

HIGH PEAK BOROUGH COUNCIL

Report to Licensing Committee 2nd November 2017

TITLE:	Implementation of Personnel Checks
PORTFOLIO:	Councillor Kemp – Executive Councillor for Tourism, Regeneration & Licensing
OFFICER:	Alicia Patterson - Operations Manager (Regulatory Services)
WARDS:	Non-Specific

1. Reason for the Report:

- 1.1 The report is to update the Committee on the progress of Personnel Checks to carry out the Disclosure and Barring checks for new and existing drivers.

2. Recommendations

- 2.1 That the Committee notes the contents of the report.

3. Executive Summary

- 3.1 As part of the driver application process for a Dual Badge Driver's Licence, applicants are required to undergo an enhanced DBS check, which reveals what, if any, convictions are recorded against them in relation to criminal matters. This information allows the Council to assess if the applicant is a fit and proper to hold a licence.
- 3.2 Personnel Checks are specialists in public sector DBS checking solutions and deliver tailored services to a number of local authorities across the UK. Personnel Checks aim to simplify the DBS checking process through a high quality, accurate and professional service.
- 3.3 Personnel Checks and High Peak Borough Council have now entered into a partnership whereby Personnel Checks are contracted to carry out pre-licensing services for both Hackney Carriage and Private Hire Driver Applications.

3.4 Personnel checks are now operational for High Peak Borough Council, all new drivers and existing renewal drivers will go through this new process.

3.5 Renewal Letters will direct drivers to the Personnel Checks website and instructions will be given on how to complete the on-line checks.

4. **Options and Analysis**

4.1 There are no options for the Committee to consider.

5. **Implications**

5.1 Community Safety - (Crime and Disorder Act 1998)

The appropriate enforcement of licensing legislation in partnership with relevant agencies is a key tool in assuring the maintenance of community safety.

5.2 Workforce

None.

5.3 Equality and Diversity/Equality Impact Assessment

This report has been prepared in accordance with the Council's Diversity and Equality Policies.

5.4 Financial Considerations

There are no financial considerations to consider, all costs will be met by the Vehicle Operators.

5.5 Legal

As considered in the report.

5.6 Sustainability

None.

Mark Trillo
Executive Director (People) and Monitoring Officer

Web Links and Background Papers

Location

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