



LICENSING COMMITTEE

MEETING TO BE HELD IN CIVIC HALL, LEEDS ON
TUESDAY, 8TH MARCH, 2016 AT 10.00 AM

MEMBERSHIP

N Buckley	Alwoodley;
R Downes	Otley and Yeadon;
J Dunn	Ardsley and Robin Hood;
B Gettings	Morley North;
M Harland (Chair)	Kippax and Methley;
G Hussain	Roundhay;
G Hyde	Killingbeck and Seacroft;
A Khan	Burmantofts and Richmond Hill;
B Selby	Killingbeck and Seacroft;
C Townsley	Horsforth;
G Wilkinson	Wetherby;
B Flynn	Adel and Wharfedale;
M Ingham	Burmantofts and Richmond Hill;
S McKenna	Garforth and Swillington;
A Ogilvie	Beeston and Holbeck;

Agenda compiled by:
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John Grieve
224 3836

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</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>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</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>RESOLVED – 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>LATE ITEMS</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>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</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>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence (If any)</p>	
6			<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To approve the minutes of the last meeting held on 9th February 2016.</p> <p>(Copy attached)</p>	1 - 6
7			<p>MATTERS ARISING FROM THE MINUTES</p> <p>To consider any matters arising from the minutes (If any)</p>	
8	City and Hunslet		<p>LEEDS CITY CENTRE NIGHT TIME ECONOMY AND LEEDS BUSINESS IMPROVEMENT DISTRICT</p> <p>To consider a report by the Head of City Centre Management which provides an update on the development of the Leeds Business Improvement District, since its inception in early 2015.</p> <p>(Report attached)</p>	7 - 48

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p>LICENSING COMMITTEE WORK PROGRAMME 2016</p> <p>To note the contents of the Licensing Committee Work Programme for 2016/17</p> <p>(Copy attached)</p>	49 - 50
10			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting will take place on Tuesday 12th April 2016 at 10.00am in the Civic Hall, Leeds.</p>	
11			<p>UPDATE ON NEW PSYCHOACTIVE SUBSTANCES IN LEEDS</p> <p>To consider a report of Inspector Berry (Safer Leeds) – West Yorkshire Police, which provides an update on the issues and ongoing work streams in Leeds pertinent to the sale and use of New Psychoactive substances (NPS).</p> <p>(Report attached)</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> <p>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.</p> <p>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</p>	51 - 56

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Licensing Committee

Tuesday, 9th February, 2016

PRESENT: Councillor M Harland in the Chair

Councillors N Buckley, J Dunn, G Hussain,
G Hyde, G Wilkinson, B Flynn, S McKenna
and A Ogilvie

76 Appeals Against Refusal of Inspection of Documents

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

77 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That, in accordance with Regulation 4 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting during Consideration of the following parts of the agenda designated as exempt 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 public were present there would be disclosure to them of exempt information so designated as follows:-

- (i) Appendix A to a report entitled “Entertainment Licensing Section – Annual Report January – December 2015” referred to in Minute No.87 was designated as exempt under Access to Information Procedure Rule 10.4 (1),(2), (3) and (7) because it contained information relating to an individual, information which was likely to reveal the identity of an individual, the financial or business affairs of any particular person and information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime and disorder which may result in future legal proceedings.
- (ii) Appendix A to a report entitled “Mint Festival 2015 – Members Debrief” referred to in Minute No.88 was designated as exempt under Access to Information Procedure Rule 10.4 (3) and (7) because it contained information relating to the financial or business affairs of any particular person and information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime and disorder which may result in future legal proceedings.

It was considered that in respect of the both items above, the public interest in maintaining the exemption from publication outweighs the public interest in disclosing the information.

78 Late Items

Draft minutes to be approved at the meeting
to be held on Tuesday, 8th March, 2016

There were no late items submitted

79 Declaration of Disclosable Pecuniary Interests

There were no declarations of Disclosable Pecuniary Interests made at the meeting.

80 Apologies for Absence

Apologies for absence were received from Councillors: R Downes, B Gettings, A Khan, B Selby, C Townsley and M Ingham

81 Minutes of the Previous Meeting

That the minutes of the previous meeting held on 15th December 2015 were approved as a true and correct record.

82 Matters Arising from the Minutes

There were no issues raised under matters arising.

83 Changes to the Hackney Carriage Trade Forum Meetings constitution

The Head of Elections, Licensing and Registration submitted a report which set out details of proposed changes to the Hackney Carriage forum constitution to amend the existing frequency of such meetings.

The 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:

- The existing arrangements
- The vast majority of Trade issues were dealt with as they arose

In providing clarification the Section Head, Taxi and Private Hire Licensing said under the new proposal meetings of the Taxi and Private Hire forum would take place every four months (or as frequently as business demanded). Special meetings could be called as necessary to deal with issues as they arose.

