



Scrutiny Co-ordination Committee

Time and Date

10.30 am on Wednesday, 12th December, 2018

Place

Committee Room 3 - Council House

Public Business**1. Apologies and Substitutions****2. Declarations of Interest****3. Minutes** (Pages 5 - 8)

(a) To agree the minutes of the previous meeting held on 14th November, 2018

(b) Matters Arising

4. Draft Housing and Homeless Strategy 2019 - 2024 Public Consultation
(Pages 9 - 16)

Briefing note of the Deputy Chief Executive (Place)

Councillors E Ruane and B Kaur, Cabinet Member and Deputy Cabinet Member for Housing and Communities and Councillors J O'Boyle and D Welsh, Cabinet Member and Deputy Cabinet Member for Jobs and Regeneration have been invited to the meeting for the consideration of this item.

The following representatives have also been invited to attend:

Kate Still, West Midlands Housing Group
Neelam Sunder, West Midlands Combined Authority

5. Taxi Licensing Matters (Pages 17 - 44)

Briefing Note of the Scrutiny Co-ordinator

Councillor Hetheron, Cabinet Member for City Services has been invited to the meeting for the consideration of this item

6. **West Midlands Combined Authority - Overview and Scrutiny Committee**
(Pages 45 - 48)

Briefing Note of the Scrutiny Co-ordinator

7. **Scrutiny Co-ordination Committee Work Programme 2018/2019 and Outstanding Issues** (Pages 49 - 54)

Report of the Scrutiny Co-ordinator

8. **Any Other Items of Public Business**

Any other items of public business which the Chair decides to take as a matter of urgency because of the special circumstances involved.

Private Business

Nil

Martin Yardley, Deputy Chief Executive (Place), Council House Coventry

Tuesday, 4 December 2018

- Notes:1) The person to contact about the agenda and documents for this meeting is Liz Knight, Democratic Services, Council House, Coventry, telephone 7683 3073, alternatively E-mail: suzanne.bennett@coventry.gov.uk/liz.knight@coventry.gov.uk
- 2) Council Members who are not able to attend the meeting should notify Liz Knight no later than 9.30 a.m. on the day of the meeting, giving their reasons for absence and the name of the Council Member (if any) who will be attending the meeting as their substitute.
- 3) Scrutiny Board Members who have an interest in any report referred to this meeting, but who are not Members of this Committee, have been invited to notify the Chair by 12 noon on the day before the meeting that they wish to speak on a particular item. The Member must indicate to the Chair their reason for wishing to speak and the issue(s) they wish to raise.

Membership: Councillors N Akhtar, A Andrews, J Clifford (Deputy Chair), D Gannon, T Khan (Chair), J McNicholas, M Mutton, G Ridley and R Singh

By invitation: Councillors P Hetherington, B Kaur, J O'Boyle, E Ruane and D Welsh

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting
OR if you would like this information in another format or
language please contact us.

**Suzanne Bennett/Liz Knight, Governance Services - Telephone: 024
7683 3072/3073**

E-mail:

suzanne.bennett@coventry.gov.uk/liz.knight@coventry.gov.uk

This page is intentionally left blank

Coventry City Council
Minutes of the Meeting of Scrutiny Co-ordination Committee held at 10.30 am on
Wednesday, 14 November 2018

Present:

Members: Councillor T Khan (Chair)
Councillor N Akhtar
Councillor A Andrews
Councillor J Clifford (Deputy Chair)
Councillor J McNicholas
Councillor M Mutton
Councillor G Ridley
Councillor R Singh

Other Members: Councillor P Akhtar, Deputy Cabinet Member

Employees:

V Castree, Place Directorate
A Chowns, Place Directorate
L Knight, Place Directorate
T Miller, Place Directorate

Apologies: Councillor A S Khan, Cabinet Member

Public Business

26. Declarations of Interest

Councillor Naeem Akhtar declared a disclosable pecuniary interest in Minute 28 below headed 'Private Sector Housing Enforcement Policy 2018'. He left the meeting during the consideration of this item.

27. Minutes

The minutes of the meeting held on 10th October, 2018 were signed as a true record. There were no matters arising.

28. Private Sector Housing Enforcement Policy 2018

The Board considered a briefing note of the Scrutiny Co-ordinator concerning the new Private Sector Housing Enforcement Policy, a copy of which was set out at an appendix to the briefing note. The Board also received a presentation from the Property Licensing Manager concerning the policy. Councillor P Akhtar, Deputy Cabinet Member for Policing and Equalities attended the meeting for the consideration of this item.

The briefing note indicated that at their meeting on 2nd October, 2018 Cabinet approved the Private Sector Housing Enforcement Policy 2018. The report at that meeting stated that the provision of good quality housing for Coventry residents

was a priority for the Council. Over the last two years, Government had legislated to provide local authorities with additional powers to tackle poor quality homes in the private rented sector (PRS). The new policy encompassed all powers available to the City Council from a variety of different pieces of legislation and would act as a framework for all future housing enforcement activities.

The policy provided guidance for officers, businesses and members of the public on the principles and processes which would apply when enforcement action was considered or taken in cases being investigated in the private sector. It also provided a background to the legislation and guidance on which it was based. The aim was to raise standards in private sector housing throughout the city working with owners, landlords, lettings agents and tenants to achieve this. However if the law was broken then enforcement action could be necessary.

The policy set out in detail the powers provided by the Housing Act 2004 and the Housing and Planning Act 2016 including notices and orders. Other legislation included The Deregulation Act 2015 and The Smoke and Carbon Monoxide Alarm (England) Regulations 2015. The impact of the Immigration Act 2014 was also detailed.

The presentation highlighted that the policy contributed to the Council's ambition to make Coventry 'A Top Ten City'. Since conditions in the private rented sector tended to be less satisfactory, the policy provided responsibility to deal with unsatisfactory housing and criminal landlords. It was acknowledged that the team worked hard to develop professional and constructive relationships with responsible landlords.

The policy adopted a firm but fair approach incorporating new powers of civil penalties, rent repayment orders and banning orders. It allowed for clear and transparent decision making, providing a framework for all housing enforcement activities. The Committee were informed that the policy supported other discretionary activities such as landlord accreditation and discretionary licensing. The Committee noted that there was a requirement to publish the policy before implementing.

Members questioned the officer on a number of issues and responses were provided, matters raised included:

- Support for the policy document
- A request for information about the number of empty properties in the city and the details about the number of Empty Dwelling Management Orders that had been issued
- The option derelict properties being renovated and used for social housing, in instances where owners couldn't be traced
- A concern about raising residents' expectations and then the powers not being used to deal with housing issues
- Further information about selective licensing and landlord accreditation
- Details about the funding opportunities to deal with empty homes
- What would happen if landlords didn't comply with civil penalties to pay back rent and the options for prosecution

- How could it be made easier for tenants to report their rogue landlords and what was being doing to make tenants aware of their rights
- Was there employee capacity to be able to deliver the policy and details about team structure and employee numbers including the options for recruiting additional staff
- Details about the funding for posts
- Further information on deposit/bonds when there were landlord/tenants disagreements
- The option of holding a public database of all landlords in the city
- A comparison with the policy adopted by Sheffield City Council
- Clarification as to whether the Council had a Management Order Management Scheme in place
- A request for selective licensing to be considered at a future meeting as soon as possible.

RESOLVED that:

(1) The content of the presentation be noted.

(2) The new Private Sector Housing Enforcement Policy be noted.

(3) Information on the number of empty properties in the city and details about the number of Empty Dwelling Management Orders issued to be circulated to the Committee.

(4) The Cabinet Member for Housing and Communities be requested to consider that, in relation to Private Sector Housing Enforcement Policy, he ensures that the Empty Dwellings Management Orders and Compulsory Purchase Orders are enforced in all identified cases.

(5) A report on Selective Licensing be submitted to a future meeting of the Committee at the earliest opportunity.

29. Scrutiny Co-ordination Committee Work Programme and Outstanding Issues 2018/19

The Board considered their work programme for the current municipal year.

RESOLVED that the work programme for 2018/19 be noted and that the programme be updated to include Selective Licensing to allow for consideration at the earliest opportunity (Minute 28 above refers).

30. Any Other Items of Public Business

There were no additional items of public business.

(Meeting closed at 11.40 am)

This page is intentionally left blank



Coventry City Council

Briefing note

To: Scrutiny Co-ordination Committee

Date: 12 December 2018

Subject: Draft Housing & Homelessness Strategy 2019-24 Public Consultation

1 Purpose of the Note

- 1.1 To inform the Scrutiny Co-ordination Committee of the consultation being carried out to develop the Housing & Homelessness Strategy for 2019-24 and to seek any further views or inputs into the Strategy and its supporting Action Plan.

2 Recommendations

- 2.1 Scrutiny Co-ordination Committee is recommended to:

- 1) Note the consultation measures being carried out as part of the development of the Housing & Homelessness Strategy 2019-24;
- 2) Note representation made to the Committee by a group of Experts by Experience;
- 3) Having regard to recommendations 1 and 2, make comments on the Draft Housing & Homelessness Strategy (and its Action Plan) for consideration as part of the consultation process.

3 Information/Background

- 3.1 Under Section 1 of the Homelessness Act 2002, the Council is required to develop and publish a Strategy to prevent homelessness within its administrative area every five years.
- 3.2 The current Housing & Homelessness Strategy was adopted in 2013 and covers the period from 2013 to 2018.
- 3.3 The Council must therefore produce an up to date Homelessness Strategy from 2019, and have decided to again combine the Housing Strategy and the Homelessness Strategy into one document. This approach means that the Homelessness Strategy can be read as 'part of the bigger picture' within Coventry's wider Housing Strategy and is not seen in isolation from the range of other housing factors that influence homelessness.

