

## ADMINISTRATION COMMITTEE

Monday, 11 February 2013 (6:00 pm – 6:10 pm)

### PRESENT:

Councillor Winstanley (Chair); Councillors Clarke, Mrs Fraser, Irish, Olson, Pretty and Mrs Welsh

Apologies for absence were received from Councillors House and Sollitt

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### RESOLVED ITEMS (SUBJECT TO QUESTIONS ONLY)

#### 1. MINUTES

##### **RESOLVED -**

**That the Minutes of the meeting held on 26 November 2012 be confirmed and signed by the Chair as a correct record.**

On matters arising, Minute 3 – Consultation on the Revised Proposals to Suggested Revisions of Parliamentary Constituency Boundaries – the Chair reported that a letter had been received from the Boundary Commission for England advising that the date of the next Parliamentary constituency boundary review had been postponed until 2018. As requested, their thanks would be passed to the parish and town councils.

#### 2. DECLARATIONS OF INTEREST

There were no declarations of interest in relation to items of business on the agenda.

#### 3. PROPOSED COMMUNITY GOVERNANCE REVIEW - WEST END PARISH WARDS

Consideration was given to the report of the Head of Legal and Democratic Services which advised that a request had been received from West End Parish Council to conduct a community governance review, with an aim of reducing the size / increasing the number of wards within West End Parish Council.

Councillor Clarke reported that the proposals had been unanimously supported by the parish council who felt the arrangement would give greater transparency. Residents would be able get to know their councillors and the councillors in return would have more engagement with residents and issues in the area.

##### **RESOLVED –**

**That a community governance review be undertaken in respect of the warding arrangements at West End Parish Council.**

4. AMENDMENT TO THREE YEAR LICENCE POLICY

Consideration was given to the report of the Head of Legal and Democratic Services which sought members' approval to amend the policy agreed on 9 February 2010 so that new private hire and hackney carriage applicants had the opportunity to apply for a one year or three year licence on initial application.

The Trade had requested this amendment at the Licensed Transport Forum on 22 January 2013. This would mean that the Disclosure and Barring Service (formally known as Criminal Records Bureau) check, and the DVLA driving licence check would be synchronised. Previously new applicants who had been issued a one year licence had to apply for a new Disclosure and Barring Service check and a DVLA check on their next application if they wished to apply for a three year licence. This had involved an additional fee of £49.

**RESOLVED –**

**That new private hire and hackney carriage applicants be invited to apply for a one year or three year licence on initial application.**

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