In summing up the Chair said the proposal appeared to be a sensible way forward to enable the Council to meet the needs of the trade in a way that retained some formality but allowing flexibility for both parties.

RESOLVED – Members noted the changes to the Hackney Carriage forum constitution.

84 Review of Driver Licensing Requirement for Group II Medicals

The Head of Elections, Licensing and Registration submitted a report which sought the views of the Committee as to whether or not the existing Group II medical policy was sufficient in terms of public safety, or if it required to be strengthened by more frequent medical assessments.

Appended to the report were the following appendices:

- Report to the Licensing and Regulatory Panel dated 18th November 2008 concerning the introduction of a Group II medical report requirement (Appendix 1 refers)
- Medical Examination Report Form (Appendix 2 refers)
- C1 Criteria for insulin dependent drivers (Appendix 3 refers)

The 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:

- Existing LCC policy was in line with DVLA requirements
- The recommendations of the Glasgow Enquiry
- Whether the existing arrangements were satisfactory

It was the view of the Committee that the existing policy and requirements were satisfactory

RESOLVED – To approve that the existing policy in respect of Group II medical assessment requirements was satisfactory

85 Activity Update: Taxi and Private Hire Licensing 1st January to 31st December 2015

The Head of Elections, Licensing and Registration submitted a report which Provided a summary of the activity undertaken by the Taxi and Private Hire Licensing Section during the period 1st January to 31st December 2015.

The 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:

- The number of licences issued
- Refusal and Revocation Decisions
- Suspension Decisions
- Complaints Received
- Appeals Received
- Changes to Policy
- Annual DBS

It was noted there had been a decrease in the number of Private Hire Operators.

In offering an explanation the Section Head, Taxi and Private Hire Licensing said the introduction of new technologies; smartphones and apps had encouraged companies to merge existing operating businesses to gain a larger stake in the industry.

It was reported the Private Hire Operator conditions approved by Committee had enabled for focussed enforcement activity in dealing with licensed drivers. There had been Operators in some PH companies where there had been a lack of management attention by the proprietor in respect of 'plying for hire' issues. The new conditions had been effective in contributing to improved business practices.

RESOLVED – That the contents of the report be noted

86 Licensing Committee Work Programme 2016

Members considered the contents of the Licensing Committee Work Programme for 2016.

RESOLVED – That the contents of the Licensing Committee Work Programme for 2016 be noted

87 Entertainment Licensing Section - Annual Report January - December 2015

The Head of Elections, Licensing and Registration submitted a report which Provided a summary of the issues dealt with by the Entertainment Licensing Section during the period January to December 2015.

The Section Head, Entertainment Licensing, presented the report and responded to Members' questions and queries.

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

- Licensing Act 2003: Application Statistics
- Licensing Act : Reviews
- Licensing Act : Appeals
- Statement of Licensing Policy
- Gambling Act 2005: Application Statistics
- Gambling Act 2005: Statement of Licensing Policy
- Large Casio
- Sexual Establishments
- Update of the Liaison & Enforcement Team
- Outdoor Events

RESOLVED –

- (i) That the contents of the report be noted

- (ii) To note that future report would be brought back to this Committee on an annual basis
- (iii) The Chair to discuss the timing of the report with the Chair of the Corporate Governance and Audit Committee given the fact the same information is presented to both Committees

88 Mint Festival 2015 - Members Debrief

The Head of Elections, Licensing and Registration submitted a report which provided details of the de-brief following the Mint Festival 2015 held at Wetherby Racecourse between 19th and 20th September 2015.

Appended to the report was the following appendix:

- Minutes of the Multi – Agency de-brief meeting held on 18th November 2015 (Appendix A refers)

The Principal Licensing Officer, Entertainment Licensing, together with Mark Black and Therese McMullan from Mint presented the report and responded to Members' questions and queries.

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

- Noise nuisance
- Consultation with Ward Councillors and local residents
- Traffic management issues
- Litter outside the site

Commenting on the noise nuisance complaint, a Ward Councillor for the area said although there was some noise, it was not a significant issue.

Referring to proposals for a 2016 Mint Festival, Mr Black said consideration was been given to staging the event over 1 day but at an alternative Leeds venue.

The Chair thanked Mr Black and Ms McMullan for their attendance and participation

RESOLVED – That the contents of the report be noted

89 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Tuesday, 8th March 2016 at 10.00am in the Civic Hall, Leeds.