4. Housing and Homelessness Strategy

- 4.1 The Draft Housing & Homelessness Strategy covers the period 2019 to 2024. The draft strategy is now subject to a period of consultation to make sure it identifies the right priorities for the next five years, and the right actions planned to deliver those priorities.
- 4.2 At their meeting on 30th October 2018, the Cabinet approved officers to carry out a public consultation on the Draft Housing & Homelessness Strategy. The Cabinet papers are available here:

<http://democraticservices.coventry.gov.uk/ieListDocuments.aspx?CId=124&MId=11807&Ver=4>

- 4.3 The Draft Housing & Homelessness Strategy 2019-24 focusses on four main themes outlined below.
- 4.3.1 **Preventing homelessness and supporting homeless households** - This theme will be the Homelessness Strategy for the city and will embed the principles of preventing homelessness and providing effective support if people do become homeless, through adoption of the pathways model. To achieve this, actions will be put in place to increase effective partnership working both within the Council and with relevant partners, improve the information and advice available, and include support for people to sustain tenancies and build resilience to avoid the future risk of homelessness. This will include a review of the Coventry Homefinder policy and the re-commissioning of homeless and ex-offender accommodation and floating support services.
- 4.3.2 **New Housing Development** – this theme will focus on ensuring that the growth needs of the city are met with an appropriate mix of housing types and tenures. To achieve this, actions will be put in place to develop the relevant supplementary planning documents (SPDs), to work collaboratively with developers, Registered Providers (housing associations) and Homes England to ensure that affordable housing needs are met, and improve the design and diversity of new housing development.
- 4.3.3 **Improving the use of existing homes** – this theme will focus on the city’s existing housing stock and ensure it is used in the most effective and efficient way to meet the needs of local people. To achieve this, actions will be put in place to reduce the number of empty homes, improve the standard and management of rented housing, including exploring options for discretionary licensing, and improve the quality of existing homes through energy efficiency measures etc.
- 4.3.4 **Support for people and communities** – this theme will focus on ensuring that the city’s housing is fit for an aging population, people that need support to live independently are able to access it, and support for communities to influence housing in their area through Neighbourhood Plans and regeneration. To achieve this, actions will be put in place to assess the need for supported housing, administer disabled facilities grants (DFGs), and support communities that want to prepare a neighbourhood plan.
- 4.4 A Draft Action Plan has been published alongside the Draft Housing & Homelessness Strategy. Once approved, the action plan will be regularly reviewed and updated to ensure that actions are being progressed and respond to any changes in trends, legislation or issues that emerge during the lifetime of the Strategy.
- 4.5 In terms of delivering housing, it is important to clarify that the City Council no longer owns any ‘council housing’ after the stock was transferred to Whitefriars Housing Group in 2000. However, we still have strategic housing duties, and duties towards people who are homeless or threatened with homelessness. These strategic duties are reflected within the Strategy and its Action Plan. As such the city council continue to work proactively with developers and Registered Providers through its planning and property responsibilities to help support and facilitate the delivery of sustainable housing that meets the needs of Coventry people.
- 4.6 It is also important to note that the Councils homelessness duties have recently changed with the introduction of the Homelessness Reduction Act 2017 (HRA). Although this officially came into effect from April 2018, the duty to Refer process has only recently commenced (in October 2018) adding further processes and changes to how the Council manage homelessness applications.
- 4.7 These recent changes will be reviewed over the summer of 2019 to gain a full understanding of how the HRA has impacted the delivery of Coventry services. This will inform an update of the Homelessness review (which helps inform the Strategy) and as a result may lead to a further update of the Strategy itself.

5. Engagement and Consultation throughout the development of the Draft Strategy:

- 5.1 Key stakeholders, partners, advice agencies and other Council services/departments have been engaged throughout the development of the Draft Housing & Homelessness Strategy, including through the Homelessness forum, the Frontline Network and an Experts by Experience Group (who will also make representations directly to SCRUCO at this meeting).
- 5.2 Following the Cabinet meeting on 30th October 2018, a period of public consultation of the Draft Housing & Homelessness Strategy has commenced.
- 5.3 The consultation runs for 6 weeks from 6th November 2018 to 18th December 2018. More information on the consultation process is available via the following link: <http://democraticservices.coventry.gov.uk/mgConsultationDisplay.aspx?ID=175>
This includes all consultation documents and dedicated survey Money form.
- 5.4 The purpose of the consultation is to ensure that we have identified the correct priorities for housing and homelessness issues faced by the city, and the correct actions to fulfil those priorities. Consultees are being asked whether the priorities are correct, and if there are any other priorities that should be included.
- 5.5 The results of the consultation will be reviewed and any necessary changes to the Draft Strategy and/or action plan will be made, before the Final Housing & Homelessness Strategy 2019-24 is presented to Cabinet and Council to be considered for approval in February 2019.
- 5.6 All stakeholders involved in the development of the draft, and representative organisations, groups and partnerships for affected groups, have been informed of the consultation and invited to comment. Notifications of the consultation were made through emails and letters to relevant council databases as well as relevant meetings, forums and media postings.
- 5.7 A Planning and Housing Policy Officer has attended the Experts by Experience group meeting to discuss the strategy and how they can participate in the consultation. The consultation was also highlighted at the Homelessness Forum meeting on 9th November and discussed at the Frontline Network meeting on 28th November.
- 5.8 At 30th November 2018, 74 responses have been received to the consultation. The majority of these have been received by individuals (79%) with the remainder from interested groups and organisations. So far the majority of responses show support for the principles and actions included in the draft Strategy. This is highlighted in the Table below:

Strategy Theme	% support for Principles	% support for Actions	Summary of key points raised
<i>Preventing homelessness and supporting homeless households</i>	97%	69%	<ul style="list-style-type: none"> • Council investment in housing stock. • Build more homes – especially affordable homes. • More emphasis on mental health. • More focus on families and supporting children. • Do more to reduce rough sleeping. • It will be essential to factor in the thoughts and views of those with lived experience. • Greater engagement with communities where emergency and temporary accommodation are utilised.

			<ul style="list-style-type: none"> • Need to ensure funding exists to deliver the actions. • No recognition for those with No Recourse to Public funds.
<i>New Housing Development</i>	94%	77%	<ul style="list-style-type: none"> • Need to build more homes – especially affordable homes, older person’s homes, homes for those with disabilities and family homes. • Work with student accommodation providers and the universities to deliver affordable homes as part of those developments. • PRS is too expensive and needs to be carefully managed. • A review of housing needs. • Important that infrastructure keeps pace with new homes.
<i>Improving the use of existing homes</i>	95%	85%	<ul style="list-style-type: none"> • Explore options to purchase empty homes or provide grants to people to purchase / renovate them to live in. • Prosecute rogue / slum landlords. • Introducing greater licencing practices. • Ensure existing properties are safe and secure – especially in relation to cladding and fire safety.
<i>Support for people and communities</i>	90%	83%	<ul style="list-style-type: none"> • Support for wider estate regeneration projects. • Greater support for communities wishing to develop Neighbourhood Plans. • Useful information around housing and homelessness and self-support services needs to be more widely available to local communities. • Support for downsizing.

There are also two questions around how the Strategy will support protected groups. In response to these questions, the key points include:

- It would helpful to make information more widely available in different languages and using different media outlets.
- It’s important that different groups work more collaboratively and avoid silo working.

5.9 A further verbal update will provided to the committee to inform members of any additional points raised between now and the meeting.

5.10 All responses will be summarised and included within an Appendix to the report seeking adoption of the Strategy in February 2019.”

Name Mark Andrews

Job Title Planning and Housing Policy Manager

Contact Details mark.andrews@coventry.gov.uk 024 7683 4295

This page is intentionally left blank

Experts by Experience Response to Homelessness and Housing Draft Housing Strategy 2019-2024

This response to the Draft Housing and Homelessness Strategy has been written by Experts by Experience. Experts by Experience are people with lived experiences of using services.

Ayriss Recovery Coventry (ARC) CIC are an important part of the local system. Their mission statement is to restore hope and help support those affected by addiction to rebuild stable and secure lives. They founded STEPS for Change in the City Centre which is a drop in facility where Street Homeless and those at risk of homelessness, can seek support from a variety of partner agencies.

Coventry are one of twenty seven local areas across England that are using the MEAM Approach. The MEAM Approach is a framework to help local areas develop effective, coordinated services for people facing multiple disadvantage, and promote lasting, embedded change to local systems.

The Expert by Experience feedback has been split into the four themes of the Draft Strategy.

Theme 1 – Preventing Homelessness and Supporting Homeless Households

- 1) The Group were positive about the opportunities Housing First will provide to support individuals with Multiple Complex Needs
- 2) The Strategy should include reviewing the pathways into housing options at Coventry City Council to simplify the process.
 - a. For example, delays in getting rough sleepers of the street happen as people need to provide a number of documents, including birth certificates and medical information. The majority of rough sleepers do not have this information to hand. Birth certificates can be ordered, from the Registry Office at CCC, but to expedite this process costs £25 for a 48 hour turn around. Could, in this example, Housing and the Registry Office link to each other so Housing can check the birth data, without there being a cost? Individuals cannot be housed until this information is provided, resulting in delays and additional nights on the street.
 - b. Where individuals are known to MEAM practitioners who are able to verify their identity, can they be allocated accommodation and the paperwork provided within a few days?
- 3) Housing access points
 - a. The access points for Housing should accommodate those with Multiple Complex Needs, for example, by providing quiet areas.
 - b. The wait should be reduced for all clients
 - c. Could a fast track service for seeing STEPS clients in housing be implemented?
- 4) The importance of Making Every Adult Matter should be highlighted. Those working closely with MEAM to help clients with MCN should be given recognition by the Council and Partners to help them to fulfill their role.
- 5) ICAT System in Birmingham shares data across services involved in supporting those with MCN. Would like to see this adopted in Coventry.
- 6) The role and profile of STEPS for Change should be highlighted and raised as well as looking for opportunities to provide stability and sustainability, to support those who are homeless and prevent homelessness.
- 7) The strategy should look to build relationships with partners across criminal justice, physical and mental health, and substance misuse to prevent homelessness and signpost services for the homeless, including the support offered by STEPS for Change.
- 8) The Group would like to see at least multiple homeless providers in the City. They would also like to explore options for a specific provision for women.

