



## LICENSING COMMITTEE

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MEETING TO BE HELD IN CIVIC HALL, LEEDS ON  
TUESDAY, 8TH APRIL, 2014 AT 10.00 AM

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### MEMBERSHIP

#### Councillors

K Bruce - Rothwell;  
N Buckley - Alwoodley;  
R Charwood (Chair) - Moortown;  
R Downes - Otley and Yeadon;  
J Dunn - Ardsley and Robin Hood;  
B Gettings - Morley North;  
T Hanley - Bramley and Stanningley;  
M Harland - Kippax and Methley;  
G Hussain - Roundhay;  
G Hyde - Killingbeck and Seacroft;  
A Khan - Burmantofts and Richmond Hill;  
P Latty - Guiseley and Rawdon;  
B Selby - Killingbeck and Seacroft;  
C Townsley - Horsforth;  
G Wilkinson - Wetherby;

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# A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p> <p>(*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)</p>	
2			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p><b>RESOLVED</b> – That the press and public be excluded from the meeting during consideration of those parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p><b>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13 -16 of the Members' Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive apologies for absence (If any)</p>	
6			<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>To approve the minutes of the previous meeting held on 11<sup>th</sup> March 2014</p> <p>(Copy attached)</p>	1 - 6
7			<p><b>SHISHA SMOKING AND SMOKE FREE LEGISLATION UPDATE REPORT</b></p> <p>To consider a report by the Director Environment and Neighbourhoods which provides an update on Shisha, and the on-going enforcement work of the Health and Safety Team and its partners.</p> <p>The report is a follow up from the report 'Shisha Smoking and Smoke Free Legislation' which was presented to Licensing Committee in October 2013</p> <p>(Report attached)</p>	7 - 14

Item No	Ward/Equal Opportunities	Item Not Open		Page No
8	Harewood; Wetherby		<p><b>NOTIFICATION OF FIRST DRAFT EVENT MANAGEMENT PLAN FOR LEEDS FESTIVAL 2014</b></p> <p>To consider a report by the Head of Licensing and Registration which advises Members of the arrangements for the 2014 Leeds Festival to be held at Bramham Park between the 22<sup>nd</sup> and 24<sup>th</sup> August 2014.</p> <p>(Report attached)</p>	15 - 24
9			<p><b>REVIEW OF SEX ESTABLISHMENT FEES</b></p> <p>To consider a report by the Head of Licensing and Registration which seeks approval to set a fee scheme that reflects the cost of processing and determining applications for sex establishment licences for 2014.</p> <p>(Report attached)</p>	25 - 34
10			<p><b>AGE RESTRICTION ON ADVERTISING ON WHEELCHAIR ACCESSIBLE HACKNEY CARRIAGE VEHICLES - PROPOSAL TO EXTEND</b></p> <p>To consider a report by the Head of Licensing and Registration which informs Members of that part of the 'Corporate Advertising' policy applicable to Wheelchair Accessible Hackney Carriages which restrict the applicable age of the policy to those vehicles which are 5 years old from the date of first registration and the potential opportunities to benefit the trade by extending that age limit.</p> <p>(Report attached)</p>	35 - 40

Item No	Ward/Equal Opportunities	Item Not Open		Page No
11			<p><b>UPDATE REPORT ON THE UPTAKE OF 'WI-FI IN CABS'.</b></p> <p>To consider a report by the Head of Licensing and Registration which informs Members of the take up of free 'Wi-Fi' in Taxis and reports the current position on potentially extending the free 'Wi-Fi' facility throughout the whole of the licensed fleet</p> <p>(Report attached)</p>	41 - 44
12			<p><b>LICENSING WORK PROGRAMME 2014</b></p> <p>To note the contents of the Licensing Work Programme for 2014</p> <p>(Report attached)</p>	45 - 48
13			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>To note that the next Meeting will take place on Tuesday 13<sup>th</sup> May 2014 at 10.00am in the Civic Hall, Leeds.</p> <p><b>Third Party Recording</b></p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <ul style="list-style-type: none"> <li>a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.</li> <li>b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.</li> </ul>	

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# Agenda Item 6

## Licensing Committee

Tuesday, 11th March, 2014

**PRESENT:** Councillor in the Chair

Councillors K Bruce, N Buckley, R Downes,  
J Dunn, B Gettings, T Hanley, M Harland,  
G Hussain, G Hyde, A Khan, P Latty,  
B Selby, C Townsley and G Wilkinson

### **110 Election of Chair**

In the absence of Councillor Charlwood, Councillor G Hyde was elected as Acting Chair

### **111 Appeals Against Refusal of Inspection of Documents**

There were no appeals against the refusal of the inspection of documents

### **112 Exempt Information - Possible Exclusion of the Press and Public**

There were no items identified where it was considered necessary to exclude the press or public from the meeting due to the confidential nature of business to be considered.

### **113 Late Items**

The Committee accepted the inclusion of a late item of business to the agenda "Hackney Carriage Proprietors (HCP) Appropriate Suitability Assessment" (Minutes No.122 refers). Officers reported that the report in question was not available at the time of agenda publication but it was considered to be in the best interests of all parties concerned that the matter be considered without delay

### **114 Declaration of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interests.

### **115 Apologies for Absence**

Apologies for absence were received from Councillor Charlwood

### **116 Minutes**

**RESOLVED** – That the minutes of the previous meeting held on 11<sup>th</sup> February 2014 were accepted as a true and correct record

### **117 Communication and Consultation with the Taxi and Private Hire Trade**

The Chief Officer Elections, Licensing and Registration submitted a report which provided background information and explained the conclusions of the Licensing Working Group on the issue of communication and consultation with the Taxi and Private Hire trade.

John Kearsley, Chief Officer Elections, Licensing and Registration presented the report and responded to Members questions and queries

Detailed discussion ensued on the contents of the report which included:

- The current arrangements for communicating and consulting with the taxi and private hire trade
- The views of the Licensing Working Group

In offering comment Councillor Dunn welcomed and encouraged engagement with the taxi and private hire trade in an attempt to address issues as they arose.

Councillor Selby asked if a protocol could be introduced similar to the one used in Plans Panel Meeting which allowed interested parties to make their views known.

In responding John Kearsley, the Chief Officer Elections Licensing and Registration said that interested parties already had the ability to make their views known via the Hackney Carriage Trade Forum.

Councillor Hanley sought clarification around the use of co-opted Members onto the Committee

Mary O'Shea, Section Head, Legal Services reiterated the advice of the City Solicitor, as contained in section 3.1 of the submitted report in that; it was not possible to have co-opted Members on Licensing Committee or any Licensing Sub-Committee. The legislation made it clear that the Licensing Committee must consist of between 5 and 15 Members of the Authority.

In response to further queries Mary O'Shea offered to seek clarification on the issues of non-voting co-optees and to circulate the information to Members.

In summing up the Chair requested officers to provide the necessary clarification around the issue of non-voting co-optees

**RESOLVED** – That the conclusions of the Working Group be noted.

**118 3 Year Driver Licences to Private Hire and Hackney Carriage Drivers and Third Party Renewals for Private Hire Driver and Hackney Carriage Driver Personal Licences.**

The Head of Licensing and Registration submitted a report which sought Members views on the principle of a 3 Year Driver Licences to Private Hire and Hackney Carriage Drivers and also Third Party Renewals for Private Hire Driver and Hackney Carriage Driver Personal Licences.



Des Broster, Section Head, Taxi and Private Hire Licensing presented the report and responded to Members questions and queries

Detailed discussion ensued on the contents of the report which included:

- Improvements to the I.T.system within the Disclosure and Barring Service (DBS)
- Good service – Proposals
- Financial implications

In offering comment Councillor Khan welcomed the proposals but sought clarification around the financial implications for drivers and could payments be made in instalments.

In responding Mr Broster said the DBS disclosure cost was £65.50 and it could be made in 2 instalments.

## **RESOLVED**

- (i) To accept the principle of '3 year licences' as recommended by the Working Group and approve the release of the proposals to the Private Hire and Hackney Carriage Trade for a one month consultation period.
- (ii) To note and approve the recommendation of the Working Group in respect of third party driver renewals that it is a key public safety measure that all personal licence renewals should be undertaken in person and not by a third party.

### **119 Arrangements for Licensing Committee Working Group to review Immediate Suspensions for Plying for Hire , Vehicle Age Policy and TPH Licensing Decision Making Framework**

The Head of Licensing and Registration submitted a report which sought the establishment of a new Working Group to review the immediate suspensions for plying for hire, vehicle age policy and the TPH licensing decision making framework.