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Report author: John Ebo

Tel: 247 4714

Report of: Head of City Centre Management

Report to: Licensing Committee

Date: 8th March 2016

Subject: Leeds City Centre Night Time Economy and Leeds Business Improvement District

Are specific electoral wards affected? If relevant, name(s) of ward(s): City and Hunslet	<input checked="" type="checkbox"/> Yes <input 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. In December 2015, License Committee expressed a desire to be updated on the progress of the Leeds Business Improvement District (BID), a private sector led initiative, supported by Leeds City Council. The update was sought in relation to aspects of Leeds city centre night time economy which the new BID would seek to improve as part of its business plan over the next 5 years.
2. In January 2016 an interim report was produced and circulated to members of Licensing committee on the current approach of the BID, setting out proposals within the BID business plan and the Council's position on the Late Night Levy in relation to the formation of the BID.
3. The interim report recommended that Licensing committee welcome the attendance of the Chief Executive of Leeds BID at the March meeting where a more detailed overview will be presented, with the opportunity for a Q&A session with the incoming Chief Executive of Leeds BID and the Head of city centre management of Leeds City Council.

Recommendations

4. Licensing Committee is recommended to:
 - (i) Note the update attached on the progress of the BID which forms the basis of the presentation by the Chief Executive of the BID at the March meeting;

- (ii) Engage with the Chief executive of the BID and take the opportunity to explore what Leeds BID can and are proposing to do in their business plan in support of the city centre's night time economy.
- (iii) Support the approach being taken by the BID and partners to explore the attainment of the national accreditation for the night time economy - Purple Flag, which will make it necessary to examine the issues in detail that affect how the night time economy operates.

1 Purpose of this report

- 1.1 This report provides members of Licensing Committee with an update on the development of the Leeds Business Improvement District, since its inception in early 2015. The main points are covered in the attached appendix 1.0 and also covers reference to the Night Time Economy (NTE) in Leeds city centre. Licensing committee will receive a full briefing at the March meeting where the subject matter will be covered with the Chief Executive of Leeds BID.

2 Background information

- 2.1 In 2011, The Council and major stakeholders in the city centre agreed to develop a Business Improvement District (BID) to achieve a step change in the ability of Leeds to improve and promote its city centre as a leading European business location, a top UK retail destination, and a source of new jobs and economic growth. In 2014, the private sector, supported by the Council, formed the BID4Leeds company to develop proposals for a BID for Leeds City Centre. This would generate around £2.3million investment annually from business contributions into a singular pot of investment.
- 2.2 A BID is where businesses vote to levy additional business rates on occupiers to create funds earmarked for improvements to an area. The Leeds BID proposals put forward a levy of 1.25% of rateable value. Occupiers of premises with a rateable value of below £60,000 would be excluded from paying the levy, ensuring most small firms would not incur additional costs.
- 2.3 In February 2015, businesses in Leeds city centre balloted successfully and agreed to establish the Leeds BID, to begin operating from April 1st 2015. It's geographical area of operation will be the boundary of the city centre specifically. It would not operate beyond this boundary nor raise revenue from those businesses outside the boundary.
- 2.4 It's focus is to invest its membership levies in 3 key areas of operation in order to add value to the existing operations in the city centre. These are: The Leeds Welcome; The Leeds Experience and Leeds Business Voice. Further detail is set out in the BID business plan, attached as Appendix 2.0

3 Main issues

- 3.1 One of the areas that city centre stakeholders and businesses wanted the BID to support and help manage was the night time economy in the city centre. As well as helping to promote its advantages, there was consensus that it should also

help to create a safer, and more welcoming environment in promoting Leeds. This ambition is reflected in the BID business plan under the main theme of Leeds Experience; Appendix 2.0, Page 21, point 3, and referenced as:

“Acting as a one stop shop for businesses to ensure a clean and safe city centre. Working with the various existing initiatives such as Radio Link, Pub Watch, Taxi Marshalls and Street Angels that are run through partners including Leeds City Council, the Police and BACIL (Business Against Crime in Leeds) to ensure a well-managed city both day and night.”

- 3.2 Consideration had been given to the Late night levy as one of the potential tools to help manage night time economy issues. The Council after due consideration, concluded that the BID will be its preferred route, as applying both models together would involve duplication, and businesses would not pay twice. Scrutiny Board (Resources and Council Services) held an inquiry in late 2013 into a possible Late Night Levy on licensed premises. The report of Scrutiny Board (Scrutiny Inquiry Report: Late Night Levy, Scrutiny Board – Resources and Council Service, November 2013) recommended “that the Executive Board reiterates its openness to support a BID which includes an element of initiatives to manage the night time economy.” The Feasibility Study into a city centre Business Improvement District recommended that licensed premises are included as levy payers, and that a BID could include initiatives to manage the night time economy.

