional workload for the team
- Officers responded to seven Food Alerts for Action from the FSA last year. Some can be very time-consuming, particularly if they require action to be taken to ascertain and if necessary remove suspect or unsafe food from the food chain
- There are two food businesses which regularly export food products to countries outside the EU. These products require a Health Certificate and additional checks may need to be carried out before the certificate is signed
- The implementation of changes to existing legislation, Codes of Practice, Government guidance and monitoring arrangements and compliance with the FSA and BRDO have resource implications for the service
- The service has a Primary Authority Partnership agreement with Cambridgeshire County Council's School Meals Service which may have resource implications (see section 3.4 for more detail).

## **2.5 Enforcement Policy**

2.5.1 Huntingdonshire District Council has signed up to the Enforcement Concordat and endorses and follows the principles laid down in the Department of Business, Innovation and Skills Regulators' Code. The Council has regard to the Code for Crown Prosecutors when making enforcement decisions. The Food Safety Enforcement Policy was produced with regard to the Regulators' Code and has been endorsed by the Licensing and Protection Panel.

2.5.2 In order to promote consistent and proportionate enforcement the food safety service is an active member of Cambridgeshire and Peterborough Food and Occupational Health and Safety Managers' Group. Officers from the food safety team attend regular meetings and subgroups can be set up to develop specific enforcement protocols and peer review models.

## SECTION 3: SERVICE DELIVERY

### 3.1 Delivery Mechanisms

3.1.1 There are four key drivers which contribute to the service which is outlined in Section 1. In broad terms they are as follows.

- **Intervention driven:** work which is largely determined by the FSA Food Law Code of Practice. In the main this consists of programmed inspections and interventions at frequencies prescribed by the Code of Practice together with revisits and enforcement action in accordance with the Enforcement Policy
- **Demand driven:** work in response to complaints and requests for advice and guidance; investigation of food poisoning notifications; responses to FSA Food Alerts (in particular those which require action); and liaison with other Council services in support of wider corporate objectives
- **Intelligence driven:** responses to credible or verifiable information which suggests a risk to public health
- **Education driven:** the provision of advice, education and support to businesses and consumers; supporting national campaigns and strategies which are in the interests of public health and/or consumer safety (e.g. Food Safety Week).

3.1.3 Each officer has been allocated a specific geographical area which contains a diverse range of food businesses. The number and type of businesses is consistent with the knowledge and experience of the officer together with any limitations imposed by the Code of Practice. In the case of larger businesses or those with unusual processes, there is a “buddy” system in place which ensures that at least two officers have some knowledge of those businesses.

### 3.2 Interventions at food businesses

3.2.1 These consist of the “official food controls” specified in the Code of Practice together with any other activities where the purpose is to monitor compliance with food hygiene law. At the time of writing there are 514 businesses that will require some sort of intervention during 2015-16.

3.2.2 Businesses in categories A, B, C and D will normally receive an unannounced full or partial inspection. The Code of Practice allows local authorities to use Alternative Enforcement Strategies (AES) for low risk businesses.

3.2.3 Category E businesses are suitable for AES approaches whilst at category D businesses interventions can alternate between official controls and other interventions. Of the 514 businesses due for an intervention in 2015-16, 216 are in category D and 49 are in category E.

3.2.4 This figure does not include inspections of brand new businesses or those which change hands during the year. Nor does it include inspections of temporary or occasional businesses at markets, fairs or large public events. It is estimated that these will account for an additional 150 interventions in 2015-16.

- 3.2.5 It is estimated that about 25% of programmed interventions will require some sort of follow up action to check compliance. This equates to about 130 revisits.
- 3.2.6 The intervention frequency is outlined in Annex 5 of the Code of Practice and this information is also used to determine the Food Hygiene Rating Scheme (FHRS) score. The FHRS is operated in accordance with the FSA Brand Standard which allows businesses to appeal and request a rescoring visit after the inspection upon which their rating was based. In 2014-15 there were 24 such requests and at least as many should be anticipated in 2015-16.
- 3.2.7 All officers undertaking food hygiene interventions and inspections including specialist and complex processes, investigating complaints, responding to service requests, giving advice and taking samples, are authorised in accordance with the Code of Practice.
- 3.2.8 Officers will also carry out spot checks at businesses if they have concerns or intelligence about the business or a specific operation within a business. The outcome of a spot check may affect future planned inspections of the business.

### **3.3 Food Complaints**

- 3.3.1 This work generally falls into one of the following broad categories:
- Complaints about food businesses such as hygiene, pests, food poisoning, and food handlers
  - Complaints about the condition or contamination of food (extraneous matter, mould, dirty containers)
  - Complaints about food labelling and food information ('use by' dates and allergen information).
- 3.3.2 Based upon previous years it is estimated that there will be about 200 such complaints in 2015-16. Table 3 shows the total number of food-related service requests, complaints and queries: this has risen steadily over the last five years and is up by just over a third since 2009-10.

### **3.4 Primary Authority Scheme**

- 3.4.1 The food safety service supports the Primary Authority Scheme. The Commercial Team Leader is the Council's nominated officer for its partnership with Cambridgeshire County Council's School Meals Service.
- 3.4.2 The partnership was established in August 2013. It was agreed that the Council would provide a maximum of 100 hours of support per year and that the cost would be recovered in accordance with BRDO Guidance.
- 3.4.3 In 2014 the service provided 83.25 hours of support. Some of this was associated with the initial setting up of the partnership rather than the development of inspection plans and assured advice. It is expected that more time will be devoted to these activities in 2015-16 without exceeding the agreed 100 hours.

### **3.5 Advice to Businesses**

3.5.1 Officers provide information and advice to businesses to help them to comply with the law and to encourage the use of best practice. This is part of our enforcement policy and is achieved through a range of activities including:

- Advice to new businesses
- Advice during the course of inspections and other visits
- Targeted business support visits to poor performing businesses
- Site visits on request and where appropriate (e.g. prior to the opening of a brand new business)
- Reference to published and online resources such as the FSA 'Safer Food Better Business' (SFBB) pack
- Responding to enquiries from food business operators and food handlers
- Proactively contacting businesses to comment on plans at the planning stage
- Proactively contacting businesses to comment on applications for premises and temporary licences
- Targeted mail shots about legislative and policy changes and in response to FSA food alerts for action
- Twice yearly publication and distribution of a food and safety newsletter to all businesses
- Maintenance and development of the website with links to the Food Standards Agency's website.

3.5.2 These activities are integrated into the service's general interventions and food safety promotion functions. In 2014 there were 273 requests for advice and training from businesses and consumers and it is anticipated that there will be at least as many in 2015-16.

3.5.3 The service supports the Cambridgeshire Local Business Partnership Group.

### **3.6 Food Sampling**

3.6.1 Food sampling activities will be delivered in accordance with the sampling policy. In particular, samples will be taken from the following types of business:

- those engaged in the handling or preparation of high-risk foods
- those producing and placing on the market food which has been identified in national or regional sampling programmes
- those supplying or placing on the market food or water subject to FSA requests for action, consumer complaints, intelligence or officers' concerns and
- those with private water supplies (if applicable).

3.6.2 Public Health England (PHE) provides free sample analysis for an allocated number of samples. In 2004 an MTP bid was approved to cover the cost of sampling in the event that PHE reversed its policy. To date it has not been necessary to release this funding: HDC is a member of the Cambridgeshire and Peterborough Food and Occupational Health and Safety Managers' Group and

all the members share information to ensure that any unused allocations can be taken up by other authorities. The service did not incur any charges for sampling in 2014-15 but this can't be guaranteed in the future. The service will aim to take approximately 80 samples this year.

3.6.3 All sampling will be carried out in accordance with relevant legislation, the Code of Practice issued under the Food Safety Act 1990 and the departmental Standard Operating Procedure (SOP).

3.6.4 Samples will be analysed or examined by the laboratories authorised by the Council, details of which are set out in Table 5.

### **3.7 Control and Investigation of Food-related Infectious Diseases**

3.7.1 Officers will investigate food-related infectious disease notifications in accordance with protocols agreed with the Consultant in Communicable Disease Control (CCDC), Anglian Water and Cambridge Water Company. The general aim of any investigation is to identify the source and cause of the infection and prevent further spread.

3.7.2 It is estimated that approximately 200 notifications will be received in 2015-16. This figure reached a peak of 310 in 2010-11, dropped to 146 in 2012-13, since when there has been a small increase year-on-year. In 2014-15 there were just over 200 notifications of which 140 were Campylobacter infections which did not warrant an investigation. In the event of a large outbreak there would be significant resource implications.