John Mulcahy, Head of Licensing and Registration presented the report and responded to Members questions and queries

Detailed discussion ensued on the contents of the report which included:

- The necessity for the establishment of a new Working Group
- The Policies which should be subject of review
- Membership of the Working Group

In offering comment on the issues to be considered by the Working Group, the Chair suggested that the items listed in Section 2 of the submitted report should be the topics for consideration

**RESOLVED –**

- (i) That Membership of the Working Group should consist of the following Members: Councillors J Dunn, T Hanley, G Hussain, G Hyde, A Khan, C Townsley and G Wilkinson
- (ii) Items to be considered to include the following:
  - Vehicle Age Policy
  - Immediate Suspension for plying for hire
  - Taxi and Private Hire Licensing Decision Making Framework

**120 Licensing Work Programme 2014**

Members considered the contents of the Licensing Work Programme for 2014.

**RESOLVED** – That, subject to the inclusion of any additional items of business identified at this meeting, the contents of the Licensing Work Programme be noted

**121 Date and Time of Next Meeting**

**RESOLVED** – To note that the next meeting will take place on Tuesday 8<sup>th</sup> April 2014 at 10.00am in the Civic Hall, Leeds

**122 Hackney Carriage Proprietors (HCP) - appropriate suitability assessment**

The Head of Licensing and Registration submitted a report which informed Members of the legislation applicable to Hackney Carriage Proprietors, the existing policy of the Licensing Committee, legal advice and the recommendation of the Licensing Working Group in respect of an appropriate suitability assessment.

Des Broster, Section Head, Taxi and Private Hire Licensing presented the report and responded to Members questions and queries

Detailed discussion ensued on the contents of the report which included:

- Arrangements for the transfer of a HCP licence upon death of a proprietor
- Concerns from the trade about possible disadvantages to non-English speaking relations
- Equality requirements
- Accountability and public safety
- Financial risk

Councillor Dunn supported the removal of the English speaking condition

Councillor Buckley expressed concern at the removal of the speaking English requirement.

In offering comment Councillor Hussain suggested that any change must comply with the Equality and Human Rights test

Mr Broster, referring to paragraph 4.6.1 (Accountability and suitability) said that appropriate control measures would be put in place including the use of a translation service, at the applicant's expense to ensure an acceptance and understanding of the responsibilities and accountabilities of the licence

**RESOLVED** – That approval be given to release the proposals to the Private Hire and Hackney Carriage Trade for a one month consultation period.

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## Report of Rachel McCormack, Team Manager, Health & Safety

### Report to: Licensing Committee

Date: 13<sup>th</sup> March 2014

### Subject: Shisha Smoking and Smoke Free Legislation Update Report

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Summary of main issues

1. This update report has been provided at the request of Licensing Committee, following on from the report 'Shisha Smoking and Smoke Free Legislation' presented at October's Committee.
2. Funding for the Niche Tobacco Education Project was extended until March 2014.
3. The Health and Safety Team continues to work with other internal, local and national partners on the issue. This is largely done via the Licensing Enforcement Group, and National Networks which are being developed. Public Health England is due to publish a 'shisha toolkit' for Local Authorities at the end of April.
4. Some premises are continuing to allow shisha smoking indoors, contravening smoke free legislation.
5. Shisha smoking has significant public health implications.
6. Advisory visits have been carried out at know shisha premises in the area. Follow up multi agency visits were then carried out to 3 premises, and prosecution files have been submitted to legal services. Further multi agency visits are planned.

## **Recommendations**

7. The Committee is asked to support the following staged approach to dealing with shisha smoking indoors:

The Council and it's partners will educate the community about the dangers of shisha smoking.

The Council will carry out advisory visits to such premises and work with the business to secure compliance with smoke free legislation. These visits will serve as warnings to the business.

The Council will work with partners, and use best practice to take enforcement action against those who do not respond positively to warnings.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to provide an update on Shisha, and the on-going enforcement work of the Health and Safety Team and it's partners. It follows on from the report 'Shisha Smoking and Smoke Free Legislation' which was presented to Licensing Committee in October 2013.

## **2 Background information**

- 2.1 The October report provided information on the Health Act 2006, which prohibits smoking in enclosed workplaces and public places. It also gave information on shisha and shisha smoking, including the health effects, as well as education and enforcement work.
- 2.2 From research, the World Health Organisation (WHO) concludes that the volume of smoke inhaled in an hour-long shisha session is estimated to be the equivalent of smoking between 100 and 200 cigarettes. Traditionally, shisha tobacco contains cigarette tobacco, so contains nicotine, tar, carbon monoxide and heavy metals such as arsenic and lead. So a regular shisha smoker can expect the same health problems as a cigarette smoker, including heart disease, cancer, respiratory disease and problems during pregnancy. As with other tobacco products, regular shisha smokers are likely to find it addictive. When tobacco free shisha is used, there is still a risk from the carbon monoxide and any toxins in the coal or charcoal used to burn the shisha. There is also a risk to anyone nearby from passive smoking and carbon monoxide etc.
- 2.3 According to research carried out by the World Health Organisation (WHO), the volume of smoke inhaled in an hour-long shisha session is estimated to be the equivalent of smoking between 100 and 200 cigarettes. The estimated findings go on to show that, on average, a smoker will inhale half a litre of smoke per cigarette, while a shisha smoker can take in anything from just under a sixth of a litre to a litre of smoke per inhale.
- 2.4 An officer from the Health and Safety Team has completed national shisha surveys on behalf of the Council. This information and that from other local authorities is being used by Public Health England to produce a 'shisha toolkit'.
- 2.5 Due to the wider public health implications of shisha smoking, making approaches to the Local Government Authority has been discussed with Public Health colleagues within the Council. Advice from the public health consultant was to make these approaches via Public Health England, and to do this after the publication of their 'shisha toolkit', which is due towards the end of April 2014.
- 2.6 The Council has signed up to the CLear (Challenge, Leadership and Results) partnership in relation to tobacco control which gives councils, charities and professional bodies the opportunity to come together to address local tobacco control.

### **3 Main issues**

- 3.1 Since the last report, an officer from the Health and Safety Team attended the first National Shisha Conference, which was hosted by Leicester City Council. The purpose of the conference was to share best practice and ideas for tackling shisha smoking indoors. The key messages from the conference were that Local Authorities should work together on the issue, and in order to make an impact, various partners needed to be on board. This confirmed the approach Leeds is taking is the right way forward.
- 3.2 The Health and Safety Team completed advisory visits to the known shisha premises in the district – this information was gathered by the team and from other partners.
- 3.3 A multi-agency operation then took place in November. This was organised by the Health and Safety Team, and included the Police, Licensing, HM Revenue and Customs and Trading Standards. 3 premises were visited and all found to be allowing 'smoking in a smoke free place'. The Health and Safety Team have submitted prosecution file to legal, for these offences.
- 3.4 Those involved in the operation met at the Police station and were split into teams. An officer from the Health and Safety Team gave a short briefing to all partners. The premises were then visited, and the person in control identified. Interviews under caution were carried out on site. Evidence was gathered, including taking photographs of the hot coals, and lit pipes. HMRC seized shisha from all 3 premises where the person in control was unable to prove that duty had been paid.
- 3.5 At the beginning of March, further visits were made to these premises, by Officers from the H&S Team and Police colleagues. One of the premises was not open, and the other 2 were found to be continuing to allow smoking in a smoke free place. These matters are being discussed with legal.
- 3.6 Following the November visits, information was reported back to planning colleagues and used to assist planning in some enforcement action. To assist the H&S team in prioritising premises for the next multi agency visits, partners, including Community Safety have been consulted with. A plan is in place for multi-agency visits to take place throughout the year. Additional visits may also be carried out at the request of partners, as and when this is requested / required.
- 3.7 As part of it's membership to the CLear partnership, on 28<sup>th</sup> March 2014, the Council is due to undergo its CLear (Challenge, Leadership and Results) peer assessment in relation to tobacco control. This assessment will help the Council demonstrate excellence in tobacco control, and identify any areas for improvement. (a verbal update on this will be provided during the report presentation). The assessment will include contributions from a number of internal and external partners and covers issues such as defining local priorities, engagement with politicians, leaders and communities, cross boundary and partnership working and enforcement.



- 3.8 The Health and Safety Team Manager continues to attend the Council's Tobacco Control Management Meetings, working with Public Health and other colleagues from within the Council, as well as Trading Standards and NHS partners.
- 3.9 Questionnaires issued by Public Health England (PHE) relating to shisha and shisha smoking have been completed on behalf of the Council by the H&S Team Manager. Information provided by the questionnaire has been used by PHE to develop a 'shisha toolkit' for Local Authorities to use.
- 3.10 The Niche Tobacco education project, to raise awareness of the health risks of niche tobacco use in BME communities had funding extended until 31<sup>st</sup> March 2014. This project was run by Trading Standards, in partnership with LCC and NHS Leeds, and covered Beeston, Harehills and Hyde Park & Burley.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The extension of funding for the Trading Standards Niche Tobacco Education Project Tobacco resulted in more frontline works and community groups being educated in relation to niche tobacco use and its associated health risks.
- 4.1.2 The Health and Safety Team is continuing to work with partners, such including Licensing colleagues and the Police to share information and intelligence on shisha premises. Other partner agencies, including Community Safety colleagues have been consulted on which premises to prioritise for the next follow up visits.
- 4.1.3 Attendance at the first National Shisha Conference hosted by Leicester City Council has helped build links nationally, and strengthened the ability to share ideas and best practice. The Health and Safety Team also works closely with West Yorkshire colleagues on various environmental health issues, including shisha.
- 4.1.4 The questionnaire issued by Public Health England was completed on behalf of the Council. This included questions relating to how the Council approached shisha smoking enforcement, associated issues or difficulties and how these have been over-come.