4 Corporate considerations

4.1 Consultation and engagement

- 4.1.1 In forming the BID, consultation took place with nearly 200 stakeholders, through 30 meetings, five presentations and three consultation workshops. There was strong support for the BID for Leeds to progress to a ballot in February 2015. The Leeds City Centre Partnership Board was consulted on the BID and were supportive. The Council was also consulted including, the Leader of the Council, the Executive Member for Transport and the Economy, the Deputy Executive Member for Transport and Economy (and Chair of the City Centre Partnership Board), the Directors of Environment and Housing and City Development and senior Council officers in appropriate related services in Cleansing, community safety, Highways, Culture and Sport and Economic Development.
- 4.1.2 Licensing committee received presentations on the BID’s formation in advance of the BID ballot being held
- 4.1.3 Briefings were also held with Councillors from City & Hunslet ward.
- 4.1.4 In developing its business plan the Leeds BID consulted businesses on their views, to form the basis for the BID’s operating plan. All businesses likely to be subject to the levy, and therefore have a vote, were contacted during June 2014 to August 2014. A variety of means were utilised including email, telephone, face to face and meeting presentations. The survey was available online and by hard copy and was distributed to 100% of businesses. Direct contact was made with named individuals for a total of 709 out of the probable 1,097 voters (65%).

4.2 Equality and diversity / cohesion and integration

- 4.2.1 There are no specific implications for equality and diversity as a result of the Leeds city centre BID and this update. The Leeds City Centre BID exempts small business from paying a BID levy and continues to provide small and independent establishments with the opportunity to grow their business, be involved with the BID and benefit from its investment and enable a diverse and vibrant Leeds city centre economy.

4.3 Council policies and best council plan

- 4.3.1 The Leeds city centre BID supports the delivery of the best Council Plan 2013-17 objective of “Promoting sustainable and inclusive economic growth” and the city Priority Plan objective, “Best city for business” by raising the profile of Leeds nationally and supporting the sustainable growth of the Leeds economy.
- 4.3.2 Specifically, it will support the delivery of the following City Priority Plan priorities and Core Strategy Objectives: Support the sustainable growth of the Leeds’ economy; Raise the profile of Leeds nationally; Support the continued vitality, economic development and distinctiveness of the City Centre as the regional centre; and
- 4.3.3 Promote the role of town and local centres as the heart of the community which provide a focus for shopping, leisure, economic development and community facilities and spaces. The Leeds BID is aligned with our planning framework for managing towns and districts and the city centre.

4.4 Resources and value for money

- 4.4.1 The Leeds BID has generated circa £2.2m in its first year in levy collection to be spent according to the agreed business plan priorities. It will generate over £12m in its 5 year term to be invested in the BID area.

4.5 Legal Implications, access to information and call In

- 4.5.1 There is a baseline services agreement in place that ensures that the BID delivers genuine additionality to current public services. Partners will continue to work together to reduce any negative impact of night time economy issues. An Operating Agreement also sets out how the Council will support the BID by collecting the levy, and ensuring the income is passed over as per the BID legislation.

4.6 Risk management

- 4.6.1 There are no anticipated risks as a result of this update and the BID supporting the late night economy.

5 Conclusions

- 5.1 The Leeds BID has made progress and is engaging well with stakeholders in the day time as well as night time economy, in its short term of operating.

- 5.2 The BID is working with the Leeds city centre community safety partnership board to conduct a detailed assessment of the Leeds night time economy offer. This is in the form of a feasibility project that could lead to the attainment of the national accreditation scheme for night time economy – **The Purple Flag**. Work on this is already underway, though we are at an early stage of the process.
- 5.3 Success of Purple Flag will require a detailed analysis of the issues in the night time economy and proposals implemented to resolve them. It is also a recurring assessment, so it ensures continuous monitoring and resolution of issues for the accreditation to be sustained. This will enable all partners to be galvanised towards one approach, agreed solutions and joined up thinking and resources.

6 Recommendations

Licensing Committee is recommended to:

- (i) Note the update attached on the progress of the BID which forms the basis of the presentation by the Chief Executive of the BID at the March meeting;
- (ii) Engage with the Chief executive of the BID and take the opportunity to explore what Leeds BID can and are proposing to do in their business plan in support of the city centre's night time economy.
- (iii) Support the approach being taken by the BID and partners to explore the attainment of the national accreditation for the night time economy - Purple Flag, which will make it necessary to examine the issues in detail that affect how the night time economy operates.

