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Our Ref: PGH/Cabinet  
Date: 17 April 2015

## Notice of Meeting

### CABINET

**Date:** Tuesday 28 April 2015

**Time:** 19.00hrs

**Place:** Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames

<b>Members of the Cabinet</b>	<b>Cabinet member areas of responsibility</b>
R.L. Watts (Chairman)	Leader of the Council, Strategy, Emergency planning, Building control and Human Resources
P. Forbes-Forsyth (Vice-Chairman)	Deputy Leader, Community Safety, Young People, Leisure and Culture
C. A. Davis	Economic Development
T.J.M. Evans	Finance
N. St. J. Gething	Fixed Assets
V. J. Leighton	Planning and Corporate Development
A. J. Mitchell	Environment (including parks and waste management) and parking services
J. M. Pinkerton OBE	Housing, Health, Wellbeing and Independent Living
J. R. Sexton	Communications, Procurement and ICT



# AGENDA

Description	Page Number
<b>1. Apologies for absence</b>	
To receive any apologies for non-attendance.	
<b>2. Minutes</b>	
To confirm the minutes of the meeting held on 24 March 2015.	1 - 6
<b>3. Disclosures of Interest</b>	
To receive any disclosures of interest from members in accordance with the Council's Code of Conduct for members.	
<b>4. Hackney Carriage and Private Hire Licence fees 2015-16</b>	
Councillor Forbes-Forsyth	7 - 9
<b>5. Leader's announcements</b>	
To receive any announcements from the Leader.	
<b>6. Issues for future meetings</b>	
Members are requested to identify issues to be considered at future meetings.	
<b>7. Urgent Items</b>	
To consider any items which the Chairman considers as urgent.	



## **Minutes of Cabinet**

**24 March 2015**

### **Present:**

Councillor R.L. Watts, Leader of the Council, Chairman of the Cabinet and Cabinet Member for Strategy, Human Resources and Emergency Planning  
Councillor C. A. Davis, Cabinet Member for Economic Development  
Councillor T. Evans, Cabinet Member for Finance  
Councillor N. Gething, Cabinet Member for Asset Management  
Councillor V.J. Leighton, Cabinet Member for Planning and Corporate Development  
Councillor J.M. Pinkerton OBE, Cabinet Member for Housing, Health, Wellbeing and Independent Living

### **Apologies:**

Councillor P. Forbes-Forsyth, Deputy Leader and Cabinet Member for Community Safety, Young People, Leisure and Culture  
Councillor T. Mitchell, Cabinet Member for Environment  
Councillor J. Sexton, Cabinet Member for Communications, ICT and Procurement

**Councillors in attendance:** Councillor A. Patterson, Spelthorne Independent Party

### **2160. Minutes**

The minutes of the Cabinet meeting held on 24 February 2015 were agreed as a correct record.

### **2161. Disclosures of Interest**

There were none.

### **2162. Capital monitoring report**

Cabinet considered a report on the current spend position and a request for a supplementary estimate for the liquid voice project.

**RESOLVED** that Cabinet notes the current spend position and approves a supplementary estimate of £32,000 for the liquid voice project.

### **Reason for the decision:**

Cabinet noted that the liquid voice project was the replacement for and upgrading of the customer services telephone system.

### **2163. Revenue monitoring report**

Cabinet considered a report on the current spend position to the end of January 2015.

**RESOLVED** that Cabinet notes the current spend position.

#### **2164. Discretionary Rate Relief Review 2015**

Cabinet considered a report on those organisations applying for renewal of discretionary rate relief in 2015-16.

**RESOLVED** that Cabinet approves the renewal of the discretionary rate relief applications to all the organisations set out in Appendix B of the report at the percentage shown for the period.

#### **Reason for the decision:**

Cabinet noted that the Council has a responsibility under Sections 43 and 47 of the Local Government Finance Act 1988 to consider applications for discretionary rate relief from registered charities and non-profit making bodies.

#### **2165. Draft Health and Wellbeing Strategy 2015-2019**

Cabinet considered a report on the draft Health and Wellbeing Strategy for 2015 to 2019.

**RESOLVED** that Cabinet agrees to consult with the wider community and partners on the draft Spelthorne Health and Wellbeing Strategy for 2015 to 2019.