- 9) There is a challenge around individuals being made homeless following release from hospital/prison/rehab as tenancies are only held for 12 weeks. Looking at ways to prevent homelessness. Need to look at accommodation prior to discharge/ release to avoid homelessness and at ongoing support to maintain tenancies.
- 10) STEPS have found individuals who are homeless as a result of not having a local connection, or coming from elsewhere in the UK where the housing rules are different. How can this be addressed?

Theme 2 – Housing Development

No comments

Theme 3 – Improving the use of existing homes

- 1) The Group raised concerns about the quality of Private Rented Sector accommodation available to house people. They would like to see more enforcement taken against Landlords who continually provide poor quality accommodation. The group emphasised they would like to see an proactive approach taken by the Council to check accommodation as often people are too scared to complain about poor conditions for fear of reprisals and eviction. If they were to leave or to be evicted, they would lose the right to help as would have made themselves intentionally homeless.
- 2) Private Landlords also offer supported accommodation, however, what this comprises of is often patchy – there needs to be a clear, consistent and managed approach to supported accommodation. Supported accommodation also needs to support the individual to sustain their tenancy and empower them to develop new skills.

Theme 4 – Support for people and communities

- 1) The Group were positive about the opportunities Housing First will provide to support individuals with Multiple Complex Needs (also in Theme 1).
- 2) The importance of Making Every Adult Matter should be highlighted. Those working closely with MEAM to help clients with MCN should be given recognition by the Council and Partners to help them to fulfill their role (also in Theme 1).
- 3) One of the key roles of MEAM is to flex the system to help individuals. By promoting MEAM and its ethos as part of the Housing Strategy, it will help the group to get more rough sleepers into accommodation.
- 4) There is an issue as to how those without recourse to public funds are helped. The Council is excluded from providing housing support in these cases and we'd like to see how we can work in partnership to find some solutions, for example by building a contingency fund, to support these individuals.
- 5) The Group would also like to review how enforcement is used by the City Council. Rather than fining homeless people, STEPS would like to work with the Enforcement Team to resolve issues without resorting to fining and court action.



Coventry City Council

Briefing note

To: Scrutiny Co-ordination Committee

Date: 12 December 2018

Subject: Taxi Licensing Matters

1. Purpose of the Note

- 1.1 The City Council has been reviewing the requirements and processes for licensing taxi drivers, vehicles and operators in Coventry in order to ensure that only “fit and proper” individuals hold a licence in Coventry; licensing processes are up to date and accessible and that taxi services in Coventry meet the needs of their customers. On 27 November 2018, Cabinet considered a report addressing a number of issues to support these aims, as well as proposals to allow Pedicabs and Tuk Tuks to be licensed within Coventry and to consult on a move away from age based vehicle licensing restrictions to a requirement based on emissions in support of Local Air Quality Management requirements.
- 1.2 The purpose of this report is to provide the Scrutiny Co-ordination Committee with the opportunity to contribute to the consultation on the introduction of licensing measures to address emissions and air quality and to review arrangements for implementation and monitoring of the programme of changes.

2. Recommendations

- 2.1 Scrutiny Co-ordination Committee is recommended to:
- a) Review the proposals to move away from age based vehicle licensing restrictions to a requirement based on emissions as set out in paragraphs 1.3.1 to 1.3.6 of the attached report and make any recommendations to the Cabinet Member for City Services that should be considered as part of the consultation process;
 - b) Review the conditions set out in Appendix D of the attached report regarding Vehicle Conditions for licensing Pedicabs and Tuk Tuks and make any comments or recommendations to the Cabinet Member for City Services on their implementation and review; and
 - c) Make any other recommendations to the Cabinet Member for City Services on taxi licensing.

3. Information/Background

- 3.1 The City Council keeps its arrangements for licensing taxi drivers, vehicles and operators in Coventry under regular review in order to ensure that only “fit and proper” individuals hold a licence in Coventry; licensing processes are up to date and accessible and that taxi services in Coventry meet the needs of their customers.

- 3.2 At their meeting on 27 November, Cabinet considered the report set out at Appendix 1. Cabinet approved the recommendations as set out in the report which focussed on 5 proposals:
- Part 1 – To update and replace the existing Private Hire Operator Conditions of Licence to incorporate requirements around the use of automated systems including the provision to grant licences to operators based outside of Coventry, subject to specific requirements.
 - Part 2 - To implement changes to current processes for new and existing driver and vehicle licence holders following consultation with key stakeholders
 - Part 3 – To consult on a move away from age based vehicle licensing restrictions to a requirement based on emissions
 - Part 4 - To implement new Conditions of Licence to allow Pedicabs and Tuk Tuks to be licensed
 - Part 5 - Approve the continuation of the existing limit on the number of traditional hackney carriage vehicle licences at 859 in accordance with the recommendations in the recent hackney carriage vehicle unmet demand survey.
- 3.3 Scrutiny Co-ordination Committee is particularly asked to consider the proposals to consult on a move away from age based vehicle licensing restrictions to a requirement based on emissions and the implementation of new Conditions of Licence to allow Pedicabs and Tuk Tuks to be licensed.
- 3.4 Scrutiny has regularly considered matters relating to air quality in the City, most recently at the meeting of the Business, Economy and Enterprise Scrutiny Board (3) on 11 July and 21 November 2018. At their meeting on 17 July, Cabinet accepted a number of recommendations from the Scrutiny Board including that the Council use its licensing powers to address pollution caused by diesel taxis. The role of electric powered taxis was raised at the November meeting of the Board.
- 3.5 On 20 December 2017, the Scrutiny Co-ordination Committee considered a strategic overview of the position in relation to taxi-licensing, including the context in which local authorities operate, the current legislative context and potential developments and recent market changes. The Committee made a number of recommendations including that support be given to the opportunities for innovation in the city e.g. the development of electric vehicles and opportunities be taken to develop and streamline requirements/ standards for taxi drivers and vehicles in Coventry while maintaining the highest level of standards.

Adrian West
Members and Elections Team Manager
Tel: 024 7697 1007
adrian.west@coventry.gov.uk

Cabinet

27th November 2018

Name of Cabinet Member:

Cabinet Member for City Services – Councillor Innes

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

All Wards

Title:

Taxi Licensing Matters

Is this a key decision?

'No – Although the matter may affect all Wards in the City, it is not anticipated that the impact will be significant'

Executive Summary:

Changes in legislation and technological advances have prompted a review of the requirements and processes undertaken for holders and applicants of driver, vehicle and operator licences within Coventry. Alongside this review a consultation has been undertaken to allow key stakeholders to share their views on proposed changes aimed to ensure that the processes undertaken by Coventry City Council in providing licences are robust and current ensuring that:-

- only “fit and proper” individuals hold a licence in Coventry
- licensing processes are upto date and accessible
- taxi services in Coventry meet the needs of their customers

In addition the report provides detail on the proposal to consult on a move away from age based vehicle licensing restrictions to a requirement based on emissions, in support of Local Air Quality Management (LAQM) requirements.

Following recent requests the report also provides details on the proposal to allow Pedicabs and Tuk Tuks to be licensed within Coventry and the approval to retain the current limit on the number of hackney carriage vehicle licences that can be issued.

Recommendations:

The Cabinet is recommended to:

1. Update and replace the existing Private Hire Operator Conditions of Licence to incorporate requirements around the use of automated systems including the provision to allow licences to be granted to operators based outside of Coventry subject to specific requirements.

2. Authorise the attachment of the conditions as set out in Appendix A to future private hire operators licences granted and;
3. Revoke all existing Private Hire Operators' licences and immediately renew them subject to the conditions set out in Appendix A
4. Authorise the implementation of changes to current processes for new and existing driver and vehicle licence holders following consultation with key stakeholders
5. Authorise the proposal to consult on a move away from age based vehicle licensing restrictions to a requirement based on emissions
6. Authorise the conditions as set out in Appendix D regarding Vehicle Conditions for licensing Pedicabs and Tuk Tuks
7. Approve the continuation of the existing limit on the number of hackney carriage vehicle licences at 859 in accordance with the recommendations in the recent hackney carriage vehicle unmet demand survey

List of Appendices included:

- Appendix A – Proposed new Private Hire Operators Conditions of Licence (amendments highlighted for clarity).
- Appendix B – Current Private Hire Operators Conditions of Licence
- Appendix C - Consultation document – proposed changes to current processes for new and existing driver and vehicle licence holders
- Appendix D - Proposed new Vehicle Conditions of Licence for Pedicabs and Tuk Tuks

Background papers:

None

Other useful documents:

1. Hackney Carriage Vehicle Unmet Demand Survey Report (CTS Traffic & Transportation Ltd in association with Social Research Associates) August 2018
http://www.coventry.gov.uk/downloads/download/1283/coventry_unmet_demand_report
2. 28 September 2011 Cabinet Report –
[http://democraticservices.coventry.gov.uk/Data/Cabinet%20Member%20\(City%20Services\)/201109281000/Agenda/03%20-%20Taxi%20Services%20Review.pdf](http://democraticservices.coventry.gov.uk/Data/Cabinet%20Member%20(City%20Services)/201109281000/Agenda/03%20-%20Taxi%20Services%20Review.pdf)

Has it been or will it be considered by Scrutiny?

No.

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No.

Will this report go to Council?