7 Background documents¹

- 7.1 Appendix 1.0 PDF Presentation
- 7.2 Appendix 2.0 BID Business Plan

¹ 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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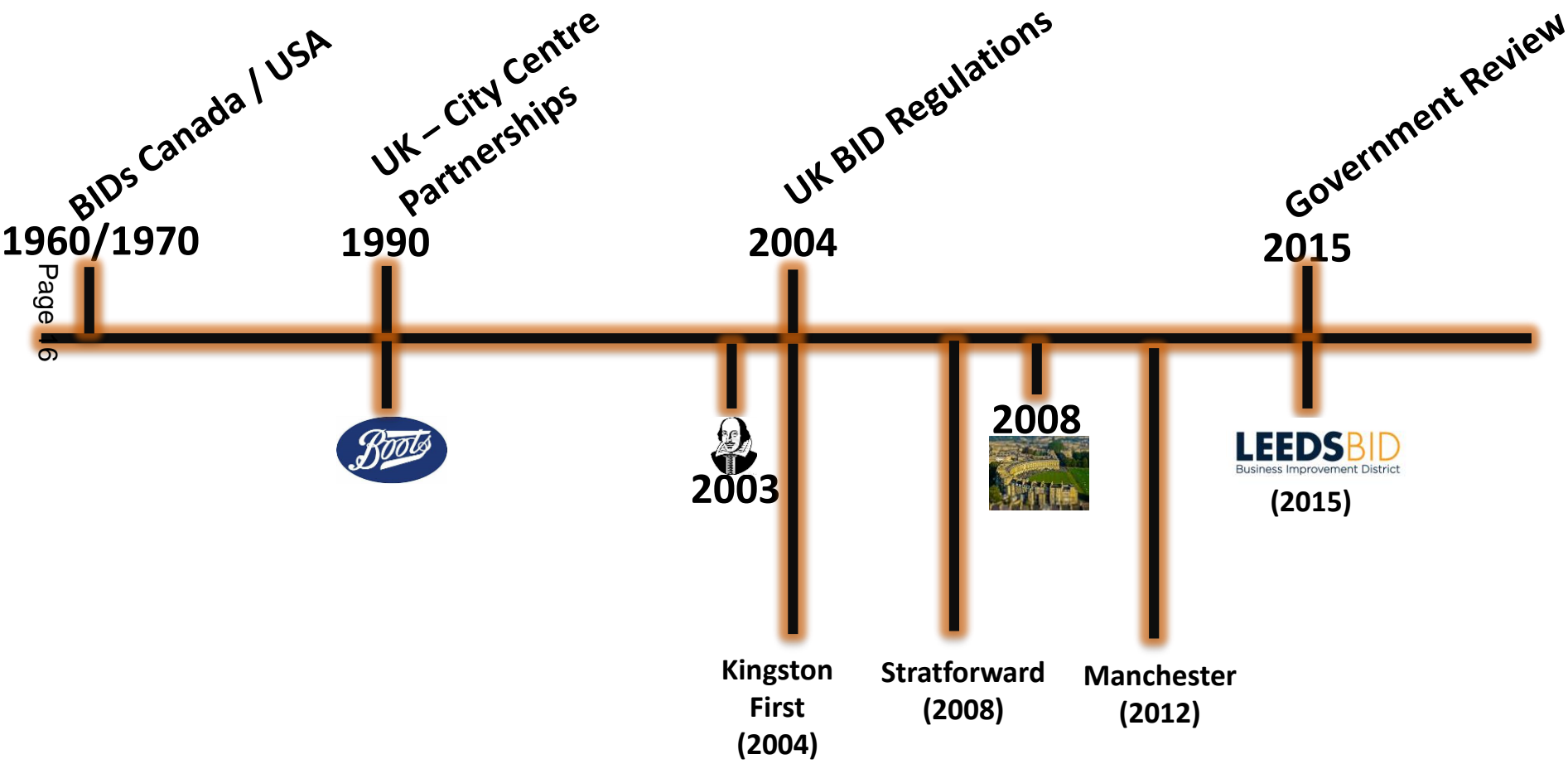
LEEDS BID

Business Improvement District



Andrew Cooper
Chief Executive
Leeds Business Improvement District

- Evolution of BIDs
- What is a BID?
- Governance
- Business Priorities
- Evening Economy