#### **Reason for the decision:**

Cabinet noted that the action plan within the strategy cannot be delivered just by the Council but there will be the need to work in partnership with other agencies.

#### **2166. Food and Health and Safety Service Plans 2015-16**

Cabinet considered a report on the proposed food and health and safety service plans for 2015-16.

**RESOLVED** that Cabinet adopts the proposed service plans for 2015-16.

#### **Reason for the decision:**

Cabinet noted that the recent Food Standards Agency (FSA) audit of Spelthorne's food safety enforcement service was very positive.

#### **2167. Resilience services**

Cabinet considered a report on the provision of resilience services in Spelthorne.

**RESOLVED** that Cabinet approves:

- The adoption of option 3 set out in the report including:
- The Council becoming a 10% shareholder in the Public Sector Mutual (PSM) Applied Resilience, and
- The exemption to Contract Standing Orders to award a three-year contract to Applied Resilience for risk and resilience services.

#### **Reason for the decision:**

Cabinet noted that creation of a PSM would mean increased resilience to service delivery and additional capacity to deliver resilience work.

## 2168. Leader's Announcements

**The following are the latest service updates from various Council departments.**

The Leader of the Council has announced that Conservative councillors with unspent Better Neighbourhood Grant money will be pooling their funds for a community project. A total of £2500 is being donated to the Stanwell Community Projects Group which organises activities and events for Stanwell residents of all ages. These range from fun days, craft workshops and games sessions for the youngsters and families, through to first aid training for adults and afternoon tea events for older residents.

The Council's new textile collection scheme started on 23 March. Collected items are being sorted by the Salvation Army and wearable items will be sold through markets in Eastern Europe, raising vital funds for the organisation. Old, worn or stained textiles will be recycled to make industrial cloths or padding.

The Council's website achieved a 3 star rating in the annual SOCITM Better Connected Survey. The survey rates council websites and awards a score, out of 4, for a range of criteria including content, accessibility and navigation. The score is very positive and marks an improvement from the previous year when 2 stars were achieved.

Councillor Robin Sider gave an interview to Brooklands Radio on Wednesday 18 March. He spoke about being a ward councillor and his role as Chair of the Licensing Committee.

The Council's Bulletin magazine is being delivered to residents from 21 March and can also be viewed on the Council's website.

Legal Services underwent their annual LEXCEL quality accreditation check. The assessor found no issues during the visit and noted 33 areas of good practice.

The Council Tax collection rates (cumulative) up to end February were:-

- Council Tax: 97.6% (97.8% sply)
- Business Rates: 95.99% (97.83% sply)
- Council Tax Support: 77.6% (72.1% sply)

The new call routing system being used by Customer Services has resulted in a 46% decrease in calls.

Young people aged 7-16 are being encouraged to join Team Spelthorne for the annual P&G Surrey Youth Games being held in June. The event is a great opportunity to try new sports or improve existing skills and this year the coaching sessions are being provided free of charge, thanks to sponsorship from local companies.

The achievements of Borough's young people were celebrated at the Spelthorne Youth Awards at Shepperton Studios on Thursday 5 March. The Mayor presented seven 'star award' trophies and twenty one outstanding achievement certificates.

The winners of the World War One art competition for schools were announced on Thursday 5 March. The winning pieces were created Imi Geczy from Buckland Primary School, Preeah

Sangha from Staines Preparatory School and Josh Tampai from The Bishop Wand C of E School. A selection of the art work will be on display at the Sunbury Embroidery Gallery from 31 March until 12 April.

Sunbury and Spelthorne leisure centres - operated by Everyone Active in partnership with the Council - have both been awarded 'excellent' statuses by Quest following rigorous assessments which looked at every aspect of the centres operations and management.

The Spelthorne Walking for Health Scheme coordinated by Leisure Services, recently received national accreditation. As part of the scheme, three short walks are led by volunteer leaders each week with the aim of encouraging residents to be more active and to get out-and-about with people in their local area. The scheme continues to be very popular, especially with those who have had recent health problems.

Up to 33 people from Spelthorne, Runnymede and Windsor and Maidenhead will be able to play a special role in June's Magna Carta celebrations as charter bearers, helping to carry a replica of the Magna Carta during the River Relay on 13 and 14 June. Nominations are being taken from community groups until the end of April.