3.7.3 The Council has appointed the Consultant in Communicable Disease Control (CCDC) from Public Health England as the 'Proper Officer' under the Public Health (Control of Disease) Act 1984.

3.7.4 The departmental Standard Operating Procedure (SOP) and the joint PHE/LA outbreak control plan were both reviewed in 2014.

### **3.8 Food Safety Incidents**

3.8.1 FSA food alerts will be dealt with in accordance with:

- the departmental SOP
- the Food Law Code of Practice issued under the Food Safety Act 1990 and
- any instructions issued by the FSA.

3.8.2 Most food alerts are Product Withdrawal Information Notices or Product Recall Information Notices which generally require little or no action. There are a significant number of allergy alerts but these too require little or no action or are dealt with by Trading Standards Officers (TSOs). Occasionally TSOs may ask for our support. Food Alerts for Action (FAFA) and ad hoc requests for action may have an impact upon programmed work but the numbers are relatively small. In 2014 there were only seven FAFA requests.

3.8.3 Given the nature of food alerts, it is impossible to predict the likely demands and requisite resources with any accuracy. It is estimated that there will be



20-25 in 2015-16. If a food alert is associated with a business which is based within Huntingdonshire then officers will be expected to devote more time to that alert than to one which originates elsewhere.

### **3.9 Liaison with Other Organisations**

3.9.1 The Council recognises the importance of ensuring its enforcement approaches are consistent with those of neighbouring local authorities. Officers have access to the LGA Knowledge Hub and there is dialogue and liaison in a number of settings:

- Cambridgeshire and Peterborough Food and Occupational Health and Safety Managers' Group (CPFOHSMG)
- Cambridge Water Company Liaison meetings
- Anglian Water Liaison meetings
- Cambridgeshire Local Business Partnership Group
- Flare User Group
- Food Standards Agency regional events
- Public Health England/Environmental Health liaison days
- Trading Standards/Environmental Health liaison days
- Chartered Institute of Environmental Health update events

3.9.2 The CPFOHSMG promotes consistency between officers and authorities, and where possible produces common policies and procedures. Where appropriate subgroups can be convened to deal with a specific issue. The membership includes senior food law enforcement officers from Cambridgeshire and Peterborough as well as representatives from Public Health England and the Food Standards Agency.

3.9.3 There is routine liaison and contact with officers from Planning and Building Control, Business Rates, the Fraud Team, Licensing and Legal as well as liaison and consultation with the Town Centre Managers where appropriate.

### **3.10 Food Safety and Public Health Promotion**

3.10.1 Subject to resources, the proposals for 2015-16 include the following:

- FSA Food Safety Week – hygiene promotion targeted at consumers
- Food safety advice and information aimed at local consumers to support any FSA national campaigns
- Promotion of online food hygiene training and provision of CD ROMs
- The delivery of Level 2 and Level 3 food hygiene training courses
- Promotion of FSA Safer Food Better Business packs and associated training
- Promotion of the National Food Hygiene Rating Scheme (FHRS)
- Production of food safety newsletters sent to all businesses on our database
- Ad hoc lectures to schools and community groups upon request
- Hygiene and food safety linked press releases, when appropriate, including summer and Christmas
- Maintenance and development of food safety guidance packs and advisory leaflets for businesses and consumers

- Maintenance and development of relevant information on the Council's website
- Providing support to existing businesses and to new businesses on food safety legislation, compliance and best practice
- Briefing sessions for new and existing food business operators on the implications of new and changing food safety legislation and in response to national events
- Attendance at relevant trade and business seminars to promote the work of the service and promotional materials
- Work with Cambridgeshire Business Partnerships to promote food safety and health improvement
- Provision of Alternative Interventions

## SECTION 4: RESOURCES

### 4.1 Financial Allocation

4.1.1 The budget for 2015-16 is shown in Table 7 below:

<b>Direct Costs</b>	<b>£</b>
<b>Employees</b>	
Salary (NI, Pension, training)	261,710
Supplies, transport	17,430
	<b>279,140</b>
<b>Other</b>	
Books & Publications	350
Printing	200
Materials	3,000
Equipment	1,500
Laundry	600
Water sampling	600
	<b>6,250</b>
<b>Overheads</b>	
Admin Support	57,500
Legal	0
Application charge - FLARE	7,370
Financial Services	270
Printing	1,800
Head of Community	9,270
Central Support	75,430
	<b>151,640</b>
<b>Total</b>	<b>437,030</b>
<b>Income</b>	
Costs recovered (Health Certificates; Primary Authority Partnership)	-10,000
<b>Total Expenditure</b>	<b>427,030</b>

**Table 7: Food Safety Service Budget 2015-16**

- 4.1.2 The overall budget for 2015-16 is 4.85% lower than 2014-15. It is anticipated that the budget will be sufficient to meet the demands of the service but in the event of a complex investigation or legal case, or the introduction of central sampling charges, then additional funds may have to be sought.
- 4.1.3 There is an anticipated income of £10,000 from the Primary Authority Partnership and from charging food businesses for the cost of certificates for food which is exported outside the EU. However, the funding from charging companies for issuing health certificates may change if the Government reviews this process.
- 4.1.4 All officers requesting remote access to the Council network have access to a laptop computer (PC) containing database, word processing, internet and intranet access, e-mail and spreadsheet packages. All the laptops have been upgraded with remote access to the Council network so that they are available for use by staff for out-of-office working and wireless enabled for touchdown working in HDC controlled premises. A number of officers have Blackberries as part of the service's commitment to mobile working.
- 4.1.5 In the event of a serious or major incident or a large outbreak of food poisoning or food-borne illness requiring additional resources, then officers from within the Commercial Team will assist in the first instance and if necessary additional officers can be drafted in from the Neighbourhoods Intervention Team to assist. Reciprocal arrangements are in place between authorities in Cambridgeshire to allow staff to assist neighbouring authorities should the need arise.
- 4.1.6 The sum allocated to legal costs is based upon anticipated demand assessed over previous years, but should it prove insufficient then a request would be made to the Council for extra funds. There has been no occasion to date when this has been necessary, nor are financial restrictions placed upon legal action, each case being considered on its merits. In the event of enforcement action being required, such as the need to investigate an alleged food fraud or a likely risk to public health, such as alleged illegal meat slaughtering, which will result in unexpected resource implications, Local Authorities can apply for financial support from the FSA but this fund is at the discretion of the FSA and may be withdrawn at any time

## **4.2 Staffing Allocation for the Food Service**

- 4.2.1 Food law enforcement and educational activities are provided by officers from the Commercial Team (6.23 FTE) with support from the department's Administration Team. The CTL manages the Commercial Team with support from the Senior Environmental Health Officer (SEHO). Currently the Commercial Team consists of seven officers. The resources allocated to food law enforcement amount to 4.7 FTE. The administration support amounts to 1.3 FTE.
- 4.2.2 Of the seven posts, five are currently EHO posts and two are Environmental Health Protection Officer posts.

### **4.3 Staff Development Plan**

- 4.3.1 Officers are provided with whatever training is necessary to fulfil the requirements of the Code of Practice and any other centrally issued guidance. Where possible this is provided in-house.
- 4.3.2 Accredited CIEH food hygiene courses can only be delivered by suitably qualified and competent trainers who have satisfied the CIEH requirements. In order to ensure that there is a sufficient number of accredited trainers to deliver a programme of level 2 and level 3 food hygiene courses, resources have been made available for three members of staff to complete the CIEH level 3 Education and Training Skills programme.

## SECTION 5: QUALITY ASSESSMENT

### 5.1 Quality Assessment

5.1.1 The service is monitored internally in accordance with Standard Operating Procedure (SOP) CT04. External and third party monitoring is also used. In general terms those arrangements consist of the following:

- Reviews of premises inspection records in accordance with SOP CT04
- Commercial Team Leader (CTL) carries out observation visits with other officers
- Periodic reviews of policies and procedures
- Six weekly team meetings – programmed work is monitored against target; reactive work is monitored with reference to management and closure of service requests
- Annual PDR meetings and six monthly review meetings
- Peer review and consistency exercises led by the CPFOHSMG
- Peer review and consistency exercises led by the FSA.

5.1.2 SOPs have been developed to cover the whole service. There are five combined SOPs, the scope of which also covers the health and safety service and 17 SOPs which refer specifically to the food safety service. They were all reviewed in 2014.