Grant giving

Talking shop

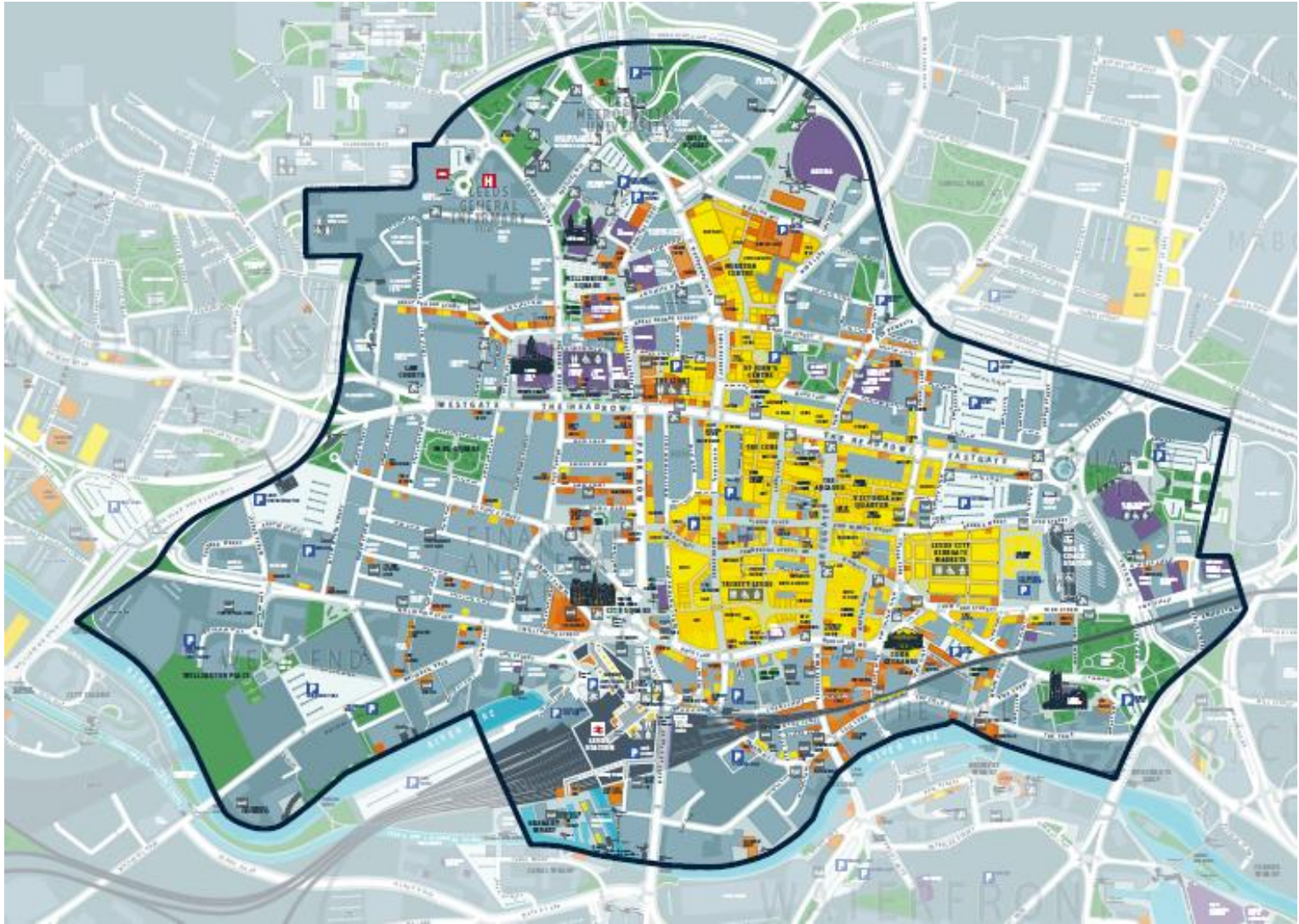
Charity

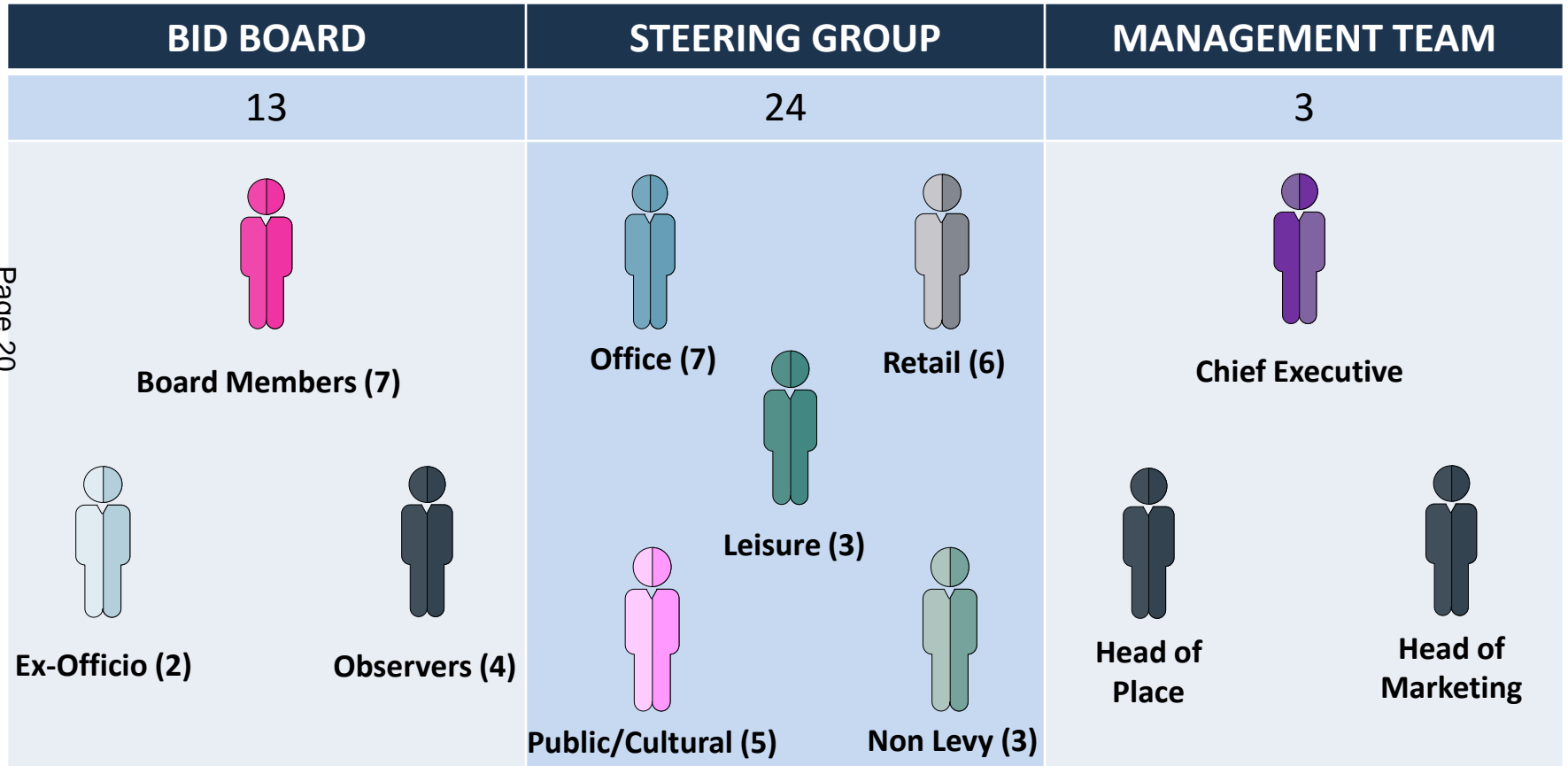
The Council



**Not a basket
for unfunded
problems**

- Business Led
- Defined area
- Business >£60K RV 1.25%
- Deliver a business plan for improvement
- Transparent
- Give ROI
- Not just for those paying the levy / in the BID area





“ a test for acidity or alkalinity using litmus”

Page 21

“Litmus test for any BID...

.....was this happening before the BID arrived?”

”

- Aiming for high standards
- Raising the profile
- Adding value

- First impression
- Physical welcome to the city
- Enhanced street cleansing, recycling activity
- Improvements via a dedicated ambassador team

- A co-ordinated events programme
- Animating the streets
- Increase business tourism
- Providing one point of contact for business
- The evening economy / Bacil

- One voice for business
- Achieving economies of scale
- Attracting and retaining talent and skills
- Data & information hub

- Late Night levy – why this is not the way forward in Leeds
- Purple Flag – raising standards and working collaboratively
- Working with BACIL and funding
- LCC making it a condition of licensees to participate in current BACIL initiatives to support a well-managed evening economy
- Work to curate the evening economy and work on campaigns and events that support this objective
- Leeds has a **STRONG** partnership approach in addressing issues relating to the evening economy – The Leeds BID aims to support, fund and enhance this.



