

**MINOR CHANGE TO LICENSING SUB-COMMITTEE  
ADMINISTRATION**

**RECOMMENDATION**

- 1.1 To note the report.

**SUPPORTING INFORMATION**

- 2.1 Following a recent incident at a Taxi Licensing Sub-committee hearing where an applicant denied making certain comments attributed to him within the officer's report, applicants will now be asked to read (or have read to them) and sign the officer's hand written notes at the end of the interview. These notes will be available at Sub-committee hearings for reference by members if required.
- 2.2 Any changes made will be initialled in the margins by both the Licensing Officer and the licence holder, so that the change reflects the agreed version of events.
- 2.3 If an applicant refuses to sign the officer's notes, this refusal will be recorded on the notes. The notes will also be timed and dated.

<b>For more information contact:</b>	John Tomlinson on 01332 641938, <a href="mailto:john.tomlinson@derby.gov.uk">john.tomlinson@derby.gov.uk</a>
<b>Background papers:</b>	None
<b>List of appendices:</b>	Appendix 1 – Implications

## APPENDIX 1

### IMPLICATIONS

#### Financial

- 1.1 None arising from this report

#### Legal

- 2.1 The signed notes will, in the event of a challenge by an applicant, assist members of the Sub-committee when making their decision. This additional evidence will assist the Council in the event of an appeal against a Sub-committee decision.

#### Personnel

- 3.1 None arising from this report.

#### Equalities Impact

- 4.1 None arising from this report.

#### Corporate objectives and priorities for change

- 5.1. The information contained in this report contributes to the corporate priority of **giving excellent services and value for money.**