## **SECTION 6: REVIEW**

### **6.1 Review against the Service Plan**

- 6.1.1 Historically the Service Plan has been initially presented to the Licensing and Protection Panel and presented to full Council for approval. This process is unnecessarily cumbersome and it is hoped that it can be streamlined in time for 2016-17.
- 6.1.2 This Service Plan is supported by an action plan and performance measures. Progress will be reported to the Head of Community on request and to the Council's Management Team at least quarterly.
- 6.1.3 Progress will be reported in terms of the following indicators:
- Any agreed performance targets
  - Any agreed targeted outcomes
  - The previous years' Service Plan.

### **6.2 Variation from the 2014-15 Service Plan**

- 6.2.1 The Food Standards Agency Framework Agreement requires every Local Authority to review the previous year's performance against its service plan. The review must identify where the Authority was at variance from the service plan and, where appropriate, the reasons for that variance.
- 6.2.2 This review details the performance of the food service during 2014-15 and outlines any significant issues that impacted on the delivery of the service.
- 6.2.3 The Senior Environmental Health Officer left the Authority on 31 December 2014. She had her own operational caseload as well as providing the bulk of the day to day monitoring of programmed work. In particular she reviewed officers' inspection records, enforcement notices and recommendations for prosecution.

### **6.3 Programmed Work**

- 6.3.1 The 2014-15 Service Plan estimated that almost 700 planned inspections of food businesses would be carried out, of which 392 would be full or partial inspections of premises in categories A, B, C or D. The projected figures suggest this target will be met although some category D inspections might not be carried out.
- 6.3.2 The priority has been to complete all the inspections of the highest risk businesses (categories A and B). At the time of writing there is no reason why those inspections will not be completed.
- 6.3.3 The 2014-15 Service Plan acknowledged the high number of low risk businesses (category E) that hadn't been inspected for several years and made a commitment to address this issue. It is well known that food businesses diversify to meet changing customer demands and it was important to determine whether any of the category E premises warranted closer attention. This was

identified in the development plan for 2014-15 and is covered in section 6.6.4.

6.3.4 Eight inspections were carried out at approved establishments which produce and/or handle products of animal origin (including meat-cutting plants, meat products, and egg packers).

#### 6.4.1 Reactive Work

6.4.1 The levels of reactive work have not placed any unexpected or excessive demands on the service. There have been no prosecutions and far fewer enforcement notices have been served. However two businesses volunteered to close because of poor hygiene conditions rather than face formal prohibition procedures and prosecution.

6.4.2 The commitment to the Food Hygiene Rating Scheme (FHRS) does place unforeseeable demands on the service. Food businesses can request a rescore visit or appeal against a rating and the Brand Standard specifies the ways in which those requests must be handled. There have been almost 40 such requests in 2014-15 each of which generated at least two additional visits.

6.4.2 The service received almost 650 complaints, enquiries and requests for service or advice. Almost one third of these related to suspect or contaminated food, unhygienic premises or poor hygiene practices. Another third were enquiries from existing or potential businesses. The remainder were made up of requests for export certificates, Primary Authority Partnership enquiries, FHRS requests and enquiries about the provision of food hygiene training.

### 6.5 The 2014-15 Development Plan

6.5.1 Section 6.3 of the 2014-15 Service Plan contained a development plan for the year. The following tables outline those commitments together with a review of performance.

**Table 8 - Service Improvements**

<b>Commitment</b>	<b>Performance</b>
Maintain, review and update the food premises database and include business email addresses so as to improve communication with businesses and identify efficiency savings.	<i>The food premises database is managed in accordance with Standard Operating Procedure F02. It is updated on an incremental basis using information collected during routine interventions, reviewed periodically (via team meetings) and subjected to an annual check prior to the submission of the Local Authority Enforcement Management System (LAEMS) return to the Food Standards Agency. An ever increasing amount of routine correspondence is sent via email subject to the constraints of any legal processes.</i>
Maintain and review the Council's food service website content and customer information access through social media, including Facebook, Twitter and 'Shape Your Place'.	<i>A variety of social and web-based media were used to promote the Food Hygiene Rating Scheme. Typically these promotions were timed to coincide with Christmas, Mothers' Day, Valentine's Day and Bank Holidays but also to support national strategies such as Food Safety Week and to promote BBQ safety.</i>
Resume delivery of targeted sampling, specifically in relation to national and local initiatives, and as a result of local intelligence or	<i>A total of 37 samples have been submitted since 1 April 2014. Although this represented a "resumption of targeted sampling" there were far fewer samples submitted than we intended. This was due in part to teething problems associated with the</i>



concerns.	<i>implementation and use of the UK Food Surveillance System Information Network (UKFSSiNet), in addition to which the team hasn't had the benefit of a designated member of staff to coordinate the sampling programme.</i>
Review the current strategy for dealing with 'low risk' category E food businesses and deliver targeted educational and official control interventions to low risk food businesses.	<p><i>The Service Plan For Food Law Enforcement 2014-15 (Table 6 p.21) reported that there were almost 700 "low risk" (category E) premises on the database, many of which hadn't been visited for several years. Many such businesses are included within the scope of the Food Hygiene Rating Scheme and will remain "Not Yet Rated" unless an inspection is carried out.</i></p> <p><i>There is a perception that the failure to rate low risk businesses places them at an economic disadvantage when compared to higher risk businesses which could be inspected as often as twice per year: however the Council must ensure that its resources are deployed in accordance with public health risk.</i></p> <p><i>In order to balance these conflicting demands, a project was delivered to target the category E premises which handled the widest range of food and/or those which were most likely to have diversified since the last inspection. A self-declaration questionnaire was used to capture up to date information about the businesses, the analysis of which identified those which warranted a full inspection.</i></p>
Continue to review existing and identify any new private water supplies within the district and carry out appropriate risk assessments as required by legislation.	<i>The implications of the Private Water Supplies Regulations 2009 are kept under constant review, with particular reference to the guidance from the Drinking Water Inspectorate (DWI) and the impact on high profile and popular temporary events such as the Ramsey 1940s Weekend and the Secret Garden Party. The team has maintained contact with event organisers and provided appropriate advice. An advisory leaflet entitled "Drinking Water at Temporary Events" has been produced which can be provided to anyone planning such an event.</i>

**Table 9 – Business Support**

<b>Commitment</b>	<b>Performance</b>
Deliver targeted business support, educational and enforcement interventions for high-risk businesses which consistently demonstrate poor compliance (ratings between 0 and 2).	<i>Businesses which have a poor track record of compliance can elect to have a Business Support Visit during which an officer will focus on the most significant or recurrent problems. Thirteen businesses have been visited since 1 April 2014.</i>
Deliver educational and advisory business support to new businesses to support compliance and promote food safety standards.	<i>Number of new business information letters sent out – 49 New Business Support Visits - 4 Responding to requests for advice - 207 up to 28/2/15 of which 46% were from start-up or new businesses</i>
Facilitate delivery of, or deliver, relevant training to businesses.	<i>Two CIEH Level 2 courses have been delivered One CIEH Level 3 course has been delivered A short "toolbox" training session was provided specifically for HDC Street Rangers in order to support compliance at markets</i>
Consider the development of a unit within the team to provide business support and promote economic development.	<i>Not considered but remains on the agenda</i>

**Table 10 – Partnership Working**

<b>Commitment</b>	<b>Performance</b>
Maintain the Primary Authority Partnership (PAP) with Cambridgeshire County Council's School Meals Service and consider the feasibility of extending the Primary Authority Partnership Scheme to additional businesses.	<i>The PAP is well into its second full year. There are now two documents on the secure PAP website and discussions have commenced about the development of Assured Advice on the subject of the control of allergens. There have been tentative enquiries from other businesses but none have led to any further discussions.</i>
Continue collaborative working with strategic partners, including Trading Standards and Public Health England, in areas of mutual interest such as Food Information Regulations, allergens, illegal meat, imported foods and the Public Health Agenda.	<i>The Senior EHO played a significant role in the organisation and delivery of the joint Public Health England/Local Authority Liaison Day on 9 July 2014. The introduction of the Food Information Regulations provided the impetus for some long overdue collaborative working with Trading Standards colleagues with whom we share responsibility for the enforcement of the regulations in food businesses.</i>

**Table 11 – Supporting the National Agenda**

<b>Commitment</b>	<b>Performance</b>
Provide and display promotional materials to support the 2014 FSA National Food Safety Week.	<i>The theme for Food Safety Week 2014 was "Don't Wash Your Chicken". The key messages were promoted between 16 and 22 June using a variety of social media and by working with HCR104fm. The Commercial Team Leader took part in a live radio interview on 16 June 2014.</i>
Carry out a project to assess the management of allergen risks in food businesses within the wider childcare sector.	<i>This project was put on hold pending the introduction of the Food Information Regulations 2014. The regulations were introduced on 13 December 2013 and this piece of work has been carried over to 2015-16.</i>

## **6.10 Action Plan for 2015-16**

6.10.1 The service is committed to the delivery of "official food controls" in accordance with the Code of Practice in order to fulfil the Council's role as a food authority. The service will also respond to complaints, enquiries and requests for service in accordance with internal procedures and with due regard to public health risk.