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 As previously reported, shisha smoking is traditionally used by people from Middle Eastern or Asian community groups, but is now becoming increasingly popular among all groups in cities across the UK.
- 4.2.2 Funding for the Niche Tobacco Project was extended until the end of March 2014, which has meant that Trading Standards has continued working with and educating community centres, Imams from mosques, youth centres, community leaders, children's centres, and primary and secondary schools.

### **4.3 Council policies and City Priorities**

- 4.3.1 Investigation of breaches of smoke free legislation, including in shisha establishments fits in with the priority to be the best city for health and wellbeing, by contributing towards helping protect people from the harmful effects of tobacco.

#### **4.4 Resources and value for money**

- 4.4.1 As mentioned in the previous report, planning and organising multi agency visits to premises outside normal working hours is resource intensive. When prosecutions are taken fines are generally low and do not discourage premises owners from operating. This remains an issue for local authorities throughout the country.
- 4.4.2 Partners work together in order to have maximum impact. Officers from the H&S Team have planned in visits for the rest of the year, with relevant partners.
- 4.4.3 The Public Health England shisha tool kit, due for publication towards the end of April 2014, will assist local authorities when dealing with shisha education and enforcement issues. Once the toolkit has been issued, further discussions will be held with public health colleagues in relation to making an approach to the LGA via Public Health England about the current legislation on the issue.

#### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 Not applicable

#### **4.6 Risk Management**

- 4.6.1 Many of the premises operate outside normal working hours of the team, and there is therefore a potential risk when visiting the premises. This risk is controlled by carrying out intelligence gathering prior to visiting, and in appropriate cases, arranging multi-agency visits.
- 4.6.2 Arranging multi-agency visits is resource intensive, due to time spent planning and co-ordinating dates with partner agencies. To help manage this, a number of dates have been planned throughout the year.
- 4.6.3 Shisha smoking continues to be a real risk to public health, so a combination of outreach and education work is required, along with enforcement. PHE shisha toolkit should assist with this.

### **5 Conclusions**

- 5.1 A number of premises in the City continue to allow smoking indoors.
- 5.2 Smoking shisha has significant health implications.
- 5.3 The Health and Safety Team continues to work with other partners, including Licensing, Planning, West Yorkshire Police, Trading Standards, Public Health Colleagues, Public Health England and other Local Authorities to address the matter.

- 5.4 The Team has a plan in place to tackle this issue, this includes an advisory visit to the business and follow up enforcement visits, which will be prioritised with the help of other partners.

## **6 Recommendations**

- 6.1 The Committee is asked to support the following staged approach to dealing with shisha smoking indoors:

The Council and it's partners will educate the community about the dangers of shisha smoking.

The Council will carry out advisory visits to such premises and work with the business to secure compliance with smoke free legislation. These visits will serve as warnings to the business.

The Council will work with partners, and use best practice to take enforcement action against those who do not respond positively to warnings.

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**Report of the Head of Licensing and Registration**

**Report to the Licensing Committee**

**Date: 8 April 2014**

**Subject: Notification of First Draft Event Management Plan for Leeds Festival 2014**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Wetherby and Harewood		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: 10.4 (3 & 7)		
Appendix number: Appendix A		

**Summary of main issues**

- 1.0 The Leeds Festival is an annual event held within the grounds of Bramham Park on August Bank Holiday Weekend, held under the authorisation of a premises licence issued under the Licensing Act 2003.
- 2.0 Members of the Licensing Committee and Ward Members of the surrounding area have been notified of the proposed changes.

**Recommendations**

- 3.0 Members are requested to note the summary of changes to the 2014 event and to note that a further report will be brought back before the Licensing Committee in August 2014 to inform Members of the final arrangements and agency comments.

## **1.0 Purpose of this Report**

- 1.1 To advise Members of the arrangements for the 2014 Leeds Festival to be held at Bramham Park between the 22<sup>nd</sup> and 24<sup>th</sup> August 2014.
- 1.2 To advise Members, that the promoter, Mr. Melvin Benn of Festival Republic Limited, has provided a schedule of changes to be made to the 2014 event. A copy of the same may be found at Appendix A of this report. It should be noted that the contents of the Event Management Plan and the document containing the summary of changes are potentially exempt information under Access to Information Procedure Rule 10.4(3) and (7) as these include information relating to the financial or business affairs of any particular person and it may contain information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
- 1.3 Members are asked to consider exclusion of the press and public from the hearing if these matters contained within the summary of changes are to be discussed.

## **2.0 History of Premises**

- 2.1 The premises licence for Leeds Festival was considered and approved by the members of the Licensing Committee on the 28 April 2006.
- 2.2 The Licence is held for Bramham Park and allows the Festival to take place every August Bank Holiday.
- 2.3 Members resolved to grant the application as requested and accepted the applicants offer to include the following additional three conditions:
  - 1) There shall be an Event Management Plan which incorporates the operating schedule submitted to the licensing authority at least 6 months prior to the Festival each year.
  - 2) The Event Management Plan and any revisions must be approved by the Licensing Authority prior to the Festival.
  - 3) The premises licence holder shall comply with the terms and requirements of the Event Management Plan each year.
- 2.4 In addition the Committee reserved the right to determine how the final amended Event Management Plan for the Festival should be agreed with the facility for the final plan to be agreed by the Committee or officers under delegated authority.
- 2.5 A variation application to increase the capacity of the site from 69,999 to 89,999 implemented at 5,000 per year was made in December 2010. The application received no representations from responsible authorities or interested parties and was deemed granted on the 10 January 2011.
- 2.6 The variation was reported to Members at the Licensing Committee meeting on the 15 February 2011 where it was confirmed that the 5,000 a year increase to a maximum capacity of 89,999 would be agreed with the responsible authorities on

an annual basis and become part of the Event Management Plan, which in turn would be considered by the Licensing Committee prior to the start of the event. Members agreed to note the report.

- 2.7 The 2013 event was authorised with a capacity of 84,999 persons but did not reach the full capacity.
- 2.8 Members of the Licensing Committee were provided with a de-brief -report at their meeting on the 12 November 2013 on the outcome of the 2013 event. Members heard that the Festival had been subject to severe wet weather conditions resulting in flooding to the Festival site, damaged tents and structures and muddy conditions in the car parks. It was reported how the Promoter and agencies had worked in close liaison, instigated contingency plans, and despite the adverse weather which continued throughout the weekend, the event was well managed.
- 2.9 The main concern raised with the Licensing Section was the conditions of the highway as a result of mud being carried off site when vehicles left the car parks, and similar issues in the City Centre around the area of City Square due to the additional foot traffic from persons alighting the shuttle buses..
- 2.10 Concerning the road conditions and the cleansing of the highways a separate meeting was held with elected members, Mr Benn and representatives of Leeds CC Highways. In conclusion it was agreed that future Event Management Plans would contain contingency plans for the cleansing of the highways and that Leeds CC Highways will be involved in this process.
- 2.11 Mr. Benn also identified additional measures that could be considered for the site to mitigate a repeat of this problem, such as increased hard standing areas and drainage.

### **3.0 Main Issues**

- 3.1 The Summary of Changes for the 2014 event was received in February 2014 and circulated to Members of the Licensing Committee and Ward Members of the constituencies surrounding the event site.
- 3.2 Members attention is drawn to the capacity of the site which will increase to 89,999 for 2014. Whilst the increase of 20,000 since 2010 has not been tested, consultation with the responsible authorities suggests that there would be no objection to this capacity provided that the site facilities and supporting infrastructures were adequate to support this.
- 3.3 The first multi- agency meeting was held on the 11 February 2013. No adverse concerns were raised by any of the agencies involved. The multi-agency meetings will continue to be held on a regular basis..
- 3.4 It is understood that Leeds CC Highways have still to meet with the promoter to discuss and agree cleansing arrangements for the highways in light of the 2013 adverse weather conditions and for these to be incorporated within the Event Management Plan.
- 3.5 A verbal update will be provided at the meeting.

3.6 A report will be brought back before Members in August 2014, or earlier if necessary, to update Members of the progress and to seek Members delegation for approval of the 2014 event.

