

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL
DECISION**



TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 2 nd April 2020	Ref No: 103
Type of Operational Decision:	
Executive Decision <input type="checkbox"/>	Council Decision <input checked="" type="checkbox"/>
Status: For Publication	
Title/Subject matter: Request to suspend the provision of the required Private Hire & Hackney Carriage knowledge test for new applications until further notice due to the COVID 19 pandemic.	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	✓
(ii) in accordance with Council Policy	✓
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	Affects all new applicants wishing to become Hackney Carriage/Private Hire Drivers and Operators licences with no adverse impact on any identifiable group



Details of Operational Decision Taken [with reasons]:

Suspend all future knowledge tests for existing applicants who have made applications and are currently in the process of becoming a Hackney Carriage /Private Hire Driver during the COVID-19 pandemic, until the current government social distancing and gathering requirements are reviewed and relaxed.

Currently the Licensing Service require any new person applying for a private hire or hackney carriage driver’s licence to under-take and pass a topographical knowledge test. The test consists of a face to face examination at the Town Hall with a member of the Licensing Service being present, these take place every two weeks.

A number of applicants all sit the test together at the same time in the town hall chamber for a 2 hour period supervised by a licensing officer. In order to comply with social distancing rules and gathering regulations it is requested that these tests be suspended until the government changes the current requirements social distancing and gathering requirements.

Approval has been previously obtained on the 24th March 2020 to postpone new driver applications for a three month period. However there are still a number of applicants who have applied in the preceding months earlier this year ,prior to government restrictions who have paid and still wish to take the test.

Decision taken by:	Signature:	Date:
Assistant Director, Neil Long		03/04/2020
Executive Director or Chief/Senior Officer		03/04/2020
Members Consulted [see note 1 below]		
Cabinet Member/Chair		
Lead Member		
Opposition Spokesperson		

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**