No

Report Title – Taxi Licensing Matters

1. Context (or background)

1.1. **Part 1 – Proposal – To update and replace the existing Private Hire Operator Conditions of Licence to incorporate requirements around the use of automated systems including the provision to grant licences to operators based outside of Coventry, subject to specific requirements.**

- 1.1.1. Coventry City Council currently license 16 private hire operators of which nine use an automated system (such as an App) as their primary method of accepting and recording journeys undertaken. The use of these systems as part of the record keeping system is increasing.
- 1.1.2. The five larger Coventry licensed Private Hire Operators also accept bookings via mobile phone Apps. Central Taxis have 13,000 registered individual users of their App and the other 4 have several hundred registered individual App users.
- 1.1.3. It is likely that as technology advances more private hire operators (existing and new) will move to introduce or increase the use of automated systems. Consideration is therefore required to incorporate requirements regarding the use of these systems into Coventry City Council licensing policies and processes to ensure continued safety to the public and to allow Operators and drivers licensed by Coventry to remain competitive.
- 1.1.4. The increasing advances in technology mean that more information is now being sent and received remotely without the need to make personal contact or speak directly with service providers. Historically, with one exception it has been custom and practice to encourage private hire operators to have their business premises located in the city of Coventry. To allow for the changes in the way that businesses communicate with their service users and to let Coventry licensed drivers have access to this work via their Operators it is proposed to incorporate requirements into current conditions that cover Operators that use solely automated systems and / or have premises not located within Coventry.
- 1.1.5. It is proposed that any Operator utilising a solely automated (web based) system (whether located in Coventry or outside) would be required to provide remote access to their system to the council for all required information which would otherwise be available in a manual system.
- 1.1.6. In addition Operators with premises not located in Coventry would be required to have offices located within a reasonable distance to ensure that officers are able to obtain access to records quickly and efficiently where required.
- 1.1.7. Proposed changes to the conditions of the Private Hire Operators licences to cover the use of automated systems and locations of offices outside of Coventry can be found in Appendix A.

1.2. **Part 2 - Proposal – To implement changes to current processes for new and existing driver and vehicle licence holders following consultation with key stakeholders**

- 1.2.1. The council recently consulted with key stakeholders on proposals to amend and update current process and policy concerning:-
 - a. The proposal to make it mandatory for all private hire taxis and hackney carriages to be able to accept non cash payment
 - b. The implementation of mandatory disability and child sexual exploitation refresher training for existing licence holders (drivers)

- c. The allowance for light transmittance (tinting) of windows for vehicles classified solely as executive vehicles
- d. The way that suitable levels of communication and numeracy are assessed for new driver applicants
- e. The way that applicants for new private hire driver licences are tested to confirm their knowledge and understanding of the area (road knowledge)

The consultation document can be found in Appendix C.

- 1.2.2. The consultation was sent to all Coventry licensed drivers, operators and proprietors alongside local disability and other representative groups. 268 responses were received.
- 1.2.3. The results of the consultation showed that proposals a. through to d. were generally supported with up to 83% of respondents indicating that they were not concerned with the suggested changes. It is therefore proposed that these changes are implemented as proposed.
- 1.2.4. Responses to the proposal (e.), to change the way that road knowledge is tested for new applicants of private hire driver licences received 212 responses with 50.47% of respondents indicating that they were not concerned with the suggested changes and 49.3% indicating concern, prompting further consideration.
- 1.2.5. The original proposal was to remove the requirement for new applicants of private hire driver licences to have to undertake and pass a road knowledge test. Considering the responses to the consultation this proposal has been amended with a new proposal to introduce a new test specifically designed for private hire drivers which must be undertaken and passed in order to gain a licence.
- 1.3. **Part 3 – Proposal - to consult on a move away from age based vehicle licensing restrictions to a requirement based on emissions**
 - 1.3.1. Under the Local Air Quality Management (LAQM) system, local authorities are required to assess air quality in their area and designate Air Quality Management Areas (AQMA's) if they find the limit values for certain pollutants are being exceeded or are likely to be exceeded in the future. If an AQMA is declared, then the local authority must produce an action plan to improve air quality.
 - 1.3.2. In Coventry, the levels of nitrogen dioxide (NO₂) were forecast to exceed the limit values within the stator timescale so a citywide AQMA was declared in 2009. Nationally 700 AQMA's have been declared, mostly because of high NO₂ levels. NO₂ is produced by burning fuel in air, the major sources of which are road vehicles but also domestic and commercial heating, and air travel.
 - 1.3.3. In 2014, the European Union commenced legal action against the UK for failing to meet the limit values for NO₂ in 16 of 43 air quality zones, one of which is the West Midlands. The air quality directive required that each zone meets the limit value by the end of 2015 but most cities' plans show that compliance will only be achievable by 2020, or in the case of London, 2025.
 - 1.3.4. The current policy for licensing taxi's is that no hackney carriage more than 10 years old (from date of registration) or private hire vehicle more than 6 years old (from date of registration) will be licensed. Exceptions are made where the condition of the vehicle is considered to be "exceptional", having regards to the condition of its bodywork and interior, mechanical condition and mileage.
 - 1.3.5. Recognising the negative environmental impact that an ageing taxi fleet has and the need to improve air quality Coventry City Council intends to consult with various stakeholders on the proposal to replace the existing age policy with a policy that concentrates on vehicle emissions rather than age specifically.

1.3.6. The implementation of any change in policy will be phased to allow the taxi trade time to plan for vehicle replacements where necessary. The details of this phasing will also form part of the consultation and can be seen in 6.3.

1.4. Part 4 – Proposal - To implement new Conditions of Licence to allow Pedicabs and Tuk Tuks to be licensed

1.4.1. Following confirmation of the City of Culture 2021 there have been enquiries concerning the licensing of Pedicabs and Tuk Tuks in the City. As these vehicles do not conform to current conditions of fitness for vehicles it is proposed that separate conditions of licence for Pedicabs and Tuk Tuks are adopted (proposed conditions at Appendix D).

1.4.2. Coventry requires its licensed drivers to undertake several tests, including road knowledge, driving assessment and wheelchair assessment. As Pedicabs and Tuk Tuks are not envisaged, apart from the Railway Station, travelling outside the inner ring road and as these vehicles are not accessible to wheelchair passengers and are not driven in the same manner it is proposed that any drivers required to be licensed as drivers for Pedicabs and Tuk Tuks will not be required to undertake these tests and assessments and would be required to undertake training specifically identified for use with these vehicles. Subsequently any driver licensed to drive a Pedicab and / or Tuk Tuk would not be able to drive normal taxis unless the relevant application, tests and assessments were undertaken and passed.

1.4.3. Pedicabs and Tuk Tuks would be licensed as private hire vehicles and would only be permitted to accept pre booked fares received through a Coventry licensed private hire operator. In addition they would be required to only be fitted with electric or zero emission capability motors / engines. Pedicabs would be required to be fitted with an electric motor used either to power the vehicle unassisted, or to assist with pedaling.

1.5. Part 5 – Proposal - Approve the continuation of the existing limit on the number of traditional hackney carriage vehicle licences at 859 in accordance with the recommendations in the recent hackney carriage vehicle unmet demand survey.

1.5.1. On 28 September 2011 Cabinet Member (City Services) introduced a limit on the number of hackney carriage vehicle licences in Coventry at 859. A decision to continue a limit policy requires an unmet demand survey to be undertaken at maximum intervals of every three years as endorsed in the report dated 28 September 2011. In accordance with this requirement Coventry City Council has commissioned CTS Traffic & Transportation Ltd to undertake an unmet demand survey which has been published in August 2018.

1.5.2. The results of the survey did not identify any required changes to the current limit of 859 vehicles and can be found at:

http://www.coventry.gov.uk/downloads/download/1283/coventry_unmet_demand_report

2. Options and recommended proposals

2.1. To update and replace the existing Private Hire Operator Conditions of Licence to incorporate requirements around the use of automated systems including the provision to grant licences to operators based outside of Coventry, subject to specific requirements

2.1.1. To authorise the amendments to the conditions attached to the grant of private hire operator licences as set out in Appendix A; and to

2.1.2. Revoke all existing Private Hire Operators' licences and immediately renew them subject to the conditions set out in Appendix A.

2.2. To Implement changes to current processes for new and existing driver and vehicle licence holders following consultation with key stakeholders by:-

- 2.2.1. making it mandatory for all private hire taxis and hackney carriages to have the facility to accept card and contactless payment via an approved device
- 2.2.2. introducing mandatory Disability and Child Exploitation refresher training for all licensed drivers to be undertaken prior to the issue, renewal or re-grant of their licence
- 2.2.3. including light transmittance criteria requirements on the list of exemptions for vehicles classified solely as executive vehicles
- 2.2.4. removing the requirement for applicants of driver licences to have to undertake the current level 3 communication and literacy test and to incorporate numeracy and literacy testing within the driver training session
- 2.2.5. removing the requirement for new applicants of private hire driver licences to undertake the current road knowledge test and to introduce a new test specifically designed for private hire drivers which must be undertaken and passed in order to gain a licence

2.3. To authorise the proposal to consult with key stakeholders on the intention to move away from age based vehicle licensing restrictions to a requirement based on emissions

- 2.3.1. To implement a phased emission based condition for the licensing of hackney carriage and private hire vehicles with the following requirements:-

Date from	Currently Licensed Vehicles	New Vehicle Applicants
1 st January 2019	Only vehicles with an emission rating of Euro 3 or above to be renewed	Required to meet Euro 6 emission standards
1 st January 2020	Only vehicles with an emission rating of Euro 4 or above to be renewed	Required to have zero emission capability
1 st January 2022	Only vehicles with an emission rating of Euro 5 or above to be renewed	Required to have zero emission capability
1 st January 2024	Only vehicles with zero emission capacity to be renewed	Required to have zero emission capability

- 2.3.2. In addition to the requirements detailed in 6.31 all licensed vehicles will be required to be no older than 15 years from the first date of registration.

2.4. To authorise new Private Hire Vehicle Conditions of Licence as set out in Appendix D. to allow Pedicabs and Tuk Tuks to be licensed

- 2.5. **To approve the continuation of the existing limit on the number of hackney carriage vehicle licences at 859 in accordance with the recommendations in the recent hackney carriage vehicle unmet demand survey.**

3. Results of Consultation Undertaken

None

4. Timetable for implementing these decisions

- 4.1. Subject to approval of the recommendations this will commence forthwith unless subject to consultation.

5. Comments from Director of Finance and Corporate Services

5.1. Financial implications

Taxi Licensing is a ring fenced budget within the Place Directorate. The cost will be paid by the applicant driver. Any on-going impact will be addressed in future fee reviews.

5.2. Legal implications

The Council has powers to suspend or revoke, or refuse to renew an operator's licence on any of the following grounds:-

- (a) any offence under, or non-compliance with, the provisions of the Local Government Miscellaneous Provisions Act 1976;
- (b) any conduct on the part of the operator which appears to the council to render him unfit to hold an operator's licence;
- (c) 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;
 - (ca) that the operator has since the grant of the licence been convicted of an immigration offence or required to pay an immigration penalty; or
- (d) any other reasonable cause.

