

**Minor Amendment to the guidelines relating to the relevance of convictions for applicants**

**Submitted by:** Head of Environmental Health

**Portfolio:** Finance IT & Customer

**Ward(s) affected:** All

**Purpose of the Report**

To inform Committees of an error in the “Guidelines relating to the Relevance of Convictions for Applicants for the Grant and Renewal of Licenses to Drive Hackney Carriages and Private Hire Vehicles”.

**Recommendation**

That Committee approves the proposed amendment

1. **Background**

- 1.1 The Councils Guidelines relating to the relevance of convictions for applicants for the grant and renewal of licenses to drive hackney carriages and private hire vehicles, was approved for adoption by Committee on 29<sup>th</sup> September 2008.
- 1.2 It has been noted that there is a typing error on page 11 which affects the interpretation of the document.

2. **Issues**

- 1.3 Within ‘Annex (ii) Other Traffic Offences’ of the document, in the last paragraph on the last page (page 11) the following is detailed;

**“PLEASE NOTE:.....**

If any of the offences in **Category ‘B’** involve a licensed Hackney Carriage or private hire vehicle, they will be treated as though they are a **Category ‘B’** offence under Annex (ii).”

- 2.1 It is noted that there is a typing error and it should read as follows:

**PLEASE NOTE:**

If any of the offences in **‘Other Traffic Offences’** involve a licensed Hackney Carriage or private hire vehicle, they will be treated as though they are a **Category ‘B’** offence under Annex (i).

3. **Proposal**

It is recommended that members note and approve this minor amendment to the document

4. **Reasons for Preferred Solution**

- 4.1 This minor amendment is required to rectify a minor error and to ensure that the guidelines can be utilised as intended.

5. **Legal and Statutory Implications**

- 5.1 There are no statutory or legal implications arising from this minor amendment.

6. **Financial and Resource Implications**

- 6.1 There will be a resource implication in updating documentation with this amendment. This will be met from existing resources.

7. **Earlier Cabinet/Committee Resolutions**

- 7.1 The guidelines were previously considered by Committee on 10 September 2007, 29 September 2008 and 6<sup>th</sup> December 2010.