6.10.2 The service will also endeavour to meet the following commitments in order to make a contribution to the Council's corporate aims and objectives.

- Maintain, review and update the Flare premises database so as to improve communication with businesses and identify efficiency savings
- The delivery of a programme of training courses to help food businesses comply with food hygiene requirements and to help them achieve the highest possible food hygiene rating for their business
- To review and develop the Primary Authority Partnership with Cambridgeshire Catering and Cleaning Services and to raise the profile of the partnership with relevant partners

- Consider the feasibility of extending the Primary Authority Partnership Scheme to other businesses
- Maintain the delivery of collaborative work with our key partners such as the Norfolk, Suffolk and Cambridgeshire Health Protection Team, Trading Standards and the Cambridgeshire and Peterborough Food and Occupational Health and Safety Managers Group
- An assessment of the management of food allergens in the child care sector
- To maximise the use of social and online media to market and promote the service.
- To support any relevant national strategies such as the FSA's National Food Safety Week.
- To consider the outcome of the Food Standards Agency's review of the Food Law Code of Practice (England); to assess the implications of that review; and to determine the extent to which they impact upon the Council's role as a food authority
- To consider the development of a unit within the team, the primary function of which would be to provide advice and support for businesses.

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Public  
Key Decision - No

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Guidelines Relating to the Relevance and Treatment of Convictions – Hackney Carriage and Private Hire Drivers

**Meeting/Date:** Licensing & Protection Panel – 24 March 2015

**Executive Portfolio:** Councillor T D Sanderson

**Report by:** Head of Community

**Ward(s) affected:** All

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### **Executive Summary:**

To request approval from the panel for proposed amendments to the policy guidelines relating to the relevance and treatment of convictions for both initial applicants and existing licence holders

### **Financial Implications**

There are no financial implications arising from this report.

### **Recommendation(s):**

It is recommended:

That the Panel approves of the proposed amendments to the Guidelines relating to the Relevance and Treatment of Convictions.

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## **1. WHAT IS THIS REPORT ABOUT?**

- 1.1 This report requests approval from the Panel to amend and update the existing policy, addressing current legislation and providing greater clarity within the guidelines on the treatment of convictions received by existing drivers.

## **2. BACKGROUND**

- 2.1 The Council has a duty to ensure that the grant of a new driver/ operator's licence and the renewal of an existing driver/operators licence is made to a person who is considered to be 'fit and proper'. It is customary for local authorities to set guidelines to help inform the treatment of such decisions and to ensure a consistency of practice in the Council's approach.
- 2.2 The current guidelines, were approved by the Licensing and Protection Panel on 9 June 2011 and have been successfully implemented since that date.
- 2.3 A recent increase in the number of existing drivers gaining convictions has highlighted the fact that there are areas of the policy which provide guidance for the grant of a new licence, but remain silent on the treatment of existing licence holders. The amendments proposed seek to address this imbalance.
- 2.4 There have also been legislative changes arising from the Legal Aid, Sentencing and Punishment of Offenders Act 2012, which amended the Rehabilitation of Offenders Act 1974 and the treatment of offences, with effect from March 2014. Three new drug driving offences came into effect on 2 March 2015.
- 2.5 To address the matters indicated above, the guidelines have now been re-drafted and are attached as Appendix A, annotated to show the amendments made.

## **3. ANALYSIS**

- 3.1 Disclosure and Barring Service checks are sought upon initial application for a driver's licence and every three years thereafter for existing licence holders. A disclosure, in addition to listing any convictions or cautions, may also contain information relevant to the application supplied by the Chief Officer of Police. Existing drivers are obliged to report all new convictions, cautions or warnings. Should a conviction occur, then the relevance of conviction guidelines are used to assess whether the licence holder can continue to be seen as being 'fit and proper' to be licensed or whether the licence should be suspended or revoked.

## **4. KEY IMPACTS/RISKS HOW WILL THEY BE ADDRESSED?**

- 4.1 The overriding aim of the Licensing Authority is to protect the safety of the public by ensuring that drivers are fit and proper persons, that they do not pose a threat to the public, that the public are safeguarded from dishonest persons, that there is safeguarding of children, young persons and vulnerable adults and that the public have confidence in their use of licensed vehicles. The guidelines provide a means of addressing these matters and a consistency of practice within the district.

## **5. LEGAL IMPLICATIONS**

- 5.1 The existence of clear guidelines enabling the Council to provide a consistency of practice will serve to mitigate the likelihood of legal challenge. New applicants whose licences are refused and existing licence holders whose licenses are suspended or revoked have a right of appeal to the Magistrates' Court.

## **6. RESOURCE IMPLICATIONS**

- 6.1 There are no resource implications arising from the amendments to the guidelines.

## **7. OTHER IMPLICATIONS**

- 7.1 There are no other implications arising from the amendments to the guidelines.

## **8. REASONS FOR THE RECOMMENDED DECISIONS**

- 8.1 Updating the Council's Guidelines on the Relevance and Treatment of Convictions will allow greater clarity on the treatment of existing drivers and provides the opportunity to update other areas to reflect changes in legislation.

## **9. LIST OF APPENDICES INCLUDED**

- 9.1 Appendix A - Draft amended Guidelines to the Relevance and Treatment of Convictions

## **BACKGROUND PAPERS**

File F/Licensing/ PH& Taxi licensing held in the office of the Head of Community

Department of Transport Circular 2/92 and Home Office Circular 13/92. Disclosure of Criminal Records Applicants for Hackney Carriage and Private Hire Drivers licences.

## **CONTACT OFFICER**

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e-mail [Christine.Allison@huntingdonshire.gov.uk](mailto:Christine.Allison@huntingdonshire.gov.uk)



# GUIDELINES RELATING TO THE RELEVANCE AND TREATMENT OF CONVICTIONS

## INTRODUCTION

1. The purpose of this document is to provide guidance information on the criteria guidelines taken into account-adopted by Huntingdonshire District Council (hereafter referred to as the Council) when determining whether or not an applicant or an existing licence holder is a fit and proper person to hold either a hackney carriage/private hire drivers licence or private hire operator's licence.
2. The overriding aim of the licensing authority is to protect the safety of the public, ensuring:
  - That a person is a fit and proper person
  - That the person does not pose a threat to the public
  - That the public are safeguarded from dishonest persons
  - The safeguarding of children and, young persons.
  - The safeguarding of and vulnerable persons—adults.
  - That the public have confidence in their use of licensed vehicles
3. This document aims to ~~provides~~ guidance to any person with an interest in taxi and private hire licensing in the following areas, but not exclusively:
  - Applicants for driver'/operator licences (~~including renewal of licences~~)
  - Existing licensed drivers/operators whose licences are being reviewed or-renewed
  - Licensing Officers and Police
  - Members of the Licensing and Protection Applications Sub Group (or other relevant decision making body)
  - Appeals to Magistrates' and Crown Court Officials in hearing appeals against Council decisions
4. Where licensing officers have delegated powers to grant licences, they will utilise these guidelines when making a decision to grant a licence. In all other cases applications for licences will be referred to Council's Licensing and Protection Applications Sub Group (hereafter referred to as the Sub Group). Whilst officers and the Sub Group will have regard to the guidelines contained in the policy, each case will be considered on its individual merits, however where circumstances demand, the Sub Group and officers may depart from the guidelines.

## GENERAL POLICY

### 5. Each case will be decided on its own merits.

6. As mentioned in paragraph 4, there may be occasions where it is appropriate to depart from the guidelines, for example where the offence is a one-off occasion or there are mitigating circumstances or alternatively where there are many or continuous offences which may show a pattern of offending and unfitness.

7. A person with a current conviction for a serious offence~~crime~~ need not be permanently barred from obtaining a licence but should be expected to:

- (a) Remain free of conviction for an appropriate period of time, and
- (b) Show adequate evidence that he or she is a fit and proper person to hold a licence (the onus being on the applicant to produce such evidence). Simply remaining free of conviction may not generally be regarded as adequate evidence that an individual is a fit and proper person to hold a licence.