The Council also has powers to attach conditions to new or renewed operator's licences where it is considered reasonably necessary to do so. It does not have any powers to vary a licence once issued. An Operator aggrieved by the suspension or revocation of their existing licence, or by the conditions attached to the grant of a licence has a statutory right of appeal to the local Magistrates' Court.

6. Other implications

6.1. How will this contribute to achievement of the Council's Plan?

It will help to facilitate improvements in the taxi services available to the people of Coventry, which will contribute towards ensuring that people in wheelchairs are correctly & safely secured in hackney carriages and the taxi drivers licence skills are proficient; making the city a safer place.

6.2. How is risk being managed?

Through established reporting and governance arrangements.

6.3. What is the impact on the organisation?

None.

6.4. Equalities / EIA

Having Coventry City Council licensed drivers suitably assessed as to their driving capability and competence in using wheelchairs will have a beneficial effect on passengers and the general public in Coventry

6.5. Implications for (or impact on) the environment

None

6.6. **Implications for partner organisations?**

Improvements in taxi services will benefit partner and other organisations, in terms of improving the safety, availability and value for money of taxis in Coventry.

Report author(s):**Name and job title:**

Sarah Elliott, Head of Fleet and Waste Management & Andrew Walster, Director of Streetscene and Regulatory Services

Directorate:

Place

Tel and email contact:

024 7683 3024

sarah.elliott@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Andrew Walster	Director of Streetscene & Regulatory Services	Place	06/09/2018	14/11/2018
Lara Knight	Governance Services Co-ordinator	Place	07/11/2018	07/11/2018
Other members				
Names of approvers for submission: (officers and members)				
Finance: Phil Helm	Finance Manager	Place	06/09/2018	14/11/2018
Legal: Amy Wright	Locum Solicitor (Regulatory_	Place	06/09/2018	19/11/2018
Members: Cllr Innes	Cabinet Member for City Services			

This report is published on the council's website:

www.coventry.gov.uk/meetings

This page is intentionally left blank

PROPOSED CONDITIONS ATTACHED TO THE GRANT OF A PRIVATE HIRE OPERATOR'S LICENCE

1. Journey Records

- (i) The records required to be kept by the operator under section 56(2) of the Local Government (Miscellaneous Provisions) Act 1976, shall be kept in a bound book with consecutively numbered pages, or any other approved system (e.g. but not limited to computers and other automated systems such as computers or "Apps").
- (ii) Approval to use a system other than a bound book shall be obtained from the Licensing Office, in writing and prior to installation taking place.
- (iii) The operator shall, in the record referred to above, enter or cause to be entered therein, before the start of each journey, the following particulars of every booking received:
 - (a) date on which the booking is made and, if different, the date of the proposed journey;
 - (b) time of booking;
 - (c) time job was allocated to driver;
 - (d) time of passenger pick-up (POB);
 - (e) name of hirer;
 - (f) point of pick up and destination;
 - (g) driver's unique call sign or name;
 - (h) where requested, any fare agreed or estimated for the journey;
 - (i) details of any sub-contractor used.
- (iv) All entries shall be made and maintained in a coherent and legible way using clear written English.
- (v) Paper records

All records shall be retained in their original state with any alterations made clearly identifiable.
- (vi) **Computer records and automated systems**

Where Data is inputted into a computer or stored within an automated system alterations or deletions are not permitted. Provisions should be in place to allow officers access to information immediately by producing a clear print out of all bookings received and / or via remote access. Where solely automated (web based) systems are used remote access must be provided to the Council for provision of all information which would otherwise be available through a manual or other system,
- (vii) Journey bookings may only be accepted from the business address stipulated on the operator's licence.
- (viii) All types of journey records shall be held and secured at the operator's business address and on their computer or automated system where used and shall be made immediately accessible at all reasonable times to an authorised council officer or police constable at that address.

2. Call Signs

The operator shall allocate one call sign only to each driver operated by him/her. The call sign shall be unique to the driver.

3. Records

- (i) The operator shall hold and retain a copy of the current local authority licence relating to any vehicle that is being operated and of any driver who is driving such a vehicle.
- (ii) In addition to the above, records shall be kept of the particulars of all proprietors, their vehicles and of drivers being operated. These particulars shall include the following:
 - (a) vehicle registration number;
 - (b) local authority licence plate number;
 - (c) colour, make and model of each vehicle;
 - (d) name and address of proprietor;
 - (e) the date on which the vehicle became available to the operator;
 - (f) the date on which the vehicle ceased to be available;
 - (g) current and continuous certificate of insurance or cover note relating to vehicle.
- (iii) Proprietor/vehicle records
 - (a) name and address of proprietor;
 - (b) local authority licence plate number;
 - (c) colour, make and model of each vehicle;
 - (d) name and address of proprietor;
 - (e) the date on which the vehicle became available to the operator;
 - (f) the date on which the vehicle ceased to be available;
 - (g) current and continuous certificate of insurance or cover note relating to vehicle.
- (iv) Driver records
 - (a) name and address of driver;
 - (b) driver's contact telephone number (if applicable);
 - (c) driver's unique call signs;
 - (d) photocopy of the driver's badge showing a true likeness.
- (v) The driver and vehicle records referred to above shall be held and secured at the operator's business address and shall be immediately available at the request of an authorised council officer or police constable at all reasonable times.

4. Complaints Record

- (i) The operator, on receipt of a complaint, shall document in a suitably bound book or on any other approved system the following information:
 - (a) name of driver(s) implicated in the complaint;
 - (b) badge number of driver;
 - (c) vehicle registration number;
 - (d) facts of allegation including complaints of dissatisfaction with service delivery or any alleged breach of contract with the operator;
 - (e) date complaint made;
 - (f) date investigation was completed;
 - (g) action taken;
 - (h) contact details of complainant.

- (ii) Prior to obtaining the above mentioned complaint details, the operator shall inform the complainant that on the request of an authorised council officer, or police constable, all relevant information may be made available for inspection in person and/ or on their computer or automated system where used and may be used as evidence at a later date.
- (iii) The complaint records referred to above shall be held and secured at the operator's business address and shall be immediately available at the request of an authorised council officer or police constable at all reasonable times

5. Storage/Accessibility of all Records

- (i) The operator shall keep all driver, vehicle, journey and complaint records for a period of not less than 12 months following the last date of entry. At the request of an authorised officer, or police constable, these records shall be made immediately available for inspection at all reasonable times.
- (ii) The operator shall provide to the Licensing Office, on the first day of each month, a current list of all licensed vehicles and drivers operated by him or her in the format required by the Licensing Office.

6. Managers

- (i) Operators shall be required to inform the Licensing Office, in writing, of the name, home address and contact telephone number of a manager prior to him or her commencing duties or as soon as is practicable thereafter. This person shall be available to be contacted at all reasonable times.
- (ii) A manager shall be over the age of 18 years and be fully conversant with the conditions attached to this operator's licence.

7. Premises

- (i) Public waiting areas and booking rooms shall be clean, adequately heated and ventilated during the hours of business and at all times shall comply with relevant health and safety requirements.
- (ii) The operator shall ensure, where a waiting area is provided for the use of prospective passengers, that adequate seating is available.
- (iii) The operator shall only operate from that business address disclosed on his or her current operator's licence application form or as disclosed under paragraph (v) below.
- (iv) The operator shall act within the terms of any deemed or express planning permission relating to the address he or she operates from.
- (v) Any change to an operator's current operating or home address must be disclosed in writing to the Licensing Office no later than 7 days before the change takes place.
- (vi) Appropriate public liability Insurance is required for premises which are open to the public.

- (vii) Operator's premises located outside of Coventry must have their offices within a reasonable distance to ensure that officers can access records quickly and efficiently

8. Convictions

Within 14 days of an operator being convicted or receiving a police caution for an offence he/she shall disclose to the council in writing details of the conviction or caution imposed on him/her (or if the operator is a company or partnership, any imposed on the company or on any of the directors or partners), during the period of the licence.

9. Notifying the Council of Material Changes

Any material change to your business must be communicated to the Licensing Office in writing prior to the change taking place. A material change may be defined as a change in any of the particulars disclosed on your current operator's licence application form.

10. Standard of Service

- (i) The operator shall ensure that when a licensed vehicle has been hired to be in attendance at an appointed date, time and place the hirer shall be informed, prior to acceptance of the booking, of any likelihood of delay in fulfilling the contractual terms.
- (ii) Where there is likely to be any delay in fulfilling a contract with a hirer the operator shall communicate to the hirer an accurate estimate of the time when a vehicle will be provided.

11. Lost Property

- (i) The operator shall deal with lost property in one of three ways:
 - (a) make every effort to return lost property which is found at either the operating premises or in any vehicle used to carry out a booking accepted by him/her or;
 - (b) hand lost property to the nearest police station as soon as is practicable thereafter or;
 - (c) after completing (a) above, dispose of lost property if perishable.

12. Transferring a Licence

This licence may not be transferred to another named individual, partnership or company. In the event of the death or bankruptcy of a personal licence holder or the insolvency, winding up or dissolution of a company or partnership licence holder this licence shall immediately become null and void. Any change in a named operator may only be effected by an application for a fresh operator's licence.

13. Appropriate Training of Staff on their Duties & Responsibilities to the Disabled Community

Staff working for operators taking private hire bookings must undertake training in order to understand their duties to disabled persons, so that they understand the issues of communicating with disabled persons and so that they can arrange an appropriate vehicle for those with a particular requirement or need.