3.7 Mr. Benn will attend the meeting to answer any questions on the changes for the 2014 event.

### 3.8 **Corporate Considerations**

#### 3.8.1 **Consultation and Engagement**

3.8.2 The application for a premises licence considered in 2006 underwent the full 28 day consultation process including a newspaper advertisement and public notices displayed around the site for the required 28 day period and full liaison with the Ward Members and responsible authorities. Mr. Benn continues to consult with community representatives through the Parish Councils and local residents on all aspects of the impact of the event.

### 3.9 **Equality and Diversity/Cohesion and Integration**

3.9.1 At the time of writing this report there were no implications for equality and diversity. Any decision taken by the Licensing Committee will be in accordance with the Equality Act and the four licensing objectives as prescribed by the Licensing Act 2003.

### 3.10 **Council Policies and City Priorities**

3.9.1 When determining applications under the Licensing Act 2003 the Licensing Authority must have regard to the relevant legislation, guidance issued by the Home Office, the council's own statement of licensing policy and any associated local area guidance.

3.9.2 Applicants are expected to have had consideration to the relevant policy and any local area guidance when completing their applications and the licensing authority will refer to the policy/local area guidance when making its decision.

3.9.3 The licensing regime contributes to the following outcome:

Best Council Plan 2014-18:

- Improve the quality of life for our residents, particular those who are vulnerable or in poverty;
- Make it easier for people to do business with us; and
- Achieve the savings and efficiencies required to continue to deliver frontline services.

3.9.4 The application was granted in 2006 with regard to the Council's Licensing Act 2003 Statement of Licensing Policy, and the event will operate in accordance with the licensing objectives as set out in the current Statement of Licensing Policy 2014-2018.



#### **4.4 Resources and Value for Money**

- 4.4.1 There are no resource implications to the licensing authority. The premises licence is subject to an annual maintenance fee as prescribed under the Licensing Act 2003.

#### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 There are no legal implications known to the Council.

#### **4.6 Risk Management**

- 4.6.1 Preparation for the event is subject to a number of multi-agency meetings.
- 4.6.2 Any matters arising during the planning of the 2014 event having an implication on the premises licence and objectives of the Licensing Act will be brought back before the Licensing Committee.

#### **5.0 Conclusions**

- 5.1 This report presents the summary of changes to the Leeds Festival 2014 Event Management Plan in accordance with the promoter's plans to identify and carry out improvements to the event year on year and to accommodate the increase of capacity to the site.

#### **6.0 Recommendations**

- 6.1 Members are requested to note the summary of changes to the 2014 event and to note that a further report will be brought back before the Licensing Committee in August 2014 to inform Members of the final arrangements and agency comments.

#### **7.0 Appendices**

- 7.1 Appendix A – Summary of Changes.

#### **8.0 Background Papers**

Leeds Festival Event Management Plan (draft 1) - Available from the report author

**Summary of changes from the Event Management Plan Final Version 2013 submitted 12<sup>th</sup> August 2013 to this version 1 for Leeds Festival 2014 Submitted 11<sup>th</sup> February 2014**

NB: Where appendices are not noted below, there are no changes from the 2013 version.

**Changes throughout the documentation**

- Changes of tense
- Some personnel and telephone numbers are to be confirmed

**Event Management Plan Main Document**

2.1.c Security & Stewarding Companies

- The guest campsite and guest area security company shall be changing from ESS, the new company is still to be confirmed but we anticipate that it will be a company that we have worked with previously.
- CCTV shall be monitored by the company that is working within that area, i.e. an AP CCTV licensed operative will monitor the arena cameras.

2.3.a Table Top Exercise

- The Multi Agency Table Top exercise has been scheduled for the 14<sup>th</sup> August 2014

2.10.a Stage and Tent Details

- The Main Stage will be an outdoor universal stage
- The NME Radio 1 Stage will be a 66m x 88m tent
- The BBC Radio 1 Dance Stage will be a 45m x 60m tent
- The BBC Radio 1 Xtra Stage will be a 45m x 45m tent
- The Lock Up Stage will be a 38m round tent
- The Festival Republic Stage will be a 45m x 45m tent
- The Alternative / Comedy Stage will be a 45m x 45m tent
- The BBC Introducing Stage will be an 18m x 24m “Saddlespan” outdoor system
- The Silent Arena will be a 45m x 75m tent.

2.16.c Crew and Artists Catering

- It is anticipated that for 2014 we will use an alternative caterer to Eat to the Beat for the Crew & Main Stage Artist catering.

2.16.e Workers Café

- It is anticipated that for 2014 we will use an alternative caterer to Orange Festival Foods for the Workers Café.

2.17 Alcohol

- For 2014 there will be a change of DPS, this person is to be confirmed and we will have a written contract with this person regarding our alcohol policies.

### 2.18.c Funfair and other Attractions – Types of Rides

- A full list of rides for the event is still to be confirmed, ADIPS certificates, insurance & risk assessments for these shall be provided prior to the event via the shared website.

### 8 Site plan & Design

- It is anticipated that in 2014 the Production Office and surrounding offices will be relocated to where the Artist compound was in 2013.
- A number of improvements have been made to the site to deal with issues of adverse weather as we were subjected to in 2013.
  - French Drainage is being installed along the low lying land of the guest area and through the production area.
  - French Drainage is being installed along the low lying land at Piccadilly Circus and will run through to the rear of the wooded area occupied by Relentless in 2013.
  - French Drainage is being installed to run from the bottom of Lord Bingley Walk and Traders Alley; this will join into the Piccadilly Circus drainage.
  - Stone track ways are being installed from the top of Traders Alley and will run down to Piccadilly Party.
  - The walkway along Gypsy lane will be improved.
  - Stone track ways are being installed within the Red Car Parks to assist with the Drop-Off & Pick-Up, and to assist with vehicles exiting the car parks.

## **Appendices**

### **Appendix 2 – Health & Safety Event Contract**

- Revised with new submission details for online submission

### **Appendix 2a – Health & Safety Questionnaire**

- Revised with new submission details for online submission.

### **Appendix 4 – Staff Lists**

- Some staff and contractors to be confirmed.

### **Appendix 5 – Site Map**

- This is currently being produced and shall be supplied to members via the shared website along with a list of changes.

### **Appendix 5a – Emergency Routes Map**

- This shall be overlaid onto the new site map.

### **Appendix 15 – Tent Exit Calculations**

- These have been revised to incorporate the stages outlined above.

### **Appendix 19a – Crowd Management Procedures**

- The arena entrance is to remain located as it was in 2013
- The funfair rides that were just inside the arena entrance in 2013 shall be reduced and some relocated to assist with the egress.

## **Appendix 22 – Security Report**

- Proposed timings for the onsite Multi Agency Meetings have been inserted:-
  - § 5pm Thursday 21<sup>st</sup> August
  - § 5pm Friday 22<sup>nd</sup> August
  - § 12.15am Saturday 23<sup>rd</sup> August
  - § 5pm Saturday 23<sup>rd</sup> August
  - § 5pm Sunday 24<sup>th</sup> August
- Evidential training of key staff will continue which West Yorkshire Police will be invited to feed into and will include senior Festival Republic staff.
- CCTV shall be monitored by the company that is working within that area, i.e. an AP CCTV licensed operative will monitor the arena cameras.
- E-cigs are to be banned from the event due to the availability of illegal substances for undetectable use within them.

## **Appendix 25a – Eviction Procedures**

- It is anticipated the Eviction Tent is to remain in the same position as in 2013 by the Brown campsite.

## **Appendix 25b – Eviction Policy**

- This has been updated to include that a person who is evicted from the site is liable to a lifetime ban from purchasing tickets or working/volunteering at Festival Republic events.

## **Appendix 25d – Eviction Letter**

- This has been updated to notify the evictee that they may receive a lifetime ban from purchasing tickets or working/volunteering at Festival Republic events if they have been evicted.

## **Appendix 31 – Ticket Control**

- E-cigs are to be banned from the event due to the availability of illegal substances for undetectable use within them.

## **Appendix 33 – Security Placement Schedule**

- Numbers of traffic marshals has been increased within the car parks.
- A pastoral welfare patrol staffed by the Festival Angels has been added to the schedule.

## **Appendix 34 – CCTV Map**

- This shall be overlaid onto the new site map.
- The locations of the CCTV cameras are to be reviewed to ensure they are at their most effective.

## **Appendix 37 – Traffic Management Plan (TMP)**

- The established routings remain the same for the 2014 traffic plan.
- The plan itself remains relatively the same as in previous years. We anticipate to have a greater level of highway cleaning services at our disposal should we suffer from adverse weather conditions.