8. For the purposes of this document 'other matters to be considered' may include but are not limited to the following:

- (a) Criminal/motoring convictions;
- (b) Court Martial;
- (c) Cautions;
- (d) Fixed penalty notices or other penalty notices;
- (e) Anti-social behaviour orders or similar orders;
- (f) Formal warnings or Reprimands
- (g) Breach of licensing conditions;
- (h) Charges or matters awaiting trial;
- (i) Fitness and propriety.

9. Please note: Where an applicant has a conviction(s) or other matter(s) to be considered for~~been convicted of~~ a criminal offence, then the Council cannot review the merits of the conviction or other matter. (see Nottingham City Council v Mohammed Farooq (1998))

10. Where an applicant / licence holder has a conviction or other matter to be considered for an offence of aiding, abetting, attempting, conspiring, counselling, procuring, causing, permitting or inciting any of the criminal or motoring convictions / matters specified in this guidance, they will be considered relevant for the substantive matter.

~~8. The following examples afford a general guide on the action which might be taken where convictions are disclosed.~~

## APPEALS

~~11. Any applicant refused a driver's / operator licence, or a licensed driver / operator whose licence has been suspended or revoked on the grounds that the Council is not satisfied the he or she is a fit and proper person to hold such a licence~~ has a right of appeal to the Magistrates' Court within 21 days of the date of the notice of refusal (Local Government (Miscellaneous Provisions) Act 1976, section 77(1)). There is a further **rightwrite** of appeal to the Crown Court against the decision of the Magistrates' Court and this is by virtue of the Public Health Act 1936, section 301. The method of commencing such an appeal is laid down in the Crown Court Rules 1982, part III.

## POWERS

~~12. Powers to grant driver / operator licences are contained within Section 51, Section 55 and Section 59 of the Local Government (Miscellaneous Provisions) Act 1976 (the Act).~~

~~13. Section 61 and Section 62 of the Local Government (Miscellaneous Provisions) Act 1976 allows the Council to suspend, revoke or refuse to renew a licence if the application/licence holder has been convicted of an offence involving dishonesty, indecency, violence, failure to comply with the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976, Byelaws or any other reasonable cause.~~

~~14. Section 61 (2B) allows the Council , if it appears that the interests of public safety require the suspension or revocation of the licence, to have immediate effect. A notice will be given to the driver including a statement that this is so and an explanation why the suspension or revocation takes effect when the notice is given. The driver may appeal the decision but may not drive during the appeal period.~~

~~15. Section 62 of the Local Government (Miscellaneous Provisions) Act 1976 allows the Council to suspend, revoke or refuse to renew an operator's licence if the applicant / licence holder has been convicted of any offence under or non-compliance with the provisions of Part II of the Act; or grounds of any conduct on the part of the operator which appears to the Council to render him unfit, or due to any material~~

change since the licence was granted in any of the circumstances of the operator on the basis of which the licence was granted or any other reasonable cause.

16. The Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 2002, allows the Council to take into account all convictions recorded against an applicant or the holder of a hackney carriage or private hire driver's licence, whether spent or not. Therefore the Council will have regard to all relevant convictions (including cautions), particularly where there is a long history of offending or a recent pattern of repeat offending.
17. In this policy the term 'disqualification' refers to a period served, in order to take account of the fact that a court may reduce the period of disqualification from driving. An applicant must provide evidence in advance to prove that the court agreed a reduction in the period of disqualification.

#### **CONSIDERATION OF DISCLOSED CRIMINAL HISTORY**

18. Under the provisions of Sections 51, 55 and 59 of the Local Government (Miscellaneous Provisions) Act 1976, the Council is required to ensure that an applicant for the grant or renewal of a hackney carriage/private hire driver's licence and private hire vehicle operator's licence is a 'fit and proper' person to hold such a licence. However, if an applicant has any matters to be considered~~convictions, warning, cautions or charges awaiting trial~~, the Council may take into account~~will look into~~:
- How relevant the offence(s) are to the licence being applied for
  - How serious the offence(s) were
  - When the offence(s) were committed
  - The date of conviction
  - Circumstances of the individual concerned
  - Sentence imposed by the Court
  - The applicant's age at the time of conviction
  - Whether they form part of a pattern of offending
  - Any other character check considered reasonable (for example personal references)
  - Any other factors that might be relevant
19. Existing holders of driver's licences are required to notify the Council in writing within seven days of any offence for which he or she has been convicted whether for criminal or motoring offences, including any official cautions.

20. Applicants can discuss further what effect a caution/conviction may have on any application by contacting the Licensing Section on 01480 387075 in confidence for advice.
21. Applicants are required by the Council to ~~undertake complete~~ an Enhanced ~~Disclosure and Barring Service check~~ Criminal Records Bureau (here after referred to as the DBS ~~CRB~~) ~~disclosure application form~~ when applying for a hackney carriage/ private hire drivers' licence which will be at their own expense. The driver's application will not be processed any further until the result of the ~~CRB~~ disclosure has been shown to the Council ~~received~~. The Council follows the DBS ~~CRBs~~ Code of Practice on the fair use of disclosure information, and abides by the DBS ~~CRBs~~ Policy on the secure storage, handling, use, retention and disposal of disclosure information. Copies of the DBS ~~CRBs~~ Code of Practice and Policy are available on request.
- 22 [More information about the DBS can be found on their website at https://www.gov.uk/disclosure-barring-service-check/overview](https://www.gov.uk/disclosure-barring-service-check/overview)
23. The Council is also entitled to use other records and information that may be available to it in determining applications or an entitlement to continue holding a licence. This may include information held by the Council or other Licensing Authorities and information disclosed by the Police under the Home Office scheme for reporting offences committed by notifiable occupations.
24. It is an offence for any person knowingly or recklessly to make a false declaration or to omit any material particularly in giving information required on the application form for a licence. Where an applicant has made a false statement, false declaration or omitted to include information on their application for the grant or renewal of a licence, the licence will normally be refused.
25. The following examples afford a general guide on the action, which might be taken where conviction(s) or other matters to be considered ~~convictions~~ are disclosed

## OFFENCES INVOLVING VIOLENCE

### Offences against Children (under 14 years) and Young Persons (aged 14 to 17 years)

26. Drivers of hackney carriages and private hire vehicles are often entrusted with the care of children and young persons. It is comparatively easy for an unscrupulous driver to take advantage of such vulnerable persons. The Council seeks to minimise risks associated with children and young persons and for that reason a more serious view will be taken when offences of violence involve children or young persons.

27. Where the commission of an offence involved loss of life a licence will normally be refused or an existing licence suspended or revoked. In other cases anyone of a violent disposition is unlikely will normally be refused to be licensed until they have at least 3 to 10 years free of such conviction(s) or other matter(s) or the end of a term of imprisonment if applicable must have passed before an application is likely to be considered favourably. However given the range of the offences that involve violence, consideration must be given to the seriousness and nature of the conviction. ~~and the term of rehabilitation could be reduced or increased.~~

### Offences against Other Persons

28. As hackney carriage and private hire vehicle drivers maintain close contact with the public, a serious view will be taken with those who have a conviction(s) or other matter(s) to be considered involving violence. ~~Where~~ where the commission of an offence involved loss of life a licence will normally be refused or an existing licence suspended or revoked. In other cases a period of at least 3 to 10 years free of such conviction(s) or other matter(s) or the end of a term of imprisonment if applicable must have passed before an application is likely to be considered favourably. However given the range of the offences that involve violence, consideration must be given to the seriousness and nature of the conviction. ~~and the term of rehabilitation could be reduced or increased.~~

29. Unless there are exceptional circumstances, an application will normally be refused or existing licence suspended or revoked ~~a licence will not normally be granted~~ where the applicant has a conviction for an offence such as:

- Murder
- Manslaughter
- Manslaughter or culpable homicide whilst driving
- Terrorism offences
- Or any similar offences (including attempted or conspiracy to commit) or offences which replace the above.

30. An application will normally be refused or an existing licence suspended or revoked ~~licence will not normally be granted~~ where the applicant has a conviction(s) or other matter(s) for an offence such as:

- Arson
- Malicious wounding or grievous bodily harm which is racially aggravated
- Actual bodily harm which is racially/religiously aggravated
- Grievous bodily harm with intent
- Robbery
- Possession of a firearm
- Riot
- Assault on the Police
- Common assault which is racially/religiously aggravated
- Violent disorder
- Resisting arrest
- Or any similar offences (including attempted or conspiracy to commit) or offences which replace the above.

and the conviction(s) or other matter(s) to be considered is less than 10 years prior to the date of application.