CURRENT CONDITIONS ATTACHED TO THE GRANT OF A PRIVATE HIRE OPERATOR'S LICENCE

1. Journey Records

- (i) The records required to be kept by the operator under section 56(2) of the Local Government (Miscellaneous Provisions) Act 1976, shall be kept in a bound book with consecutively numbered pages, or any other approved system.
- (ii) Approval to use a system other than a bound book shall be obtained from the Licensing Office, in writing and prior to installation taking place.
- (iii) The operator shall, in the record referred to above, enter or cause to be entered therein, before the start of each journey, the following particulars of every booking received:
 - (a) date on which the booking is made and, if different, the date of the proposed journey;
 - (b) time of booking;
 - (c) time job was allocated to driver;
 - (d) time of passenger pick-up (POB);
 - (e) name of hirer;
 - (f) point of pick up and destination;
 - (g) driver's unique call sign or name;
 - (h) where requested, any fare agreed or estimated for the journey;
 - (i) details of any sub-contractor used.
- (iv) All entries shall be made and maintained in a coherent and legible way using clear written English.
- (v) Paper records

Alterations shall be made with one line through the data to ensure legibility. All data shall be immediately accessible and be recorded in permanent ink.
- (vi) Computer records

Data inputted into a computer must not be altered in any way unless there is a clear indication of the original entry. Provisions should be in place to immediately produce a clear paper print out of all bookings received.
- (vii) Journey bookings may only be accepted from the business address stipulated on the operator's licence.
- (viii) All types of journey records shall be held and secured at the operator's business address and shall be made immediately accessible at all reasonable times to an authorised council officer or police constable.

2. Call Signs

The operator shall allocate one call sign only to each driver operated by him/her. The call sign shall be unique to the driver.

3. Records

- (i) The operator shall hold and retain a copy of the current local authority licence relating to any vehicle that is being operated and of any driver who is driving such a vehicle.
- (ii) In addition to the above, records shall be kept of the particulars of all proprietors, their vehicles and of drivers being operated. These particulars shall include the following:

- (iii) Proprietor/vehicle records
 - (a) vehicle registration number;
 - (b) local authority licence plate number;
 - (c) colour, make and model of each vehicle;
 - (d) name and address of proprietor;
 - (e) the date on which the vehicle became available to the operator;
 - (f) the date on which the vehicle ceased to be available;
 - (g) current and continuous certificate of insurance or cover note relating to vehicle.
- (iv) Driver records
 - (a) name and address of driver;
 - (b) driver's contact telephone number (if applicable);
 - (c) driver's unique call signs;
 - (d) photocopy of the driver's badge showing a true likeness.
- (v) The driver and vehicle records referred to above shall be held and secured at the operator's business address and shall be immediately available at the request of an authorised council officer or police constable at all reasonable times.

4. Complaints Record

- (i) The operator, on receipt of a complaint, shall document in a suitably bound book or on any other approved system, the following information:
 - (a) name of driver(s) implicated in the complaint;
 - (b) badge number of driver;
 - (c) vehicle registration number;
 - (d) facts of allegation including complaints of dissatisfaction with service delivery or any alleged breach of contract with the operator;
 - (e) date complaint made;
 - (f) date investigation was completed;
 - (g) action taken;
 - (h) contact details of complainant.
- (ii) Prior to obtaining the above mentioned complaint details, the operator shall inform the complainant that on the request of an authorised council officer, or police constable, all relevant information may be made available for inspection and may be used as evidence at a later date.
- (iii) The complaint records referred to above shall be held and secured at the operator's business address and shall be immediately available at the request of an authorised council officer or police constable at all reasonable times.

5. Storage/Accessibility of all Records

- (i) The operator shall keep all driver, vehicle, journey and complaint records for a period of not less than 12 months following the last date of entry. At the request of an authorised officer, or police constable, these records shall be made immediately available for inspection at all reasonable times.
- (ii) The operator shall provide to the Licensing Office, on the first day of each month, a current list of all licensed vehicles and drivers operated by him or her in the format required by the Licensing Office.

6. Managers

- (i) Operators shall be required to inform the Licensing Office, in writing, of the name, home address and contact telephone number of a manager prior to him or her commencing duties or as soon as is practicable thereafter. This person shall be available to be contacted at all reasonable times.
- (ii) A manager shall be over the age of 18 years and be fully conversant with the conditions attached to this operator's licence.

7. Premises

- (i) Public waiting areas and booking rooms shall be clean, adequately heated and ventilated during the hours of business and at all times shall comply with relevant health and safety requirements.
- (ii) The operator shall ensure, where a waiting area is provided for the use of prospective passengers, that adequate seating is available.
- (iii) The operator shall only operate from that business address disclosed on his or her current operator's licence application form or as disclosed under paragraph (v) below.
- (iv) The operator shall act within the terms of any deemed or express planning permission relating to the address he or she operates from.
- (v) Any change to an operator's current operating or home address must be disclosed in writing to the Licensing Office no later than 7 days before the change takes place.
- (vi) Appropriate public liability Insurance is required for premises which are open to the public.

8. Convictions

Within 14 days of an operator being convicted or receiving a police caution for an offence he/she shall disclose to the council in writing details of the conviction or caution imposed on him/her (or if the operator is a company or partnership, any imposed on the company or on any of the directors or partners), during the period of the licence.

9. Notifying the Council of Material Changes

Any material change to your business must be communicated to the Licensing Office in writing prior to the change taking place. A material change may be defined as a change in any of the particulars disclosed on your current operator's licence application form.

10. Standard of Service

- (i) The operator shall ensure that when a licensed vehicle has been hired to be in attendance at an appointed date, time and place the hirer shall be informed, prior to acceptance of the booking, of any likelihood of delay in fulfilling the contractual terms.
- (ii) Where there is likely to be any delay in fulfilling a contract with a hirer the operator shall communicate to the hirer an accurate estimate of the time when a vehicle will be provided.

11. Lost Property

- (i) The operator shall deal with lost property in one of three ways:
 - (a) make every effort to return lost property which is found at either the operating premises or in any vehicle used to carry out a booking accepted by him/her or;
 - (b) hand lost property to the nearest police station as soon as is practicable thereafter or;

(c) after completing (a) above, dispose of lost property if perishable.

12. Transferring a Licence

This licence may not be transferred to another named individual, partnership or company. In the event of the death or bankruptcy of a personal licence holder or the insolvency, winding up or dissolution of a company or partnership licence holder this licence shall immediately become null and void. Any change in a named operator may only be effected by an application for a fresh operator's licence.

13. Appropriate Training of Staff on their Duties & Responsibilities to the Disabled Community

Staff working for operators taking private hire bookings must undertake training in order to understand their duties to disabled persons, so that they understand the issues of communicating with disabled persons and so that they can arrange an appropriate vehicle for those with a particular disability.

Proposed Changes to Taxi Licensing Processes

Introduction and Background

Changes in legislation and technological advances have prompted a review of the requirements and processes undertaken by both new applicants and current holders of taxi licences with Coventry City Council.

The purpose of the review was to ensure that the processes undertaken by Coventry City Council in providing licences to taxi drivers and operators working within the city are robust and current ensuring that:-

- Only “fit and proper” individuals hold a taxi licence in Coventry
- Licensing processes are up to date and accessible
- Taxi’s in the City meet the needs of their customers

Following the review a number of proposed changes have been identified and we are keen to have your view on them.

Online Applications

Coventry City Council currently process around 1,600 interactions each year from their office on London Road, Whitley.

A new online application is being developed to allow current and new taxi licence applications, bookings and payments to be made electronically reducing the requirement for applicants to visit the Taxi Licensing Office and making the application process quicker and easier.

The final changes will be accessible by this new system.

To share your views on the proposals please complete the attached survey.

Following closure any responses received will be considered prior to implementing any changes.

Should you wish to speak to somebody about this survey or require a paper version or other accessible communication method in order to complete it please contact:

taxilicensing@coventry.gov.uk

Paper versions are also available at the Taxi Licensing Office.

New Applicants (drivers and vehicles)

Road Knowledge Test

Historically applicants for Hackney Carriage and Private Hire driver Licences have been required to undertake and pass a road knowledge test to confirm their knowledge and understanding of the area. In 2009 the Department for Transport (DFT) issued revised guidance recommending that it was unnecessary for Private Hire (PH) vehicle drivers to have the same knowledge of their locality as Hackney Carriage (HC) drivers.

Following the increase in the use of satellite navigation systems and pre-payment methods it is proposed to change the way in which local knowledge is tested for new applicants of PH licences.

The Proposal

To remove the requirement for applicants of PH driver licences to undertake the current Road Knowledge Test. Local area knowledge will now be tested within the driver training session. This element would still require applicants to prove local knowledge with failure to reach the required levels preventing their application from progressing. HC drivers will still be required to undertake and pass the formal Road Knowledge Test.

Question

Do you have any concerns with the proposal to change the way that road knowledge is tested for new applicants of Private Hire driver licences?

Yes

No

If no, please tell us why. If you have any alternative suggestions please provide details.

Communication and Literacy

Current applicants of Hackney Carriage and Private Hire driver licences are required to undertake and pass a level 3 communication and literacy test equivalent to British Citizenship level. The ability for drivers to be able to communicate effectively with passengers and for service users to be confident that financial transactions will be carried out appropriately is considered vital and it is not therefore proposed to remove the requirement to demonstrate this ability. It is proposed to change the way in which this knowledge is tested for new applicants.

The Proposal

To remove the requirement for applicants of driver licences to undertake the current level 3 communication and literacy test and to incorporate numeracy and literacy testing within the driver training session. This element would still require applicants to prove a required level of communication and literacy with failure to reach the required levels preventing their application from progressing.

Question

Do you have any concerns with the proposal to change the way that communication and literacy is tested for new applicants of driver licences?

Yes

No

If no, please tell us why. If you have any alternative suggestions please provide details.

Executive Vehicles

Currently all licensed PH vehicles are required to meet the following criteria in relation to the tinting of windows in order to be licensed:-

- The windscreen must permit 75% light transmittance
- The main front and rear side windows must permit at least 70% light transmittance
- The rear window / screen, and any other window (e.g. small quarter lights) must permit at least 40% light transmittance

Licensed PH vehicles classified solely as 'executive vehicles' used for chauffer work and similar can currently be granted exemptions to some PH licence requirements in recognition of the type of work undertaken. These include:-

- The requirement to display the rear licence plate and door stickers on the outside
- The requirement for the driver of the vehicle to wear an identity badge

The current restrictions on tinting of windows can be restrictive for executive vehicles.

