VIRTUAL MEETING PROCEDURE TO BE FOLLOWED BY PUBLIC PROTECTION AND PUBLIC PROTECTION SUB- COMMITTEE IN DETERMINING HACKNEY CARRIAGE AND PRIVATE HIRE LICENCES

1. The Licensing Team will send out Zoom meeting links in advance of the meeting.

2. When joining the meeting you will automatically be placed in the virtual waiting room. Please ensure you join using your name not your device name. Applicants/licence holders will be brought into the meeting by Council officers when it is time to hear their case.

3. The Chair will introduce all present at the meeting and their role.

4. The Chair will confirm with the applicant or licence holder that they can clearly see and hear those present and confirm if they have a representative attending with them.

5. The Licensing Officer will outline the matter under consideration.

6. The Chair will then invite the applicant or licence holder to make any representations. The applicant or licence holder may make his/her representations personally or through a representative, who shall first identify him/herself.

7. The committee members may ask questions of the applicant/licence holder and Licensing officers.

8. Once members are satisfied that they have all the information they need the applicant/licence holder and Licensing Officers will be removed to separate virtual waiting rooms – this is done by Council IT staff.

9. The committee will consider the merits of the matter in private.

10. The applicant/licence holder and Licensing Officers will be returned to the main meeting by Council IT staff. They will be verbally notified of the decision. The applicant/licence holder will be asked to confirm they understand the decision and will then be removed from the virtual meeting by Council IT staff.

11. The committee's decision will be confirmed in writing by the Proper Officer, Nesta Barker.

Please mute your microphone unless invited to speak.

The sub-committee can depart from the above procedure should it feel appropriate to do so.