- We are in the process of installing further roadways within the red car parks to assist with vehicle movement in the event of adverse weather.
- It is anticipated that the number of highway signs shall be reduced as agreed with the traffic members to make the routes clearer.
- It is anticipated that the shuttle bus service shall run similar to 2013.
- Geldards shall operate a bus service from City Square and Quebec Street as in 2013.
- It is noted that Geldards will be responsible for managing the crowds at Quebec Street.
- We commit to close liaison between both On-Site and Off-Site Traffic Co-Ordinators to allow for a co-ordinated approach and a speedy resolution to any problems.
- It is noted that we hope once again that the Highways Agency Traffic Officer Service will apply to Leeds City Council Highways for permission to operate and exercise their powers under the Traffic Management Act 2005 in support of and for the duration of the Festival at the following locations:
  - The A58 and A659 that comprises the circulatory roundabout at the A1 (M) Junction 45
  - The A659 from the roundabout at A1 (M) Junction 45 up to and including the circulatory roundabout known as 'Wattle Syke Roundabout'.
  - The unclassified road known as 'Spen Common Lane' from its junction with the circulatory roundabout at A1 (M) Junction 44 to its junction with 'Paradise Way'
- We note under the media strategy that live updates will be made via Inrex Media (formerly Traffic Link) about traffic levels to warn both Festival and non-Festival drivers of any issues.

#### **Appendix 37d – Traffic signage and coning plan**

- Traffic signage drawings for 2014 have not yet been produced but will be circulated to all the traffic agencies around April 2014 and uploaded onto the shared website. The 2013 drawings are included for reference and the plans remain very much the same for 2014 other than the removal of unnecessary signs.

#### **Appendix 51 – Water Safety Map**

- This shall be overlaid onto the new site map

#### **Appendix 51a – Water safety Plan**

- It is noted that the Sampling Manager, Sampling Assistant, Chlorination Manager, Tanker Manager and Administrator from Wicked Water are to be confirmed but will be named in future versions of the Water Safety Plan.
- It is confirmed that food traders in the arena will be supplied with separate taps at water supply points to prevent them from obstructing the public supply provision. This supply will be fitted with non-return valves.
- We commit to further liaison taking place with Yorkshire Water prior to Leeds Festival 2014, and that the flushing procedures in 2013 will be followed again and the particle filter will again be used to provide further mitigation against large suspended iron particles.
- It is noted that the proposed sampling locations may be subject to minor amendment during the build where it is found that a point is not suitable due to its location with regards to access, or the significance of the data with regards to flow and water

usage. All amendments will be noted in the water safety log where an up to date list of sample locations will be held.

- It is noted that reduced sampling will be carried out on Sunday 24<sup>th</sup> August. The results will not be available until Monday as the site and supply are being closed down. The samples will be chosen to provide results showing that the supply around the ring main was wholesome.

#### **Appendix 56 – Essential Information for Traders**

- E-cigs are to be banned from the event due to the availability of illegal substances for undetectable use within them.

#### **Appendix 73 - Noise Management Plan**

- The Noise Management Plan has been updated to reflect site layout changes.
- It is confirmed that there are no additional late night noise sources in 2014 compared to 2013.
- It is anticipated that Relentless will not return to the wooded area as in 2013, a new location is to be confirmed and will involve close working with David Leversedge and Leeds City Council to minimise the potential for off-site noise disturbance.
- The direction of the Campsite DJs shall be reviewed to minimise the potential for off-site noise disturbance.

#### **Appendix 76 - Noise Letters Bramham Park**

- New letters shall be obtained from Bramham Park residents for 2014 and will be included here.

#### **Appendix 80 – Medical Management Plan**

- Medical resources are currently planned to a capacity of 70,000 (including 5000 guests).

#### **Appendix 92c – Fire Extinguisher allocation**

- Revised to reflect extinguishers required at revised venues.

**Report of Head of Licensing and Registration**

**Report to Licensing Committee**

**Date: 8<sup>th</sup> April 2014**

**Subject: Review of Sex Establishment Fees**

Are specific electoral Wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

**Summary of main issues**

1. Licensing Committee set the fees for sex establishments (sexual entertainment venues, sex shops and sex cinemas) in April 2013. An interim review was undertaken in September and Licensing Committee amended the fee for the sex shop renewal fee at that time.
2. Under the EU Services Directive and the Provision of Services Regulation 2009, the council may set a reasonable fee that only includes the costs related to the application process.
3. This report presents the annual fee review and a proposed scheme of charges.

**Recommendations**

4. That Licensing Committee considers the contents of this report and approves a new fee scheme for sex establishment applications to take immediate effect and to remain in place until the scheme is reviewed again.

## **1 Purpose of this report**

- 1.1 To request that Licensing Committee set a fee scheme that reflects the cost of processing and determining applications for sex establishment licences for 2014.

## **2 Background information**

- 2.1 In 2010 the Government introduced a new category of sex establishment called a “sexual entertainment venue”. This reclassified lap dancing clubs as sexual entertainment venues and gave local authorities the power to regulate such venues. The intention was to give local people greater say over the number and location of lapdancing clubs in their area.
- 2.2 In January 2011 the Council made a resolution to adopt the provisions of Sch 3 of the Local Government (Miscellaneous Provisions) Act as amended by the Policing and Crime Act 2009, effective from 1<sup>st</sup> October 2011.
- 2.3 As part of this process the Licensing Committee set a new fee for all applications for sex establishments. This included sexual entertainment venues, sex shops and sex cinemas.

## **3 Main issues**

- 3.1 The Local Government (Miscellaneous Provisions) Act 1982 states that the licensing authority may set a reasonable fee.

### EU Services Directive

- 3.2 The European Services Directive ensures that the fee is limited to cost recovery. It provides:

*“Authorisation procedures and formalities shall not be dissuasive and shall not unduly complicate or delay the provision of the service. They shall be easily accessible and any charges which the applicants may incur from their application shall be reasonable and proportionate to the cost of the authorisation procedures in question and shall not exceed the cost of the procedures.”*

- 3.3 Regulation 18 of the Provision of Services Regulations effectively replicates the provisions of the Directive. Guidance on the provisions was given in the Department for Business Innovation and Skills’ Guidance for Local Authorities on the Provision of Services Regulations. These states:

*“Local Authorities must set fees that are proportionate to the effective cost of the procedure dealt with. As costs vary from region to region, central advice on the level of fees will not be appropriate. Local Authorities will need to bear in mind the threat of legal challenge should a service provider feel that the levels of fee are being used as an economic deterrent or to raise funds for Local Authorities. Enforcement costs should not be assimilated with the application fee. This is to forestall the possibility of an unsuccessful applicant seeking legal remedy due to part of his fees having been used to subsidise his successful competitors.”*



- 3.4 The Department's corresponding Guidance for Businesses on the Provision of Service Regulations states:

*"Under regulation 18, fees charged in relation to authorisations must be proportionate to the effective cost of the process e.g. to cover the actual cost of the application process. Fees should not be used as an economic deterrent to certain activities or to raise funds. As now, if you believe the fee to be disproportionate you can contest it with the authority concerned."*

### Hemmings Case

- 3.5 In 2012 the operators of a number of sex shops in Westminster were successful in their High Court action against Westminster City Council, in challenging the level of fees set by them. The basis of the case was that the authority had not taken into account a European Directive and to that effect, the fees were in excess of what they should have been. It was argued that prosecuting persons, businesses and companies who operate sex establishments illegally could not be included in the fee structure of the council.
- 3.6 Westminster Council appealed the decision of the High Court to the Court of Appeal, which dismissed the appeal, supporting the High Court. In summary, the Court of Appeal decided that the fees charged by Westminster Council were incorrectly calculated after the European Directive became effective in the beginning of 2010.
- 3.7 In the High Court decision, Keith J held that the council had not validly determined a licence fee for any years after the year ending 31 January 2006 and ordered it to do so and to make restitution of the difference between the payments that it had received and the lawful fee set. He also ordered the council to pay indemnity costs and the enhanced rate of interest, because it had rejected an offer by the respondents that was more advantageous to it.
- 3.8 In a very detailed and analytical judgement, the Court of Appeal had determined that Westminster was wrong in determining their fee structure and that the fees needed to be recalculated with reference to the correct process.
- 3.9 It is clear that the Court of Appeal have determined that where there is an administrative licensing process, there is a need to be particularly careful with how the fee structure is established. This of course is critical if the fees are not set centrally as standard fees.

### 2011 Fee Review

- 3.10 In 2011 the council set the same fee of £2,880 for the grant, renewal and transfer of any type of sex establishment licence. At that time it was anticipated that the interest in sexual entertainment venues would extend to all types of sex establishment and that the council would receive objections to sex shop renewals in the same way as it expected to receive objections to sexual entertainment venues. This would have necessitated a hearing for all applications of sex establishments and so this cost was included when calculating the fee.

## 2013 Fee Review

- 3.11 In 2013 the fee was reviewed and increased by 3% in line with inflation to £2,884 for a new, transfer and renewal application and £927 for a variation.
- 3.12 In September 2013 officers recommended that Licensing Committee reviewed the costs of processing a sex shop renewal fee and set a fee commensurate with cost recovery. Licensing Committee set a fee of £1,250 in consideration that sex shop renewal applications tend not to come before the Licensing Sub Committee.