enquiry@leedsbid.co.uk



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www.leedsbid.co.uk

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DRIVING LEEDS CITY CENTRE FORWARD

BID BUSINESS PLAN 2015 TO 2020

BID **4** LEEDS

DRIVING LEEDS CITY CENTRE FORWARD TO COMPETE ON A GLOBAL SCALE

THE BID4LEEDS VISION

Many great partnerships, projects and initiatives exist across the city centre of Leeds.

The BID's vision is one of ambition.

To drive Leeds city centre forward to compete on a global scale and to act as a pivotal coordinating voice uniting the businesses and communities of Leeds reflecting the diversity of the city.

The BID's approach will encompass leadership of new ideas and standards together with supporting and enhancing existing initiatives.



WHAT IS BID4LEEDS?

BID4Leeds is the name given to the partnership run by Leeds BID Limited, which has been established as a not-for-profit company to act as the BID Proposer to create a Business Improvement District (BID) for investing in the city centre of Leeds.

WHAT IS A BID?

A BID is a business-led partnership that enables coordinated investment in the management and marketing of a commercial area. Governed by legislation to ensure fairness and transparency, a BID is created for a five year period following a successful ballot. During the term of the BID all businesses defined within this Business Plan will be required to pay the mandatory levy irrespective of whether they cast a vote in the ballot.

WHY DOES LEEDS NEED A BID?

