

**STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL**

**Report to Licensing & Regulatory Committee**

**30 November 2018**

<b>TITLE:</b>	<b>Implementation of Personnel Checks to support the taxi licensing process</b>
<b>PORTFOLIO HOLDER:</b>	<b>Councillor Bowen - Portfolio Holder for Communities, Leisure, Parks, Sport, Countryside and Housing</b>
<b>CONTACT OFFICER:</b>	<b>Alicia Patterson - Operations Manager - Environmental Services (Regulatory)</b>
<b>WARDS INVOLVED:</b>	<b>Non Specific</b>

**Appendix A – Presentation to be delivered to the Committee**

- 1. Reason for the Report:**
  - 1.1 The report is to update the Committee on the progress of engaging 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 the details of any convictions which 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 delivering a high quality, accurate and professional service.

- 3.3 Personnel Checks and Staffordshire Moorlands District 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 will be operational for Staffordshire Moorlands District Council from 1<sup>st</sup> January 2019, all new drivers and existing renewal drivers will go through this new process.
- 3.5 All drivers will be contacted by the Authority with instructions on how to use the Personnel Checks website and how to complete the on-line checks.
- 3.6 The Operations Manager will deliver a presentation confirming the proposed approach to the use of Personnel Checks at the meeting.

#### 4. **How this report links to Corporate Priorities**

- 4.1 The appropriate enforcement of licensing legislation in partnership with relevant agencies is a key tool in assuring the safety of the Authority's residents.

**Mr Mark Trillo**  
**Executive Director (People) and Monitoring Officer**

**Web Links and  
Background Papers**

Appendix A –  
Presentation

**Location**

**Contact details**

Alicia Patterson  
 Operations Manager -  
 Environmental Services  
 (Regulatory)  
[alicia.patterson@staffs.moorlands.gov.uk](mailto:alicia.patterson@staffs.moorlands.gov.uk)