**POLICY AND RESOURCES COMMITTEE – 13 June 2016**

**PART I - DELEGATED**

**7. CROSSOVER POLICY**

(DCES)

1. **Summary**

1.1 To simplify the crossover application process, guidance, licence and costs.

2. **Details**

2.1 In February 2015 a first version of the guidance and application form was formally put in place which apparently has been subject to complaints by several residents to the Councillors.

3. **Options/Reasons for Recommendation**

3.1 On 10 February 2016 there was a meeting with Councillors Ann Shaw, Martin Trevett, Alison Scarth and Andrew Scarth with Lyn Ware and Rebecca Emmett also present to discuss the process that was described as “Draconian” and complicated. An assurance was given to all that a new simplified version would be ready for Policy and Resources Committee in June.

4. **Policy/Budget Reference and Implications**

4.1 The recommendations in this report are within the Council’s agreed policy and budgets.

4.2 The purpose of this proposed policy is to:

4.2.1 Simplify the crossover process as a whole and give value for money for the residents.

4.2.2 Save officers’ time by preventing unnecessary annual licence renewals

4.2.3 Remove mention of vehicle insurance as this is already covered within the Road Traffic Act

5. **Financial, Legal, Equal Opportunities, Staffing, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website, Risk Management and Health & Safety Implications**

5.1 None specific.

6. **Financial Implications**

6.1None specific.

7. **Legal Implications**

7.1 The Local Government Act 2003 in sections 93 and 95 provides for local authorities to charge for discretionary services on a cost recovery basis. Additionally, The Localism Act 2011 introduces a General Power of Competence (GPC), which explicitly gives councils the power to do anything that an individual can do which is not expressly prohibited by other legislation. This proposal is not prohibited by other legislation.

8. **Equal Opportunities Implications**

8.1 **Relevance Test**

|  |  |
| --- | --- |
| Has a relevance test been completed for Equality Impact? | No |
| Did the relevance test conclude a full impact assessment was required? | No |

9. **Staffing Implications**

9.1 It is estimated that at least 90 officer hours could be saved during 2016/17; a gross financial saving of £4950 against the £2400 it receives issuing annual licences by moving to the length of the licensee’s ownership of the property.

10. **Environmental Implications**

10.1 None specific.

11. **Community Safety Implications**

11.1 None specific.

12. **Public Health implications**

12.1 None specific.

13. **Customer Services Centre Implications**

13.1 None specific.

14. **Communications and** **Website Implications**

14.1 The templates for both guidance and application forms should be made available via website, submitted and paid online to prevent unnecessary staff interaction

15. **Risk Management and Health & Safety Implications**

15.1 The Council has agreed its risk management strategy which can be found on the website at http://www.threerivers.gov.uk. In addition, the risks of the proposals in the report have also been assessed against the Council’s duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

15.2 There are no risks to the Council in agreeing the recommendation***s***

16. **Recommendation**

16.1 That the committee agree to the new simplified crossover guidance and application form for ease of understanding and value for money for the residents.

Report prepared by: Lyn Ware, Interim Head of Property Services

**APPENDICES / ATTACHMENTS**

Appendix A - vehicle-crossover-guidance 31-05-2016 Document

Appendix B - vehicle-crossover-application form 31-05-2016 Document