31. An application will normally be refused or an existing licence suspended or revoked where the applicant has a conviction(s) or other matter(s) to be considered for an offence such as:

- Racially aggravated criminal damage
- Racially aggravated offence
- Or any similar offences (including attempted or conspiracy to commit) or offences which replace the above.

and the conviction(s) or other matter(s) to be considered is less than 5 years prior to the date of application.

32. An application will normally be refused or an existing licence suspended or revoked where the applicant/licence holder has a conviction(s) or other matter(s) to be considered for an offence such as:

- Common assault
- Assault occasioning actual bodily harm
- Affray
- Harassment, alarm or distress (S5 Public Order Act 1986)
- Fear of provocation of violence(S4 Public Order Act 1986)

- Intentional harassment, alarm or distress (S4A Public Order Act 1986)
- Obstruction
- Criminal damage
- Possession of a weapon (or imitation weapon) or any other weapon related offence other than a firearm
- Or any similar offences (including attempted or conspiracy to commit) or offences which replace the above.

and the conviction (s) or other matter(s) to be considered is less than 3 years prior to the date of application.

33. A licence will ~~not~~ normally be refused/granted if an applicant has more than one conviction or other matter to be considered in the last 10 years for an offence of a violent nature.

34. If an applicant has a conviction(s) or other matter(s) to be considered for ~~been convicted of~~ possession of a weapon or a weapon related offence, greater than 3 years old and therefore not falling within paragraph 32 above, this will give serious cause for concern as to whether the person is a fit and proper person to carry members of the public.

35. In the event of a licence being granted, a strict warning both verbally and in writing is to be administered

## **WEAPON OFFENCES**

~~31. Depending on the circumstances of the offence, an applicant should be free of conviction for 3 years prior to the date of application (or at least 3 years must have passed since the completion of the sentence, whichever is longer), before a licence is granted.~~

## **SEX AND INDECENCY OFFENCES**

~~36. Any applicant currently on the sex offenders register will not normally be granted a licence An application will normally be refused or existing licence suspended or revoked if the applicant/ licence holder is currently on the sex offenders register.~~

**Offences against Children (under 14 years) and Young Persons (aged 14 to 17 years)**



37. Drivers of hackney carriage and private hire vehicles are often entrusted with the care of children and young persons. It is comparatively easy for an unscrupulous driver to take advantage of such vulnerable persons. Where the commission of a sexual offence involves a child or young person an application for a licence will normally be refused or existing licence suspended or revoked.

### Offences against persons other than Children and Young Persons

38. As hackney carriage and private hire vehicle drivers often carry unaccompanied passengers, a firm line is to be taken with those who have convictions or other matters to be considered for sexual offences. An application will normally be refused or existing licence suspended or revoked where an applicant has a conviction(s) or other matter(s) to be considered for an offence of:

- Rape
- Assault by penetration
- Offences involving children or vulnerable adults (see paragraph 33)
- Or any similar offences (including attempted or conspiracy to commit) or offences which replace the above.

39. An application will normally be refused or an existing licence suspended or revoked where the applicant/ licence holder has a conviction(s) or other matter(s) to be considered for an offence relating to:

- Sexual or indecent assault
- Possession of indecent photographs, child pornography etc
- Exploitation of prostitution
- Trafficking for sexual exploitation
- Or any similar offences (including attempted or conspiracy to commit) or offences which replace the above.

An applicant/ licence holder should be free of conviction for at least ten years (or at least 3 years must have passed since the completion of the sentence, whichever is longer) before an application will be considered.

40. An application will normally be refused or an existing licence suspended or revoked where the applicant/ licence holder has a conviction(s) or other matter(s) to be considered for an offence relating to:

- Indecent exposure
- Soliciting (including kerb crawling)

- Or any similar offences (including attempted or conspiracy to commit) or offences which replace the above.

An applicant/ licence holder should be free of conviction for at least 3 years (or at least 3 years must have passed since the completion of the sentence, whichever is longer) before an application will be considered.

41. ~~An application will normally be refused~~ licence will not normally be granted if an applicant has more than one conviction or other matter to be considered for a sexual or indecency offence.

## DISHONESTY OFFENCES

42. Drivers of hackney carriages and private hire vehicles are expected to be persons of trust. They deal with cash transactions and valuable property left in their vehicles It is comparatively easy for a dishonest driver to defraud the public by demanding more than the legal fare. It should also be noted that a private hire driver is not bound by a set fare structure and therefore is open to potential abuse by dishonest drivers. Customers often use the trade for journeys to airports and drivers are privy to the knowledge that premises will be empty for a period of time. In addition overseas visitors can be confused by the change in currency and may be vulnerable to become 'fair game' for an unscrupulous driver.

43. Members of the public entrust themselves to the care of drivers both for their own safety and for fair dealing. Passengers may comprise especially vulnerable people. For these reasons a serious view is taken of any convictions involving dishonesty.

44. ~~'An application will normally be refused or an existing licence suspended or revoked where the applicant/ licence holder has a conviction(s) or other matter(s) to be considered for an~~ In general a minimum period of 3 years free of conviction or at least 3 years from completion of sentence) whichever is longer should be required before an application can be considered favourably. Offences of dishonesty including:

- Theft
- Burglary
- Fraud
- Benefit Fraud
- Handling or receiving stolen goods
- Forgery

- Conspiracy to defraud
- Obtaining money or property by deception
- Other deception
- Taking a vehicle without consent
- Or any similar offences (including attempted or conspiracy to commit) or offences which replace the above.

In general a minimum period of 3 years free of conviction or at least 3 years from completion of sentence) whichever is longer should be required before an application can be considered favourably

## DRUG OFFENCES

45. A serious view will be taken of with regard to any drug related offence. The nature and quantity of the drugs, whether for personal use or supply are issues which will be considered. Drug related offences include:
- Cultivation of a controlled drug
  - Importation of a controlled drug
  - Production of a controlled drug
  - Supply of a controlled drug
  - Or any similar offences (including attempted or conspiracy to commit) or offences which replace the above
46. An application -licence will not normally be refused granted or an existing licence suspended or revoked where the applicant/ licence holder has a conviction(s) or other matter(s) to be considered for any of the above -offences related to the supply of drugs and has not been free of such conviction(s) or other matter(s) to be considered for a period of at least 5 years (or at least 3 years from the completion of any sentence) whichever is longer.
47. An application will normally be refused or an existing licence suspended or revoked where an applicant has more than one conviction or other matter to be considered for offences related to the possession of drugs and has not been free of conviction or other matter to be considered for at least 5 years.
48. An application will normally be refused or an existing licence suspended or revoked where the from an applicant/ licence holder who has an isolated conviction or other matter to be considered for an offence related to the possession of drugs within the last 3 ~~to 5~~ years. will require careful Consideration will be given to of the facts, including the nature and quantity of the drugs involved.

49. If there is evidence of persistent drugs use, misuse or dependency a specialist medical examination (in accordance with the DVLA Group 2 Medical Standards) will be required before an application will be considered. If the applicant was an addict then they will be required to show evidence that they have been free from drug taking for a period of at least 5 years after detoxification treatment.

## DRIVING OFFENCES

### Major Traffic Offences (includes loss of life)

50. A very serious view will be taken of any applicant or existing licence holder who has a been convicted or other matter to be considered for of a driving offence that resulted in the loss of life.

51. A licence will ~~not~~ normally be refused granted or an existing licence suspended or revoked unless the applicant has been free of conviction for a period of at least 7 years (or at least 3 years must have passed since the completion of the sentence, whichever is longer) if he or she has a conviction(s) or other matter(s) to be considered for:

- Causing death by dangerous or reckless driving
- Causing death by careless driving whilst under the influence of drink, drugs or failing to supply a specimen for analysis.
- Manslaughter or culpable homicide whilst driving a vehicle
- Causing death by driving (unlicensed, disqualified or uninsured)
- Or any similar offences (including attempted or conspiracy to commit) or offences which replace the above.

52. Whilst the aforementioned are not a complete list of all the major traffic offences, the seriousness of the offence will be assessed accordingly, with some of the offences being treated under the dishonesty and violence categories.

53. Where an applicant/ licence holder has been disqualified from driving because of a major traffic offence (which did not involve the loss of life) the application will generally be refused or an existing licence suspended or revoked unless a period of 3 years free from conviction has elapsed from the date the DVLA licence was restored.

54. An isolated conviction, without disqualification, for an offence such as dangerous driving or driving without due care and attention will require careful consideration of the facts and will at the very least

merit a warning as to future driving and advise on the standard expected of hackney carriage and private hire vehicle drivers. However, where the conviction is within 12 months prior to the date of the application it will normally be refused or an existing licence suspended or revoked. More than one conviction for this type of offence within the last 5 years is likely to merit the refusal of a licence application or the suspension/revocation of an existing licence.