## 2014 Fee Review

- 3.13 In January 2014, officers calculated the cost of the processes undertaken in 2013, which were:
- 6 sex establishment (SEV) renewals that went to hearing
  - 2 transfers (SEV) that went to hearing
  - 1 new application (SEV) that went to hearing
  - 5 sex establishment (sex shops) renewals that received no objections
- 3.14 As part of this review, officers requested a breakdown of costs from Democratic Services and Legal Services and isolated the amounts that related directly to the applications received in 2013. When calculating these costs, officers only included the costs of the application processes, not the cost of the recent Judicial Reviews, the review of the policy or any enforcement action relating to unlicensed activity. This is in accordance with the EU Services Directive.
- 3.15 Officers reviewed the administrative process undertaken within the section to ensure that it is a streamlined as possible. There have been significant changes made in the past five years to streamline services, improve IT provision, utilise email and other digital processes, scanning of files and digital archiving. These changes have led to a reduction in the overhead costs of the service and the time that each process takes.
- 3.16 The proposed fee structure recognises that all applications for sexual entertainment venues are heard at a licensing subcommittee and attract the subsequent costs associated with this process. The fee structure also recognises that applications for the renewal of sex shops have not attracted objections in the past few years.
- 3.17 **Grant of a new licence (SEV, sex shop, sex cinema) and renewal of SEV  
£4,314**

New applications tend to attract objections and all applications are determined by a licensing subcommittee.

Receipt and administration of application	Officer time	3 hours	£107.31
Enquiries, processing of objections	Officer time	8 hours	£286.16
Notice checks	Officer time	4 hours	£163.36
Production of notice of hearing	Officer time	2 hours	£71.54
Production of notice of hearing	Print & post	30 copies	£21.00
Production of agenda	Officer time	4 hours	£143.08
Production of agenda	Print	Actual cost	£158.00

Production of agenda	Post	14 copies	£9.66
Room hire	per hour	3 hours	£90.00
Refreshments	per person	15	£37.50
Members allowance			£302.00
Officer attendance x 2	Officer time	3 hours x 2	£214.76
Notice of decision/minutes	Officer time	4 hours	£143.08
Notice of decision/minutes	Print & post	30 copies	£21.00
Visits and associated paperwork		8 hours	£326.72
Issue of licence	Officer time	4 hours	£143.08
Advice, attendance at hearing			£2,076.00
<b>Total</b>			<b>£4,314.25</b>

### 3.18 Variation (SEV, sex shop, sex cinema) £3,400

For this process there is no advertising requirement but the application will be determined by a licensing subcommittee.

Receipt and administration of application	Officer time	3 hours	£107.31
Enquiries	Officer time	1 hour	£35.77
Production of notice of hearing	Officer time	2 hours	£71.54
Production of notice of hearing	Print & post	10 copies	£7.00
Production of agenda	Officer time	4 hours	£143.08
Production of agenda	Print	Actual cost	£158.00
Production of agenda	Post	14 copies	£6.90
Room hire	per hour	3 hours	£90.00
Refreshments	per person	15	£37.50
Members allowance			£302.00
Officer attendance x 2	Officer time	3 hours	£214.76
Notice of decision/minutes	Officer time	4 hours	£143.08
Notice of decision/minutes	Print & post	10 copies	£7.00
Advice, attendance at hearing			£2,076.00
<b>Total</b>			<b>£3,399.94</b>

### 3.19 Transfer (SEV, sex shop/cinema) & renewal (sex shop/cinema only) £776

Transfers for all types of licence and the renewal of sex shop licences have an advertising requirement, but there is no history of objections, therefore rarely incur hearing costs

Receipt and administration of application	Officer time	3 hours	£107.31
Enquiries	Officer time	1 hour	£35.77
Notice checks	Officer time	4 hours	£163.36
Visits and associated paperwork		8 hours	£326.72
Issue of licence	Officer time	4 hours	£143.08
<b>Total</b>			<b>£ 776.24</b>

3.20 It is important to note that the hourly rate used in the calculation include wages, superannuation and overheads to reflect the cost to the service. Overheads include the following:

- Supplies and Services
- Finance
- ICT
- HR
- Customer Services
- Accommodation
- Resources Support Services

3.21 Members should note that the legal costs associated with the SEV applications heard last year were significantly higher than projected at the fee review in 2011. This has led to a significant increase in the fees for new licences and variation applications.

3.22 As part of the review process, the directors and managers of sex establishments in Leeds have been given the opportunity to comment on the proposed fees. The responses to this consultation are appended at appendix 1.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 The proposed fee structure was sent to all directors and managers of sex establishments currently operating Leeds. The responses are attached at appendix 1.

### **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 There are no implications for equality and diversity/cohesion and integration in setting a fee structure.

### **4.3 Council policies and City Priorities**

4.3.1 The licensing regime contributes to the following Best Council Plan 2013-17 outcomes:

- Improve the quality of life for our residents, particularly for those who are vulnerable or in poverty;
- Make it easier for people to do business with us.

4.3.2 The licensing regime contributes to our best council objective:

- Ensuring high quality public services – improving quality, efficiency and involving people in shaping their city.

#### **4.4 Resources and value for money**

- 4.4.1 The licensing of sex establishments attracts a fee which can only be used to pay for the costs associated with the licence application and cannot be used to cover the cost of the investigation of unlicensed activity. In addition the cost of the policy review and any legal challenge arising from the licence decisions cannot be recovered as part of the application fee.

#### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 The recent case has highlighted the needs for councils to ensure that fees only include the costs of processing applications.

#### **4.6 Risk Management**

- 4.6.1 Following the result of the Hemmings case there is a risk of the licensed sex establishment trade challenging the fees set by the authority, if they consider that the fee is not reasonable or that the council is making a charge for matters that are not relevant to the applications process.

### **5 Conclusions**

- 5.1 Taking into consideration the European Services Directive, the Provisions of Services Regulations and the Hemmings case, officers recommend that the fee structure is adjusted to reflect full cost recovery of the application process. However the costs should be kept under review and regularly updated to ensure that the fee is only based on cost recovery.

### **6 Recommendations**

- 6.1 That Licensing Committee consider the contents of this report and approve a new fee scheme for sex establishment applications to remain in place until the scheme is reviewed again.

### **7 Background documents<sup>1</sup>**

- 7.1 There are no unpublished background documents that relate to this matter.

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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ADULT RETAILER OF THE YEAR  
2005/6 | 2006/7 | 2007/8 | 2008/9 | 2010/11

# Nice 'n' Naughty

EROTIC *e* LINE  
BEST RETAIL CHAIN 08/09  
BEST RETAILER 09/10

Aberystwyth | Bangor | Bolton | Brighton | Bristol | Chester | Leeds | Liverpool | Manchester | Newcastle | Southport | Warrington | Wigan

Ms. Suan Holden  
Principal Liason & Enforcement Officer  
Entertainment Licensing Department  
Leeds City Council  
Civic Hall  
Leeds  
LS1 1UR

12 MAR 2014

11th March 2014

Dear Ms. Holden,

**RE: Nice 'n' Naughty, 164 Briggate, Leeds, LS1 6LY**

With reference to your letter of the 27th February and the proposed licence renewal fee, I would firstly like to thank you for looking at this issue and indeed your proposed fee of £1,389 is a step in the right direction. However this is still significantly more than the revised renewal fees of other authorities with whom we work.

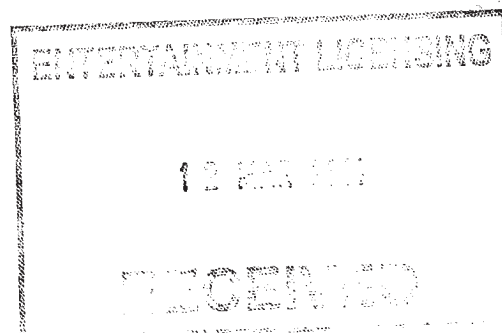
I do appreciate that each authority will be working under differing constraints but I would welcome clarification of how these figures have been calculated. At this stage some broad brush information will suffice, since I have no wish to file a freedom of information access request, as this is both costly and time consuming. However the compliance element seems significant, whilst the admin element appears to have increased by more than 500% based on the previous year.

Clearly the fee is a function of the cost, but if it is of assistance, we were expecting the revised fee to be in the region of £500 maximum based on our experience of other authorities of similar stature.

I look forward to hearing from you.