Spelthorne Council's Community Centres have benefitted from the purchase of new equipment to help them run activities. The Benwell Centre in Sunbury-on-Thames has received a projector which will enable them to host movie days. The Staines Community Centre will gain an indoor bowls mat and the Fordbridge Centre in Ashford has asked for a new oven and so they can begin cookery classes. The Greeno Centre in Shepperton will use their funds for tools and electrical work needed for the Men in Sheds project, designed for men who like to spend time on practical hobbies, making and mending things.

The Independent Living team have started hot-desking arrangements with Surrey Social Services at the Community Centres, making best use of the space available and helping to build good working relationships.

Parties are being held on 23 and 24 April to celebrate the 25<sup>th</sup> anniversary of the Fordbridge Centre in Ashford.

The Council held a flag raising ceremony to commemorate Commonwealth Day on Monday 9 March. Mayor, Cllr Suzy Webb, was joined by veterans from the Royal British Legion, Burma Star and the Jewish Veterans Association as well as residents, councillors and council staff. The Mayor read out a message from the Queen and the Secretary to the Commonwealth, Kamallesh Sharma.

The Queen sent her personal good wishes to everyone who attended a special service at St Mary's Church in Stanwell on Friday 6 March to mark the 800<sup>th</sup> anniversary of the sealing of the Magna Carta. Local residents and churchgoers Beryl Wilkins and Melanie Cooper led the congregation in prayers. Chair of the Spelthorne Museum, Nick Pollard, read Kipling's famous poem "The Reeds of Runnymede" and arranged a Magna Carta exhibition. Mayor, Cllr Suzy Webb, also read a lesson.

## **2169. Issues for Future Meetings**

There were none.



**2170. Urgent items**

There were none.

**2171. Exempt Business**

**RESOLVED** to move the exclusion of the Press and Public for the following item in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.

**2172. Exempt report – Council Tax and Business Rates write-offs**

**Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding the information).**

Cabinet considered an exempt report on a proposal to write off some bad debts where recovery was no longer possible.

**RESOLVED** that Cabinet agrees to the write-off of the bad debts listed in the report.

**NOTES:-**

- (1) ***Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule, the “call-in” procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [\*] in the above Minutes.***
- (2) ***Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.***
- (3) ***Within three working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to “call in” a decision;***
- (4) ***To avoid delay in considering an item “called in”, an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a “call in” being received if an ordinary meeting is not scheduled in that period;***
- (5) ***When calling in a Cabinet decision for review the members doing so should in their notice of “call in”:-***  
***Outline their reasons for requiring a review;***
  - ***Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;***

- ***Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and***
- ***Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.***

***(6) The deadline of three working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 27 March 2015***



Cabinet

28 April 2015

<b>Title</b>	Proposed Hackney Carriage and Private Hire (HC and PH) Licence Fees for 2015-2016		
<b>Purpose of the report</b>	To make a decision		
<b>Report Author</b>	Dawn Morrison		
<b>Cabinet Member</b>	Councillor Penny Forbes-Forsyth	<b>Confidential</b>	No
<b>Corporate Priority</b>	Value for money Council		
<b>Cabinet Values</b>	Community		
<b>Recommendations</b>	Cabinet is asked to approve the proposed set of fees for the HC and PH licences for 2015/2016 set out in <b>Appendix A</b>		

### 1. Key issues

- 1.1 Under section 53 of the Local Government (Miscellaneous Provisions) Act 1976 (the 1976 Act), Spelthorne may demand and recover the costs of the administration and compliance of the HC and PH licensing system.
- 1.2 On 24 February 2015 the Council approved a range of fees and charges for Services throughout the Council for 2015/2016. These included proposed increased fees for HC and PH licences as shown in **Appendix A**.
- 1.3 Under section 70 of the 1976 Act, if the Council needs to increase its HC and PH licence fees then it must advertise its intention within a local newspaper and allow 28 days to receive representations or objections. The proposed fees for 2015/2016 were advertised in the Surrey Herald group of newspapers and a deadline of 26 March 2015 was given to receive representations. Furthermore, all currently licensed HC and PH drivers within the borough were written to on 28 February 2015 outlining the Council's intention to increase the fees. If objections are received then the Council has a duty to consider them.
- 1.4 One formal objection to these increased fees was received by the Council from a licensed hackney carriage driver by email. The main issue the driver had about raised fees was that he did not think the recent increase in Spelthorne's hackney carriage tariff rates was sufficient. A response has been sent to the driver about the issues he has raised in this respect.
- 1.5 A copy of the objection is located in the Members' Room
- 1.6 The proposed HC and PH licence fees for 2015/2016 represent an increase of approximately 2.5% compared to the figures for 2014/2015. These licence fees are necessary in order for the Council to recover its costs in providing the