For details of Major Traffic Offences (See Appendix I)

### Minor Traffic offences

55. Offences of this type will be treated as 'minor traffic offences' if it incurs between 1 and 3 penalty points
56. Where an applicant / licence holder has one isolated conviction(s) or other matter(s) to be considered for a minor traffic offences this should not usually prevent a person from proceeding with an application result in suspension/ revocation. However, the number, type and frequency of this type of offence will be taken into account and if there are several offences of this nature the applicant will normally be expected to show a period free of conviction(s) or other matters(s) to be considered of at least 12 months. A licensed driver may be referred to the Sub-Group where there are more than two offences.
57. In particular, an application will normally be refused or an existing licence suspended or revoked where the holder applicant has 12 or more penalty points on his DVLA licence (whether or not the applicant was convicted by a court for the offences for which the points were imposed and whether or not the Courts decided to enforce a driving disqualification) or where the applicant has more than one conviction for this type of offence within the last 12 months.
58. Where several minor traffic offences have resulted in the applicant being disqualified from driving for a period of time this will normally be taken as reflecting seriously on the applicant's standard of driving. Generally, a period of 12 months free from conviction(s) or other matter(s) to be considered must have elapsed from the restoration of the DVLA licence. Should the DVLA demonstrate a further conviction since the disqualification then a 12 month period should elapse from the date of the last conviction on the DVLA licence before an application is approved.

59. In “totting up” cases where disqualification is considered by the court even if the court does not disqualify a driver (eg because of exceptional circumstances) ~~a driver~~, the Council is likely to refuse a hackney carriage or private hire driver’s licence or suspend/ revoke an existing licence because different criteria apply. ~~A and an applicant/ licence holder~~ will normally be expected to show a period of at least 12 months free from conviction from the date the court made its finding of exceptional circumstances justifying the non-disqualification.

For details of Minor Traffic Offences (see Appendix II)

### Intermediate Traffic Offences

60. Offences of this type will be treated as major traffic offences if the court awarded 4 or more penalty points for the offence and as minor traffic offences if the court awarded 3 or less penalty points for the offence.

For details of Intermediate Traffic Offences (see Appendix III)

### OFFENCES OF DRINK DRIVING/DRIVING UNDER THE INFLUENCE OF DRUGS

#### Drunkenness and Drugs (with a motor vehicle)

61. A serious view will be taken of conviction(s) or other matter(s) to be considered of driving or being in charge of a vehicle while under the influence of drink or drugs. Where a disqualification has occurred as a result of a drink-driving offence, at least 3 years (5 years for more than one offence) should elapse from the restoration of the DVLA driving licence before an application will be considered. A conviction or other matter to be considered for ‘refusing or failing to provide a specimen’ will be treated in the same way.
62. If there is a suggestion that the applicant has been or is alcohol/drug dependent, then he or she will normally be required to provide written evidence (medical report) confirming that a period of at least 5 years has elapsed after the completion of detoxification treatment if he or she was an alcoholic.
63. Applicants with more than one conviction or other matter to be considered for driving or being in charge of a vehicle under the influence of alcohol / drugs or refusing or failing to provide a specimen

are unlikely to be granted a licence unless a period of 10 years has elapsed after the restoration of the driving licence following the last conviction or other matter to be considered.

### **Drunkenness (not in a motor vehicle)**

64. An isolated conviction or other matter to be considered for drunkenness need not debar an applicant from gaining a licence or the renewal of a licence for an existing driver. In some cases, a warning may be appropriate. However, a number of convictions or other matters to be considered for drunkenness could indicate a medical problem necessitating critical examination and the refusal of a licence or the suspension/ revocation of an existing licence.
65. If there is a suggestion that the applicant has been or is alcohol dependent, then he or she will normally be required to provide written evidence (medical report) that a period of at least 5 years has elapsed after the completion of detoxification treatment if he or she was an alcoholic.

### **DISCRIMINATION OFFENCES**

- 66 Offences of discrimination are to be treated very seriously, representing as they do a totally unacceptable treatment of certain sections of society. The Council will therefore treat any conviction(s) or other matter(s) to be considered relating to discrimination very seriously when deciding whether or not an applicant / licence holder is a fit and proper person.
671. In general, a period of 3 to 5 years free of conviction(s) or other matter(s) to be considered must have elapsed (or at least 3 to 5 years must have passed since the completion of the sentence) whichever is longer before a licence is likely to be considered favourably depending on the seriousness of the offence. If racial violence has been a factor in the conviction you are to refer to the section dealing with serious offences of violence.

### **LICENSING OFFENCES**

68. One of the main purposes of the licensing regime set out in the Town Police Clauses Act and Part II of the Local Government (Miscellaneous Provisions) Act 1976 ( hereafter referred to as the Acts) is to ensure the protection of the public. For this reason a serious view is taken of conviction(s) or other matter(s) to be

considered for offences under the Acts (including illegally plying for hire) when deciding whether an applicant/licence holder is to be treated as a fit and proper person to hold a licence.

69. In general a period of 3 to 5 years free of conviction(s) or other matter(s) to be considered will be required before an application/licence holder is likely to be considered favourably depending on the seriousness of the offence.

#### LOCAL AUTHORITY OFFENCES (BENEFIT FRAUD etc)

70. Local Authority offences such as benefit fraud, health and safety and food hygiene although not necessarily directly relevant to taxi licensing should not be discounted lightly and should be considered when deciding whether or not an applicant is a fit and proper person.
71. In general a period of at least 3 years free of conviction (or at least 3 years must have passed since the completion of the sentence, whichever is longer) before an application/licence holder is likely to be considered favourably depending on the seriousness of the offence.

#### OUTSTANDING CHARGES AND SUMMONSES

72. If the individual is the subject of an outstanding charge or summons their application can continue to be processed, but in the interests of public safety the matter application will be considered and may be deferred for determination need to be reviewed at until the conclusion of the proceedings. Where information is received through the Notifiable Occupations Scheme on existing licence holders, consideration will be referred to the Licensing and Protection Applications Sub Group.
73. If the outstanding charge or summons involves a serious offence and the individual's conviction history indicates a possible pattern of unlawful behaviour or character trait, then in the interests of public safety the application may be deferred for determination put on hold until the proceedings are concluded or the licence may be refused.
74. ~~A suspension or revocation of the licence of a driver takes effect at the end of the period of 21 days beginning with the day on which notice is given to the driver. If it appears that in the interests of public safety it requires the suspension or revocation of the licence to have~~



~~immediate effect, and the notice given to the driver includes a statement to this effect together with an explanation why, the suspension or revocation takes effect immediately when the notice is given to the driver (Road Safety Act 2006, section 52, 2A&2B).~~

## NON CONVICTION INFORMATION

74. Careful consideration of the evidence provided should be given if an applicant or existing licence holder has on more than one occasion been arrested or charged, but not convicted for a serious offence which suggests he could be a danger to the public. Such offences would include serious violent offences and serious sex offences.
75. On the occasion of Any information being supplied by the Chief Officer of Police either as the result of information contained on a DBSCR Disclosure or under the 'Notifiable Occupations Scheme' which relates to an alleged serious offence which resulted in no action being taken, must be considered education should be given to refusing or suspending/ revoking the when determining an application/ licence. Such offences would include those of a violent or a sexual nature. Every case will be considered on its own merits.
76. In assessing the action to take, the safety of the travelling public must be the paramount concern.

## CAUTIONS

77. Admission of guilt is required before a caution can be issued. Every case will be considered on its own merits including the details and nature of the offence.

## REPEAT OFFENDING

78. While it is possible that an applicant may have a number of convictions or other matters to be considered that individually meet the above guidelines, an application will normally be refused where an applicant has a record of repeat offending which shows a lack of regard for the well-being of others or for property, unless a period of at least 10 years has elapsed since the most recent conviction or other matters to be considered.

## INSURANCE OFFENCES

- 79.** A serious view will be taken of convictions of driving or being in charge of a vehicle without insurance. An isolated incident in the past will not necessarily stop a licence being granted, provided the applicant has been free of conviction for a period of 3 years prior to the date of application. However, a strict warning should be given as to the applicants' future behaviour. More than one conviction for these offences will normally prevent a licence being granted, or an existing licence from being renewed. An existing licence may also be suspended or revoked.
- 80.** At least 3 years should elapse (after the restoration of the DVLA driving licence), before a licence would normally be granted for a hackney carriage/private hire drivers licence. An Operator found guilty of aiding and abetting the driving of passengers for hire and reward whilst without insurance will have his operators' licence revoked immediately and prevented from holding a licence for a period of at least 3 years.