The Proposal

To include the light transmittance criteria requirements for PH vehicles on the list of exemptions for vehicles classified solely as executive vehicles.

Question

Do you have any concerns with the proposal to include the light transmittance criteria requirements for PH vehicles on the list of exemptions for vehicles classified solely as executive vehicles?

Yes

No

If no, please tell us why. If you have any alternative suggestions please provide details.

Other Proposed Changes

Disability and Child Sexual Exploitation Training

Since 2002 new applicants for taxi driver licences have been required to undertake and pass a driver training course which includes awareness of:-

- Customer Service
- Licensing conditions and requirements
- Health and Safety
- Customer Service
- Disability
- Child Sexual Exploitation (CSE) (added in 2016)

Local issues in relation to disability and National concerns around CSE have required further consideration to be given to ensure that taxi drivers are fully aware of their responsibilities in these areas.

The Proposal

To introduce a mandatory Disability and Child Sexual Exploitation refresher training and assessment for all licensed drivers (private hire and hackney carriage) prior to the renewal or re-grant of their licence. Failure to undertake and pass the refresher training would prevent the application from progressing.

It is proposed that the refresher training would be undertaken as an online process with confirmation of successful completion required as part of the application process.

Question

Do you have any concerns with the proposal to introduce mandatory Disability and Child Sexual Exploitation refresher training as part of the licence renewal process?

Yes

No

If no, please tell us why. If you have any alternative suggestions please provide details.

Customer Payment Methods

In recent years advances in technology have reduced the amount of cash payment transactions that are undertaken. Historically the majority of taxis within the City have not been able to take payment for journeys by any other method.

Increasing numbers of online and app based services have meant that customers now have more options and the need to be able to make payment electronically in hackney carriages and private hire vehicles is regularly suggested and requested.

Currently the use of non-cash payment options in Coventry taxis is encouraged but optional. To ensure that taxi services in Coventry are up to date and accessible and meet the needs of service users this has been reviewed.

The Proposal

To make it mandatory for all private hire taxis and hackney carriages to have the facility to accept card and contactless payments via an approved card payment device.

Question

Do you have any concerns with the proposal to make it mandatory for all hackney carriage and private hire vehicles to have the facilities to accept non cash payments?

Yes

No

If no, please tell us why. If you have any alternative suggestions please provide details.

Thank you for taking the time to complete our survey.

Private Hire Pedicabs and Tuk Tuks Vehicle Proprietors Conditions of Licence**1. Introduction**

Pedicabs and Tuk Tuks permitted to be licensed in Coventry are motor assisted vehicles with three wheels, used for the purpose of carrying fare paying passengers.

As with all licensed taxi's these vehicles have to comply with Conditions of Fitness and are required to meet a minimum standard that must be maintained throughout the licensing period.

2. General Requirements

- a. Licensed vehicles must be of a design which has the driver/rider to the front and the passengers seated to the rear.
- b. Vehicles will have a minimum of three wheels and must be fitted with an electric (maximum 250 watts) or zero emission capability engine / motor (maximum 50 cc).
- c. If pedalled the vehicle must be fitted with an electric motor to either power the vehicle unassisted or to assist with pedalling (maximum 250 watts).
- d. Vehicles licensed by this authority will operate within the inner ring road and the Railway Station only.
- e. Pedicabs and Tuk Tuks are only permitted to accept pre booked fares received through a Coventry licensed Private Hire Operator and are not permitted to utilise hackney carriage ranks.
- f. The maximum number of passengers that can be carried in each vehicle will be assessed and determined by the Taxi Licensing Office and this number must be displayed on the licence plate issued by the Council to be fixed securely to the rear of the vehicle. This plate must also display the expiry date of the licence.
- g. Vehicles must be maintained in a sound, mechanical and structural condition and comply with all relevant legislation that affects the construction and use of such vehicles to include but not restricted to:-
 - a. Motor Vehicles (Construction and Use) Regulations
 - b. Road Vehicle Lighting Regulations
 - c. The Pedal Cycle (Construction and Use) Regulations 1983 and the Pedal Cycle (Construction and Use) (Amendment) Regulations 2015.
 - d. The Pedal Cycle (Safety) Regulations 2003.
 - e. The Pedal Bicycle (Safety) Regulations 2010.
 - f. The Electrically Assisted Pedal Cycle Regulation 19863 and the Electrically Assisted Pedal Cycle (Amendment) Regulations 2015.

3. Vehicle Testing

- a. All vehicles are subject to a mechanical examination prior to licensing and every 12 months thereafter. Any vehicle over 3 years old is required to undertake 6 monthly inspections.

- b. All inspections must be undertaken at Whitley depot or an alternative facility as appointed and authorised by the Council. Failure to secure a pass certificate will prevent a licence being issued or result in suspension of a licence (if at 6 monthly inspection).
- c. Where applicable a current MOT certificate will be required to be submitted with an application for a licence and annually thereafter on renewal of a licence.

4. **Maintenance of Vehicle**

The proprietor shall ensure that;

- a. The bodywork of the vehicle is in good condition and the paint work is clean and well maintained.
- b. Any roof covering is watertight.
- c. The condition, fixing and routing or positioning of electric cables and fitting, if any, are such that there is no risk of electrical fire or other incident.
- d. The vehicle is provided with an audible warning device such as a bell or a horn.
- e. Any door hinges, locks and handrails and any grab handles fitted to the vehicle are secure and sound, and not liable to injure any passengers, damage or soil their clothing or luggage.
- f. A suitable spare wheel and tyre is provided and readily available for use or an alternative temporary repair system is provided, together with the tools and equipment required to carry out any emergency replacement or repairs required to the vehicle.
- g. The vehicle is fitted with seatbelts to each seat. The seat belts shall be readily accessible for use by all passengers and must be maintained in a safe condition at all times.
- h. The fittings and furniture of the vehicle are clean and well maintained and in every way fit and safe for public use.
- i. Any internal linings of the vehicle are sound, clean and not liable to damage or soil passengers' clothing or luggage, and the floor is provided with a carpet, mat or other suitable, non-slip floor covering which is sound and clean.
- j. The seats are properly cushioned and covered by a water resistant material and that seat covers are in a sound and clean condition, which may be easily cleaned and dried.
- k. There shall be provided and maintained in the vehicle at all times a dry powder fire extinguisher of at least 1kg in weight and stamped EN3 or BSEN3 (which should be red in colour). The fire extinguisher must have a dial reader and be serviceable. A basic first aid kit must be carried which is CE, HSE, BSI, BS or DIN compliant.

5. **Insurance**

The proprietor or owner of the vehicle shall present, on application for a licence a valid vehicle insurance policy covering private hire for private hire use. This policy shall include details of;

- a. The proprietor or owner as the policy holder.
- b. Cover for any other persons who drive the vehicle who shall be named on the policy and be licensed Coventry private hire drivers.

6. Drivers

An applicant for a driver's licence for a Pedicab or Tuk Tuk shall;

- a. Undertake all the (relevant) requirements for a Coventry licensed private hire driver as stipulated in the Driver Information Document 044 plus any additional / amended requirements specific to the licensing of Pedicabs and Tuk Tuks.
- b. Meet the DVLA Group 2 medical standards (a medical examination form from the Council must be completed by the applicants own GP).
- c. Notify the Council of any medical condition which arises after the issue of the licence which may affect their ability to perform their duties.
- d. Not be permitted to drive any other type of private hire vehicle unless the relevant application, tests and assessments are undertaken and passed and the correct licence held.

7. Licence Requirements

Drivers of Pedicabs and Tuk Tuks must;

- a. be over 21 years of age
- b. hold a full DVLA driving licence

This page is intentionally left blank



Coventry City Council

Briefing note

To: Scrutiny Co-ordination Committee
Date: 28th November 2018

Subject: West Midlands Combined Authority – Overview and Scrutiny Committee

1 Purpose of the Note

- 1.1 To update Scrutiny Co-ordination Committee of the work of the West Midlands Combined Authority (WMCA) Overview and Scrutiny Committee and sub-groups.

2 Recommendations

- 2.1 Scrutiny Co-ordination Committee is recommended to note the content of the report.

3 Information/Background

- 3.1 The Chair of Scrutiny Co-ordination Committee is appointed to the West Midlands Combined Authority Overview and Scrutiny Committee and the Deputy Chair is his named substitute.
- 3.2 The Deputy Chair is a member of the Health and Wellbeing Working Group which has met twice.

4 Call-in – Housing and Land Delivery Board – Town Centres Programme

- 4.1 The Overview and Scrutiny Committee called in a decision of the Housing and Land Delivery Board on 25th October. The reason for the call in was stated as:

There is a clear lack of transparency within the report, supplementary information document and minutes as to the process used leading up to the selection and naming of the sites chosen.

- 4.2 Members of the Board were concerned that the process for identifying sites wasn't clear in the documentation and that there had been no communication with local councillors of the process or decisions made.
- 4.3 At a meeting to discuss the call-in and decision making process on 20th November 2018, members of the Board questioned the Portfolio Lead Member, Cllr Mike Bird (Walsall) and the Accountable Employee, Gareth Bradford – Director of Housing and Regeneration.
- 4.4 The decision-making process for identifying the town centres was explained to the Board. The Board agreed with the decision to allocate funding to the town centres, however, they were unhappy with the levels of transparency in the process for decision making and agreed recommendations to provide scrutiny members with more information on the work programmes of all of the sub-groups of the WMCA, not just the Board.

4.5 The Board made the following recommendations:

- Protocol for relationships between scrutiny and WMCA Leadership team / portfolio leads.
- To ensure that WMCA board and Committees all have a forward plan which is up to date and to be shared with Overview & Scrutiny members.
- Pre-decision scrutiny to be embedded within WMCA.
- Proposed that equality and diversity was a standing item for all Committees.
- Review of the Constitution in respect of the Call-In process.
- Review of governance to continue including quorum levels
- To enable effective scrutiny additional resources are required.
- Overview & Scrutiny to engage/participate in the next discussions regarding the next devolution deal.