service, which are estimated to increase in 2015/2016 compared to the current financial year.

## **2. Options analysis and proposal**

- 2.1 The preferred option is for the Cabinet to reject the objection raised and approve the proposed licence fees for 2015/2016, as outlined in **Appendix A**. This should allow Spelthorne to recover its costs in delivering this service.
- 2.2 There is an option to accept the objection raised and decide to keep the licence fees the same as in 2014/2015. However, this would mean that Spelthorne would not recover the costs of providing the service.

## **3. Financial implications**

- 3.1 If the HC and PH licence fees were not increased the costs of providing this service would not be recovered. It is anticipated that by increasing these licence fees, as proposed, we will meet our service costs.

## **4. Other considerations**

- 4.1 The only option available for aggrieved persons is to seek judicial review of the decision to approve the increase in HC and PH licence fees. However, since the correct legal process has been followed and we are able to justify the proposed increase in licence fees, in order to recover our costs, it is unlikely such a challenge would succeed.

## **5. Timetable for implementation**

- 5.1 Subject to Cabinet agreement, the proposed fees for HC and PH licences will come into force on 29 April 2015.

### **Background papers:**

There are none

### **Appendices:**

**Appendix A** – Spelthorne Borough Council Hackney Carriage and Private Hire Driver, Vehicle Proprietor and Operator Licence fees chart



## Appendix A

**SPELTHORNE BOROUGH COUNCIL  
HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER, VEHICLE PROPRIETOR AND OPERATOR  
LICENCE FEES CHART**

Licence	2014/15	Proposed 2015/16
Private hire operator licence fee (1 PHV)	£191.00	£199.00
Private hire operator licence fee (from 2 - 5 PHVs)	£233.00	£242.00
Private hire operator licence fee (6 - 20 PHVs)	£333.00	£346.00
Private hire operator licence fee (21 – 40 PHVs)	£443.00	£461.00
Private hire operator licence fee (over 40 PHVs)	£634.00	£659.00
Private hire vehicle licence fee	£273.00	£284.00
Private hire driver licence fee, NEW (inc DVLA check)	£268.00	£278.00
Private hire driver licence fee, RENEWAL (inc DVLA check)	£127.00	£131.00
Re-issue of *private hire / hackney carriage vehicle licence and plate due to change of vehicle	£90.00	£94.00
RE-issue of *private hire/hackney carriage/ driver or vehicle licence due to any other reason.	£69.00	£72.00
Replacement of lost or missing licence plate	£16.00	£17.00
Hackney carriage vehicle licence fee	£311.00	£323.00
Hackney carriage driver licence fee NEW (inc DVLA check)	£278.00	£288.00
Hackney carriage driver licence fee RENEWAL (inc DVLA check)	£127.00	£131.00
Discounted private hire / hackney carriage vehicle with wheelchair accessibility	£137.00/£153.00	/£142.00/£150.00
Criminal Record Bureau check (normally valid 3 years)	£48.00	£48.00
Transfer from Private Hire to Hackney Carriage driver	£61.00	£63.00
HC geographic retest	£60.00	£62.00
HC Conditions retest	£34.00	£35.00
PH geographic test and licence conditions (each)	£34.00	£35.00
_Spoken English and numeracy retest fee	£28.00	£29.00
Full application pack – cost is deducted from the licence fee if an application is made within 6 months of the request	£16.00	£17.00
Appeal against the issue of penalty points – refunded if appeal is successful	£52.00	£53.00
DVLA driver licence checks (where appropriate)	£7.50	£7.50