#### **APPLICANTS FROM OVERSEAS**

- 81.** Applicants for hackney carriage/private hire driver and private hire operator's licences that have worked or have been resident overseas in the 5 years preceding the date of application for the licence are required to provide a statement of good conduct in English covering this period. This statement is provided by either the relevant Embassy or Police Force in the Country of Residence and must be arranged, supplied and paid for by the applicant.

#### **LICENSES ISSUED BY OTHER LOCAL AUTHORITIES**

- 82.** Applicants who hold a licence with one Licensing Authority should not automatically assume that their application will be granted by another Licensing Authority. Each case will be decided on its own merits.

#### **MEDICAL PROBLEMS PRESENTED**

- 83.** Any applicant who's driving licence has been revoked or refused on medical grounds by the DVLA within the last 5 years; or has received a conviction for driving a vehicle after failing to notify a disability; or made a false declaration about fitness and medical health, should expect their application to be deferred/rejected by the Licensing Manager, until medical proof of current fitness can be provided, This decision may be appealed to the Sub Group. In the case of an

existing driver, their licence may be suspended or revoked until medical proof of current fitness is provided.

84. The onus is on the applicant to provide appropriate medical proof from their GP/Consultant or nominated practitioner at their own expense, which may be required to be brought before a Sub Group meeting. The Sub Group may consider issuing a licence if they are satisfied that the report shows a clean bill of health, and that the applicant/ licence holder is a fit and proper person to hold a hackney carriage/private hire driver's licence and is deemed to be of no threat to the public.
85. If the Sub Group has any doubts over the applicant's fitness, then the application should be deferred until further evidence can be produced by the applicant to overcome these doubts.

## CONCLUSION

86. A criminal history in itself may not automatically result in refusal and a current conviction for a serious crime need not bar an applicant permanently from becoming licensed. As the preceding paragraphs indicate, in most cases, an applicant would be expected to remain free from conviction for a period of time, according to circumstances before an application can be considered. However, there may be occasions when an application may not be allowed before 3 years free from conviction have elapsed.
87. While it is possible that an applicant may have a number of convictions that, individually, meet the above guidelines, the overall offending history must be considered when assessing an applicant's suitability to be licensed. A series of offences over a period of time is more likely to give more cause for concern than an isolated minor conviction. Obviously some discretion can be afforded if an offence disclosed is isolated and there are mitigating circumstances, but the overriding consideration must be the protection of the public.

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## MAJOR TRAFFIC OFFENCES

AC10	Failing to stop after an accident
AC20	Failing to give particulars or to report an accident within 24 hours
AC30	Undefined accident offences
BA10	Driving while disqualified by order of court
BA30	Attempting to drive while disqualified by order of court
CD10	Driving without due care and attention
CD20	Driving without reasonable consideration for other road users
CD30	Driving without due care and attention or without reasonable consideration for other road users
CD40	Causing death through careless driving when unfit through drink
CD50	Causing death by careless driving when unfit through drugs
CD60	Causing death by careless driving with alcohol level above the limit
CD70	Causing death by careless driving then failing to supply a specimen for analysis
CD80	Causing death by careless, or inconsiderate driving
CD90	Causing death by driving: unlicensed, disqualified or uninsured drivers
DD40	Dangerous driving
DD60	Manslaughter or culpable homicide while driving a vehicle
DD80	Causing death by dangerous driving
DD90	Furious driving
<u>DG10</u>	<u>Driving or attempting to drive with drug level above specified limit</u>
<u>DG40</u>	<u>In charge of a vehicle while drug level above specified limit</u>
<u>DG60</u>	<u>Causing death by careless driving with drug level above the limit</u>
DR10	Driving or attempting to drive with alcohol level above limit
DR20	Driving or attempting to drive while unfit through drink
DR30	Driving or attempting to drive then failing to supply a specimen for analysis
DR40	In charge of a vehicle while alcohol level above limit
DR50	In charge of a vehicle while unfit through drink
DR60	Failure to provide a specimen for analysis in circumstances other than driving or attempting to drive
DR70	Failing to provide specimen for breath test
DR80	Driving or attempting to drive when unfit through drugs
DR90	In charge of a vehicle when unfit through drugs
IN10	Using a vehicle uninsured against third party risks
LC20	Driving otherwise than in accordance with a licence
LC30	Driving after making a false declaration about fitness when applying for a licence
LC40	Driving a vehicle having failed to notify a disability
LC50	Driving after a licence has been revoked or refused on medical grounds
MS50	Motor racing on the highway
MS60	Offences not covered by other codes

MS90 Failure to give information as to identity of driver etc.  
UT50 Aggravated taking of a vehicle

## MINOR TRAFFIC OFFENCES

MS10	Leaving a vehicle in a dangerous position
MS20	Unlawful pillion riding
MS30	Play street offences
MS70	Driving with uncorrected defective eyesight
MS80	Refusing to submit to an eyesight test
MW10	Contravention of Special Road Regulations (excluding speed limits)
PC10	Undefined contravention of Pedestrian Crossing Regulations
PC20	Contravention of Pedestrian Crossing Regulations with moving vehicle
PC30	Contravention of Pedestrian Crossing Regulations with stationary vehicle
TS10	Failing to comply with traffic light signals
TS20	Failing to comply with double white lines
TS30	Failing to comply with a "Stop" sign
TS40	Failing to comply with direction of a constable or traffic warden
TS50	Failing to comply with traffic sign (excluding "Stop" sign, traffic lights or double white lines)
TS60	Failing to comply with school crossing patrol sign
TS70	Undefined failure to comply with a traffic direction sign

### **Aiding, abetting, counselling or procuring**

Offences as coded above, but with 0 changed to 2 (for example PC10 becomes PC12)

### **Causing or permitting**

Offences as coded above, but with 0 changes to 4 (for example PC10 becomes PC14)

### **Inciting**

Offences as coded above, but with 0 changed to 6 (for example PC10 becomes PC16)

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## INTERMEDIATE TRAFFIC OFFENCES

CU10	Using vehicle with defective brakes
CU20	Causing or likely to cause danger by reason of use of unsuitable vehicle or using a vehicle with parts or accessories (excluding brakes, steering or tyres) in a dangerous condition
CU30	Using a vehicle with defective tyre(s)
CU40	Using a vehicle with defective steering
CU50	Causing or likely to cause danger by reason of load or passengers
SP10	Exceeding goods vehicle speed limit
SP20	Exceeding speed limit for type or vehicle (excluding goods or passenger vehicles)
SP30	Exceeding statutory speed limit on a public road
SP40	Exceeding passenger vehicle speed limit
SP50	Exceeding speed limit on a motorway

### **Aiding. Abetting, counselling or procuring**

Offences as coded above, but with 0 change to 2 (for example CU10 becomes CU12)

### **Causing or permitting**

Offences as coded above, but with 0 change to 4 (for example CU10 becomes CU14)

### **Inciting**

Offences as coded above, but with 0 changed to 6 (for example CU10 becomes CU16)

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# Agenda Item 5

Public  
Key Decision - No

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Subject Matter:** LICENSING AND PROTECTION APPLICATIONS SUB-GROUP

**Meeting/Date:** Licensing and Protection Panel – 24 March 2015

**Executive Portfolio:** Councillor T D Sanderson – Executive Councillor for Strategic Economic Development and Legal

**Report by:** Head of Community

**Ward(s) affected:** All

### 1. INTRODUCTION

- 1.1 The Applications Sub-Group comprising four Members of the Licensing and Protection Panel is convened when necessary to determine such matters in the case of an individual licence or application which has not been delegated to officers. Below is a summary of the meetings that have taken place since the last meeting of the Panel. Full Minutes are available on request.

Meeting Date	Chairman	Application	Determination
11/11/14	Councillor Davies	Hackney Carriage and Private Hire (HC&PH) drivers licence application	Refused
25/11/14	Councillor Davies	HC&PH drivers licence application	Refused
07/01/15	Councillor Davies	Review of existing HC&PH driver HC&PH drivers licence new application	Written warning Allowed
22/01/15	Councillor Davies	HC&PH drivers licence new application	Allowed
10/03/15	Councillor Davies	HC&PH drivers licence new application	Refused
10/03/15	Councillor Davies	HC&PH drivers licence new application	Refused

### 2. RECOMMENDATION

- 2.1 The Panel are invited to note the above information.

#### BACKGROUND PAPERS

Minutes of the Licensing and Protection Applications Sub-Group.

**Contact Officer:** Mrs C Bulman, Democratic Services - ( 01480 388234.

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