4.6 As the meeting wasn't quorate, the recommendations will need to be ratified at the next quorate meeting of the Overview and Scrutiny Committee and the decision of the Housing and Land Delivery Board can be implemented.

4.7 Further Overview and Scrutiny meetings and items can be found at the work programme attached at Appendix.

5 Health and Wellbeing Working Group

5.1 There have been two meetings of the health and wellbeing working group which also has representation from Birmingham, Wolverhampton, Dudley, Walsall and CWLEP.

5.2 The first meeting was to agree the scope of the working group and it was agreed that the focus would be:

- a) Mental health
- b) Digital innovation
- c) The justice system

5.3 The working group have heard evidence from Sean Russell, Director of Implementation for the Mental Health Commission about the work of the Thrive Programme, and Cllr Izzy Seccombe, Chair of the Wellbeing Board of the WMCA, about her plans and focus for the work of the Board.

5.4 The working group will meet on a regular basis to consider the measures taken by the WMCA and its Wellbeing Board to implement the recommendations arising out of the Mental Health Commission's final report (launched in January 2017).

5.5 They will review and make recommendations, as appropriate, on proposals and further actions that could be taken to develop the WMCA's Health & Wellbeing workstreams.

Gennie Holmes
Scrutiny Co-ordinator
gennie.holmes@coventry.gov.uk



WMCA Overview & Scrutiny Committee - Forward Plan

Title of Report	Description of Purpose	Date of Meeting	Lead Officer/Member
Mayor's Question Time: Budget 12 December 2018			
16 January 2019			
Capital Projects Delivery – Focus on Metro (Wednesbury – Brierley Hill)	To receive an update on a particular transport area.	January 2019	Sandeep Shingadia / Nafees Arif
Environmental Board – Air Quality	To receive an update on Air Quality.	January 2019	TBC
25 February 2019			
Housing & Regeneration Report	To review progress in terms of Housing & Regeneration	25 February 2019	Councillor Mike Bird Gareth Bradford
Working Groups - Progress Reports	To review progress to date on the respective working groups	25 February 2019	Lead member for respective working groups
PCC Report	To provide an update on the proposal / consultation stages.	25 February 2019	Henry Kippin
12 April 2019			
Annual Business Plan 2019/20	To receive and comment on the Annual Business Plan 2019/20	12 April 2019	Linda Horne & Louise Cowen
Health and Wellbeing - Progress Update	To review progress in respect of the health and wellbeing agenda	12 April 2019	Councillor Izzi Seccombe Sean Russell

Title of Report	Description of Purpose	Date of Meeting	Lead Officer/Member
Working Groups - End of Year Review	To undertake an end of year review on the working groups	12 April 2019	Lead member for respective working groups
To Be Confirmed			
Productivity & Skills – Regional Skills Plan	To receive a progress report on the Productivity and Skills agenda	Date to be determined	Councillor George Duggins Julie Nugent
Legacy of Commonwealth Games	To receive a report on the legacy of the Commonwealth Games in terms of health, skills, housing & development	Date to be determined	

Please see page 2 onwards for background to items

13th June 2018
Child Poverty Strategy
18th July 2018
Delivering City Centre Capital Projects Scrutiny Work Programmes – 2018-19
5th September 2018
Meeting rearranged for 26 th September 2018
26th September 2018
Modernising Domestic Violence Abuse Services and Sexual Violence and Abuse Services West Midlands Combined Authority
10th October 2018
Council Performance Report 2017/18 City of Culture 2021
14th November 2018
Private Sector Housing Enforcement Policy 2018
12th December 2018
Homelessness and Housing Strategy Consultation Taxi Licensing Matters West Midlands Combined Authority
23rd January 2019
Destination Management Strategy WMCA Productivity and Skills Strategy Report back on attendance at the 29 th General Assembly of International Association of Peace Messenger Cities (IAPMC) 'International Forum of People's Diplomacy' in Volgograd
27th February 2019
West Midlands Combined Authority City of Culture 2021
3rd April 2019
West Midlands Combined Authority Modernising Domestic Violence Abuse Services and Sexual Violence and Abuse Services
2018/19
Selective Licensing for the Private Rented Sector – consultation outcomes (Priority – awaiting date confirmation) Prevent Strategy West Midlands Combined Authority Renewal Plan Emergency Planning and Resilience Friargate Development Progress Update Community Safety Partnership Action Plan West Midlands Police Transformation Programme update Council preparedness and impact on the city of Brexit Outside Bodies Report Knife Crime and Gang Culture FGM

Date	Title	Detail	Cabinet Member/ Lead Officer
13th June 2018	Child Poverty Strategy	Following a referral from the Education and Children's Services Scrutiny Board, the Board will consider aspects and the actions arising from the Child Poverty Strategy	Liz Gaulton Cllr Caan
18th July 2018	Delivering City Centre Capital Projects		
	Scrutiny Work Programmes – 2018-19	To consider the work programme for the year, including suggestions from the All Scrutiny Members meeting on 18 th June	Adrian West
5th September 2018	Meeting rearranged for 26 th September 2018		
26th September 2018	Modernising Domestic Violence Abuse Services and Sexual Violence and Abuse Services	Last municipal year, Scrucro received a report on the Domestic Violence and Abuse Strategy. This will provide information about the commissioning process to support the strategy	Liz Gaulton Cllr AS Khan
	West Midlands Combined Authority	An update from the Board meetings on 20 th July and 14 th September and O&S from 4 th September	Cllr Duggins Cllr T Khan
10th October 2018	Council Performance Report 2017/18	To consider the Council's end of year performance report. Possibly to look at performance from a gender equality aspect.	Si Chun Lam Cllr Duggins
	City of Culture 2021	To scrutinise the developing plans for City of Culture including seeking assurance that there is sufficient capacity to deliver the programme and that other areas of the Council will not be overshadowed as a result. Also to look at governance arrangements.	David Cockcroft/ David Nuttall
14th November 2018	Private Sector Housing Enforcement Policy 2018	To scrutinise the report which went to Cabinet in October on Private Sector Enforcement Policy.	Davina Blackburn
12th December 2018	Homelessness and Housing Strategy Consultation	Following a meeting on 24 th January 2018, Scrucro requested a further item on this subject. To include contribution from service	Mark Andrews Cllr Ruane

Date	Title	Detail	Cabinet Member/ Lead Officer
		users. To be included as part of the consultation on the strategy.	
	Taxi Licensing Matters	To discuss elements of the Taxi Licensing Matters report which went to Cabinet on 27/11/18, particularly the proposal to consult on a move away from age based vehicle licensing restrictions to a requirement based on emissions in support of Local Air Quality Management requirements	Andrew Walster
	West Midlands Combined Authority	An update on the Overview and Scrutiny business of the WMCA	Cllr Duggins Cllr T Khan
23rd January 2019	Destination Management Strategy		
	WMCA Productivity and Skills Strategy	The Leader is the portfolio holder for this piece of work across the West Midlands Combined Authority and it cuts across the remits of SB2 and SB3. Members of these Boards to be invited when this item is considered	Cllr Duggins Cllr Maton Cllr O'Boyle Dr. Julie Nugent -WMCA
	Report back on attendance at the 29 th General Assembly of International Association of Peace Messenger Cities (IAPMC) 'International Forum of People's Diplomacy' in Volgograd	A report back on the visit by Cllrs P Akhtar, A Khan and J Mutton on 27 th October – 2 nd November 2018	Cllr P Akhtar Cllr AS Khan Cllr J Mutton
27th February 2019	West Midlands Combined Authority	An update from the Board meetings on 11 th January and 8 th February and O&S from 25 th February	Cllr Duggins Cllr T Khan
	City of Culture 2021	Chenine Bhatena has been invited to attend the meeting and will provide a particular focus on how communities will be engaged as plans for 2021 are drawn up.	Cllr Duggins David Nuttall

Date	Title	Detail	Cabinet Member/ Lead Officer
3rd April 2019	West Midlands Combined Authority	An update from the Board meeting on 8 March	Cllr Duggins
	Modernising Domestic Violence Abuse Services and Sexual Violence and Abuse Services	Following on from their meeting on 26 th September, the Committee requested a further update on progress, including information on waiting times for counselling services	Liz Gaulton Paul Hargrave Cllr AS Khan
2018/19	Selective Licensing for the Private Rented Sector – consultation outcomes (Priority – awaiting date confirmation)	To consider the outcomes of the consultation and recommendations to the Cabinet Member following a scrutiny task and finish group recommending implementation in St. Michael's Ward.	Davina Blackburn Tracy Miller Cllr O'Boyle
	Prevent Strategy	To receive an update on the Prevent Strategy and duties associated with it.	Chief Superintendent Danny Long Geoff Thomas
	West Midlands Combined Authority Renewal Plan	SCRUCO will invite WMCA Mayor, Andy Street, to discuss his renewal plan.	
	Emergency Planning and Resilience	Following the item in October 2017, SCRUCO requested that an item on Emergency Planning and Resilience is brought to the Board annual to enable them to review the arrangements in the city to minimise risks, respond to emergencies, ensure effective communication and provide reassurance.	Michael Enderby Cllr Duggins
	Friargate Development Progress Update	Referred by SB1 to SCRUCO on 18 th April 2018. To look at the whole development, including the Station Master Plan and the progress of Friargate 2 to include financial information.	David Cockcroft
	Community Safety Partnership Action Plan	To look in detail at the action plan for the Community Safety Partnership	Craig Hickin Cllr AS Khan
	West Midlands Police Transformation Programme update	An update on progress on local policing.	Cllr AS Khan Craig Hickin

Date	Title	Detail	Cabinet Member/ Lead Officer
	Council preparedness and impact on the city of Brexit	A half day select committee style meeting, with evidence provided by witnesses from the local business community as well as other organisations.	Cllr Duggins Martin Reeves
	Outside Bodies Report		
	Knife Crime and Gang Culture	To look in more detail about how a whole system public health approach can reduce knife crime and gang culture	Liz Gaulton Cllr Caan
	FGM		

This page is intentionally left blank