Kind regards

Trish Murray  
On behalf of Nice 'n' Naughty



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Report author: Des Broster  
Tel: 3781561

## Report of Head of Licensing and Registration

### Report to Licensing Committee

**Date: 8 April 2014**

**Subject: Age restriction on advertising on Wheelchair Accessible Hackney Carriage Vehicles - Proposal to extend**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### Summary of main issues

1. The policy in respect of Hackney Carriage Vehicle Conditions and Corporate advertising was approved by Members on 17 January 2013.
2. The particular part of the existing policy is set out in detail at 2.2, but in essence an age restriction of 5 years was put in place to maximise the financial benefits to those Wheelchair Accessible Hackney Carriage Vehicle Proprietors who invested in newer vehicles. Media agents<sup>1</sup> were more attracted to the 'London Cab' type of vehicle because of its predominance in the capital and other major cities. That style of vehicle has been gradually overtaken in many licensing districts by a wider range of vehicle which have not been as attractive to the advertising agents.
3. As the economy starts to 'develop' there has been an increase in advertising opportunities but some of these have been lost because of the age restriction
4. It is proposed that Members should consider extending that age restriction to 7 years which in effect allows Wheelchair Accessible Vehicle's to take up such opportunity to approaching their 8th year depending on the length of contract.

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<sup>1</sup> Those who act for Corporate companies in supplying vehicle on which to advertise

## **Recommendations**

5. Members consider the report and make any appropriate comments before releasing it for a consultation period of one month.

## **1 Purpose of this report**

- 1.1 To inform Members of that part of the 'Corporate Advertising' policy applicable to Wheelchair Accessible Hackney Carriages which restrict the applicable age of the policy to those vehicles which are 5 years old from the date of first registration and the potential opportunities to benefit the trade by extending that age limit.

## **2 Background information**

- 2.2 The policy in question was approved by this Licensing Committee in and the relevant part of the policy reads .....

8.2 Corporate livery may be approved for fitting to a wheelchair accessible Hackney Carriage for the first five years of its licensing life when the existing Proprietor purchased the vehicle prior to it attaining three years of age from the date of first registration.

Where an existing Proprietor has purchased a wheelchair accessible Hackney Carriage, before it had attained three years of age from the date of first registration, they may continue to seek approval for the application of Corporate Livery until the vehicle reaches the last day of its fifth year from the date of first registration.

- 2.3 Officers have consistently encouraged media agents to widen their scope and include other types of Wheelchair Accessible Vehicles and eventually this has started to happen with opportunities arising for licensed Fiats and Peugeots.
- 2.4 There have been recent indications that supply might be outstripping opportunity because of the existing age restriction within the policy. By extending the age restriction it can create financial benefits for Hackney carriage Proprietor's and make the city more attractive to advertisers.
- 2.5 A point of emphasis to the trade would be that a 'corporate wrap' is not a cover up for poor bodywork or accident damage. This point is not just about issues around maintenance or safety issues of the vehicle but also out of fairness to a new Proprietor who should be as assured as he reasonably can be that the 'wrap' is not covering up a host of problems.

## **3 Main issues**

- 3.1 By extending the relevant age restriction in the following terms:-

"8.2 Corporate livery may be approved for fitting to a wheelchair accessible Hackney Carriage ....

Where an existing Proprietor has purchased a wheelchair accessible Hackney Carriage, before it had attained three years of age from the date of first registration. They may continue to seek approval for the application of Corporate Livery until the vehicle reaches the last day of its seventh year from the date of first registration."

### 3.2 The benefits could be:

- It could enable the Hackney Carriage Proprietor to secure a corporate wrap contract into its eighth year of vehicle life.
- The new policy maintains the quality look of the fleet and encourages media agents to set their standards at a higher level than the self-interests of those agents.
- It creates more advertising potential for the city in line with 'Our best Council objectives'.
- The policy does not reward the oldest vehicles with their attendant adverse environmental impacts.
- Control measures can be put in place to ensure that the vehicle is free from accident damage and has well maintained body work prior to the fitting of corporate livery which would not be burdensome to the trade.
- There are no adverse impacts on the licensing administration process.

## 4 Corporate Considerations

### 4.1 Consultation and Engagement

4.1.1 There has not been a specific trade request for this but initial soundings have been positive.

4.1.2 Members may still feel that a consultation period of one month might be appropriate to take into account the possible views of those who have vehicles which do comply with the policy and which might now face more competition.

### 4.2 Equality and Diversity / Cohesion and Integration

4.2.1 An equality impact screening assessment has been carried out on these proposals and there is no impact on equality issues. The screening is available as a background document to this report.

### 4.3 Council policies and City Priorities

4.3.1 The Taxi & Private Hire Licensing policies contribute to the following aims:

#### **Best Council Plan 2013 -17**

#### **Towards being an Enterprising Council**

#### **Our Ambition and Approach**

**Our Ambition** is for Leeds to be the best city and Leeds City Council to be the best council in the UK – fair, open and welcoming with an economy that is both prosperous and sustainable so all our communities are successful.

**Our Approach** is to adopt a new leadership style of civic enterprise, where the council becomes more enterprising, business and partners become more civic, and citizens become more actively engaged in the work of the city.

### **Our Best Council Outcomes**

Make it easier for people to do business with us.

### **Our Best Council Objectives**

Promoting sustainable and inclusive economic growth – improving the economic wellbeing of local people and businesses. With a focus on:

- Helping people into jobs,
- Boosting the local economy
- Generating income for the council

Ensuring high quality public services – improving quality, efficiency and involving people in shaping their city. With a focus on;

- Getting services right first time
- Improving customer satisfaction

#### 4.3.2 The Taxi & Private Hire Licensing policies contribute to priorities:

- Reduce crime levels and their impact across Leeds
- Effectively tackle and reduce anti-social behaviour in communities

#### 4.3.3 Safeguarding children and vulnerable adults:

Leeds City Council has both a moral and legal obligation to ensure the duty of care for both children and vulnerable adults across all of its services. This cannot be achieved by any single service or agency. Safeguarding is ultimately the responsibility of all of us and depends on the everyday vigilance of staff who play a part in the lives of children or vulnerable adults.

### **4.4 Resources and value for money**

4.4.1 There would be no increased administration fee or resource requirement attached to this policy change but it would naturally be one of the whole range of fees considered at some time in the future.

4.4.2 For information purposes the process is managed in this way:-

- Media agents submit advertising graphics to Taxi & Private Hire Licensing.
- Section Head checks to ASA and Council standards and approves.

- Individual Hackney carriage Proprietors submit applications for the advertising media to be fitted to their vehicle.
- At the time of submission vehicle body work is given visual inspection, fee paid.
- Corporate wrap fitted and inspected for compliance to approval and quality.
- At end of contract vehicle is inspected to ensure it is returned to an acceptable appearance.

#### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 This is an existing policy which has previous Licensing Committee and Executive Approval. As an amendment to that policy it would be sufficient for Licensing Committee to approve the recommendation and implement the change.
- 4.5.2 There are no conflicts with the relevant legislation, Town & Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976 and the condition change is reasonable and proportionate.

#### **4.6 Risk Management**

- 4.6.1 Any challenge would be by way of Judicial Review but that would be considered as a low risk as it is an existing policy of some standing which is being relaxed.

### **5 Conclusions**

- 5.1 Officers feel that the proposal is manageable, beneficial to the trade, has no financial or resource risk to the Council and does not detract from the standards of the existing fleet.

### **6 Recommendations**

- 6.1 Members consider the report and make any appropriate comments before releasing it for a consultation period of one month.

### **7 Background documents<sup>2</sup>**

Hackney Carriage Vehicle Conditions.

Equality Impact Screening Assessment.

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<sup>2</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

**Report of Head of Licensing and Registration**

**Report to Licensing Committee**

**Date: 8 April 2014**

**Subject: Update report on the uptake of 'Wi-Fi in cabs'.**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Summary of main issues**

1. Members received a report on and approved a policy that allowed 'Wi-Fi' in licensed Hackney Carriage vehicles on 15 October 2013.
2. Members asked that an update report be provided after 6 months of the policy approval and present a further report to consider the introduction of 'Wi-Fi' throughout the rest of the licensed fleet.

**Recommendations**

3. That Members note the report and that the extension of the policy should be placed in the Licensing Committee forward plan.

## **1 Purpose of this report**

- 1.1 To inform Members of the take up of free 'Wi-Fi' in Taxis and report the current position on potentially extending the free 'Wi-Fi' facility throughout the whole of the licensed fleet

## **2 Background information**

- 2.1 The report previously presented to members outlined the availability of free "Wi-Fi" in cabs' for passengers in Taxis. The policy identified that the free 'Wi-Fi' facility impacted upon the corporate advertising policy which required Members to take account of any conflicts with that policy and to consider approving the policy change proposal or otherwise.

## **3 Main issues**

- 3.1 There has been no take up of 'Wi-Fi' in the licensed Taxi fleet. Members will recall that the offer of the free facility was linked by the media agent to advertising when the 'Wi-Fi' link was opened and the advertising features matched the 'corporate wrap'.
- 3.2 The approved 'corporate wrap' policy was again re-visited by Members in their deliberations on the free 'Wi-Fi' proposal and the advertising safeguards in the existing policy were retained.
- 3.3 An enquiry with the policy proposer has revealed that many corporate organisations only want their advertising to appear on 'iconic vehicles' such as the 'London Cab' and have no desire to be associated with other vehicles licensed by this Authority. The competition between media agents and the limited number of 'London Cabs' seem to have made this a not sufficiently worthwhile venture for this original proposal.
- 3.4 Members can at least be reassured that the time and consideration put into the proposal is not totally lost as the opportunity exists for other media agents to take advantage of the policy in the future.
- 3.5 The second part of this report relates to extending the opportunity throughout the whole of the licensed fleet. To date this has not been progressed due to workloads and competing demands which Members will have noted during the interim period.

The issue is on the Section's forward plan and is scheduled to be discussed in detail at the forthcoming trade forums when more information has been obtained.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Full consultation was undertaken on the original report in October 2013. There are no issues on which to consult in this particular report.



## **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 An equality impact screening assessment has been carried out on these proposals and there is no impact on equality issues. The screening is available as a background document to this report.

## **4.3 Council policies and City Priorities**

4.3.1 The Taxi & Private Hire Licensing policies contribute to the following aims:

### **Best Council Plan 2013 -17**

#### **Towards being an Enterprising Council**

##### **Our Ambition and Approach**

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4.3.2 The Taxi & Private Hire Licensing policies contribute to priorities:

- Reduce crime levels and their impact across Leeds
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4.3.3 Safeguarding children and vulnerable adults:

Leeds City Council has both a moral and legal obligation to ensure the duty of care for both children and vulnerable adults across all of its services. This cannot be achieved by any single service or agency. Safeguarding is ultimately the responsibility of all of us and depends on the everyday vigilance of staff who play a part in the lives of children or vulnerable adults.

#### **4.4 Resources and value for money**

4.4.1 There are no issues affecting the Council.

#### **4.5 Legal Implications, Access to Information and Call In**

4.5.1 There are no legal implications connected to this report.

#### **4.6 Risk Management**

4.6.1 There are no issues.

### **5 Conclusions**

5.1 That Members note the report and that any proposals for the extension of the policy to the remainder of the licensed fleet should be placed in the Licensing Committee forward plan at an appropriate time.

### **6 Recommendations**

6.1 That Members note the report and that the extension of the policy should be placed in the Licensing Committee forward plan.

### **7 Background documents<sup>1</sup>**

7.1 Corporate advertising policy

7.2 Equality impact screening assessment

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

LICENSING COMMITTEE WORK PROGRAMME 2013/14- LAST UPDATED 28/03/14 (JG)

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
<b>Items Currently Unscheduled</b>			

ITEM	DESCRIPTION	Officer	TYPE OF ITEM
	Meeting date: TUESDAY 4 JUNE 2013. HELD. Annual Governance arrangements, Annual Report		
	Meeting date: 25 JUNE 2013. HELD. SEV policy, Law Commission interim statement, Executive PH policies		
	Meeting date: 23 JULY 2013. HELD. Enforcement Activity Update, Trike PH applications, ELS Activity Update, Site Allocation Plan, Late Night Levy		
	Meeting date: 13 AUGUST 2013. HELD. TPHL Decision Making Process, Leeds Festival		
	Meeting date: 10 SEPTEMBER 2013. HELD. Scrap Metal Dealers Act, TPHL Monitoring Proposals (deferred), SEV update		
	Meeting date: 15 OCTOBER 2013. HELD. WYP presentation, TPHL Monitoring proposals, Wi-Fi in Taxis, Shisha Smoking, Budget update, Leeds Festival interim report		
	Meeting date: 12 NOVEMBER 2013. HELD Immediate Suspensions Policy, Sex Shop licence fee review, Petition from Alpha Welfare, Leeds Festival full de-brief		
	Meeting date: 17 DECEMBER 2013 HELD Disclosure and Barring Service, PH Operator Conditions (TPHL), Licensing Act 2003 Statement of Licensing Policy 2014-18, Strong Alcohol Schemes		
	Meeting date: 14 JANUARY 2014 –HELD TPHL – update on the Decision Making process suspensions/revocations, TPH Convictions Criteria (TPHL), ELS – update on ELS activity (including the ELS Enforcement team, Late Night Levy		
	Meeting date: 11 FEBRUARY 2014 – HELD. TPHL Equality Monitoring, WYP Presentation		
	Meeting date: 11 MARCH 2014 – HELD - Communication and Consultation with the Taxi and Private Hire Trade		

Key: RP – Review of existing policy      DP – Development of new policy      PM – Performance management      B – Briefings      SC – Statutory consultation

**LICENSING COMMITTEE WORK PROGRAMME 2013/14- LAST UPDATED 28/03/14 (JG)**

ITEM	DESCRIPTION	Officer	TYPE OF ITEM
<b>Meeting date: 8 APRIL 2014</b>			
<b>Shisha Smoking issues - update</b>	To receive an update report from LCC Health and Safety Team on shisha smoking in Leeds and the Service's remit on enforcing smoking regulations	R McCormack	B
<b>Wi-Fi in licensed vehicles</b>	To provide an update on the take-up of Wi-Fi within Hackney Carriage Vehicles following amendments to the existing conditions to facilitate its use (Oct 13) and providing information exploring the expansion of the initiative throughout the rest of the licensed vehicle fleet	D Broster	RP
<b>Age Restriction on Advertising on Wheelchair Accessible Hackney Carriage Vehicles – Proposal to Extend</b>	To receive a report on the 'Corporate Advertising' policy applicable to Wheelchair Accessible Hackney Carriages which restrict the applicable age of the policy to those vehicles which are 5 years old from the date of first registration and the potential opportunities to benefit the trade by extending that age limit.	D Broster	RP
<b>Leeds Festival 2014</b>	To provide an update on the arrangements for the Leeds Festival 2014	S Holder	B
<b>Sex Establishment Licences - Fee Review</b>	To seek Members approval for the review of the licence fees charged under the Local Government (Miscellaneous Provisions) Act for the licensing of sex establishments.	N Raper	PM
<b>Meeting date: 13 MAY 2014</b>			
<b>Meeting date: JUNE 2014</b>			
<b>Strong Alcohol Schemes</b>	To receive a report back on the strong alcohol schemes	S Holden	DP
<b>Otley Cumulative Impact Policy</b>	To consider proposals for the introduction of a Cumulative Impact Policy for Otley	N Raper	DP
<b>Private Hire Operator Conditions Review</b>	To receive progress and some of the issues around the Review of Private Hire Operators Conditions (Previous report presented December 2013)	D Broster	RP
<b>Employment of a Police Constable</b>	To receive proposals for the employment of a Police Constable	D Broster	B
<b>Hackney Carriage</b>	To receive a report back following consultation with the Private Hire and	D Broster	RP

Key: RP – Review of existing policy      DP – Development of new policy      PM – Performance management      B – Briefings      SC – Statutory consultation

**LICENSING COMMITTEE WORK PROGRAMME 2013/14- LAST UPDATED 28/03/14 (JG)**

ITEM	DESCRIPTION	Officer	TYPE OF ITEM
<b>Proprietors – Appropriate Suitability Assessment</b>	Hackney Carriage Trade		
<b>3 Year Driver Licences to PH &amp;HC Drivers and Third Party Renewals</b>	To receive a report back following consultation with the Private Hire and Hackney Carriage Trade	D Broster	RP
<b>Conviction Criteria</b>	To receive a report on the conviction criteria for Hackney Carriage Drivers, Private Hire Drivers and Operators	D Broster	RP
<b>Meeting date: 15 JULY 2014</b>			
<b>Leeds Festival 2014</b>	To provide an update on the arrangements for the Leeds Festival 2014	S Holder	B
<b>BID UPDATE (Late Night Economy)</b>	To receive a report back on the of Voluntary Initiatives and or the BID	S Holder/M Farrington	DP
<b>Meeting date: AUGUST 2014</b>			
<b>Entertainment Licensing Section Activity update</b>	To receive an update on activities of the Entertainment Licensing Section for the period January to June 2014	N Raper	PM
<b>TPHL Section Activity Update</b>	To receive a 6 monthly update on the activities of the TPHL Section	D Broster	PM
<b>TPHL Equality Monitoring</b>	To receive an update on the data collection levels achieved so far (January to June 2014) in respect of HC and PH applicants and licence holders,	D Broster	PM
<b>Meeting date: SEPTEMBER 2014</b>			
<b>WYP Presentation</b>	To receive the 6 monthly update		B
<b>Meeting date: OCTOBER 2014</b>			

Key: RP – Review of existing policy      DP – Development of new policy      PM – Performance management      B – Briefings      SC – Statutory consultation

LICENSING COMMITTEE WORK PROGRAMME 2013/14- LAST UPDATED 28/03/14 (JG)

ITEM	DESCRIPTION	Officer	TYPE OF ITEM
Meeting date: NOVEMBER 2014			

Key: RP – Review of existing policy      DP – Development of new policy      PM – Performance management      B – Briefings      SC – Statutory consultation