LEEDS IS AN ECONOMIC POWERHOUSE

One of the fastest growing cities in the UK, Leeds has the second largest concentration of financial and professional services jobs and a population of over 750,000.

750,000 POPULATION

As the UK's largest financial and business services centre outside London, this sector employs over 124,000 people in the city. Leeds is also recognised as the UK's most important legal centre outside London, with over 180 law firms. It also has over 200 accountancy firms including the majority of the 20 largest UK practices.

The Bank of England also has a major presence in the city through its cash centre, which is responsible for bulk note handling for the North of England alongside over 30 national and international banks located in the centre. Further investment and development activity is continuing through the Sovereign Square scheme and West End schemes although there remains still little speculative office provision.

Leeds has consistently been ranked as one of the UK's top five retail destinations with over 1,000 shops and a wide variety of offerings although its position has dropped in recent years. Kirkgate Market, part of which is a Grade I listed building dating

ONE OF THE
FASTEST
GROWING
CITIES IN THE UK

back to 1875 was where Marks & Spencer originates - Michael Marks opened his penny bazaar there back in 1884 and still operates as the largest covered market in Europe. Many independent retailers can be found around the city amongst the various streets and arcades within the listed Corn Exchange. Significant recent retail investment has come to the city in the form of Trinity Leeds, which opened in 2013 joining Harvey Nichols and the many other high street and high-end names in and around Briggate and Victoria Quarter.

Leeds is the only English city outside London with its own repertory theatre, opera house and ballet companies. The Cultural Quarter is situated in the east of the city centre with landmarks including the BBC building and the West Yorkshire Playhouse. Just to the south of the city centre also lies the Royal Armouries Museum, which is a major tourist destination for the city. The most recent visitor destination is the new First Direct Arena, which opened in 2013 and has a capacity of 13,500.

The many attractions and retail and leisure offerings are well supported by a wide variety of hotels across the city centre ranging through budget, business and luxury. Much of this activity could be better joined up to maximise the opportunities and therefore the BID will provide the mechanism to ensure coordinated activity.

In terms of education, the city is host to 200,000 students across a variety of institutions including Leeds Trinity University, Leeds Beckett University, the University of Law and Leeds City College with the College being the 3rd largest further education establishment in the UK.

NO.3 UK'S TOP RETAIL DESTINATION

SOURCE: JAVELIN

The next major wave of development is already underway through Victoria Gate with a major scheme comprising John Lewis, specialist retail linking through to Victoria Quarter and further city centre car parking.

LEEDS IS THE LARGEST CONCENTRATION OF FINANCIAL AND PROFESSIONAL SERVICES JOBS OUTSIDE LONDON

200,000 OF UK GRADUATES EDUCATED IN LEEDS

Alongside this, there are many other highly regarded educational institutions within the city including the Leeds College of Music. Leeds City Station is the busiest in the North of England with over 900 trains and 100,000 passengers per day.

LEEDS CITY
STATION IS THE
BUSIEST
IN THE NORTH OF ENGLAND

But we must not be complacent. The competition is not standing still. Increasingly there is a need to collaboratively invest in our town and city centres to safeguard their future. With greater competition to the traditional high street model; heightened customer and client expectations; and increasing pressures on public sector resources, a BID provides a compelling and accountable approach to ensure continued investment and coordinated place management.

THE CONSULTATION

IT IS CRITICAL THAT WE HAVE UNDERSTOOD THE PRIORITIES FOR YOU, YOUR STAFF AND YOUR CUSTOMERS WHEN BUILDING THE BID BUSINESS PLAN FOR THE NEXT FIVE YEARS. WE THEREFORE CREATED A VARIETY OF OPPORTUNITIES TO ENGAGE WITH YOU AND TO ENSURE YOUR VIEWS WERE HEARD DURING THE CONSULTATION.

A VARIETY OF OPPORTUNITIES TO ENGAGE

1 FEASIBILITY

200 KEY STAKEHOLDERS OVER 30 MEETINGS

A comprehensive feasibility phase was undertaken, which ran from September 2013 to February 2014. Members of the Feasibility Study team undertook a consultation process which involved nearly 200 key stakeholders through over 30 meetings,

five presentations and three workshops. Support for a BID for Leeds city centre was overwhelming and the feedback has informed this next stage of consultation and development.

2 CONSULTATION

A thorough consultation of all those likely to be subject to the levy, and therefore have a vote, were contacted during June 2014 to August 2014. A variety of means were utilised including email, telephone, face to face and meeting presentations.

DISTRIBUTED TO 100% OF BUSINESSES

The survey was available online and by hard copy and was distributed to 100% of businesses. Direct contact was made with named individuals for a total of 709 out of the probable 1,097 voters (65%) during this phase.

3 BUSINESS PLAN PROJECTS TESTING

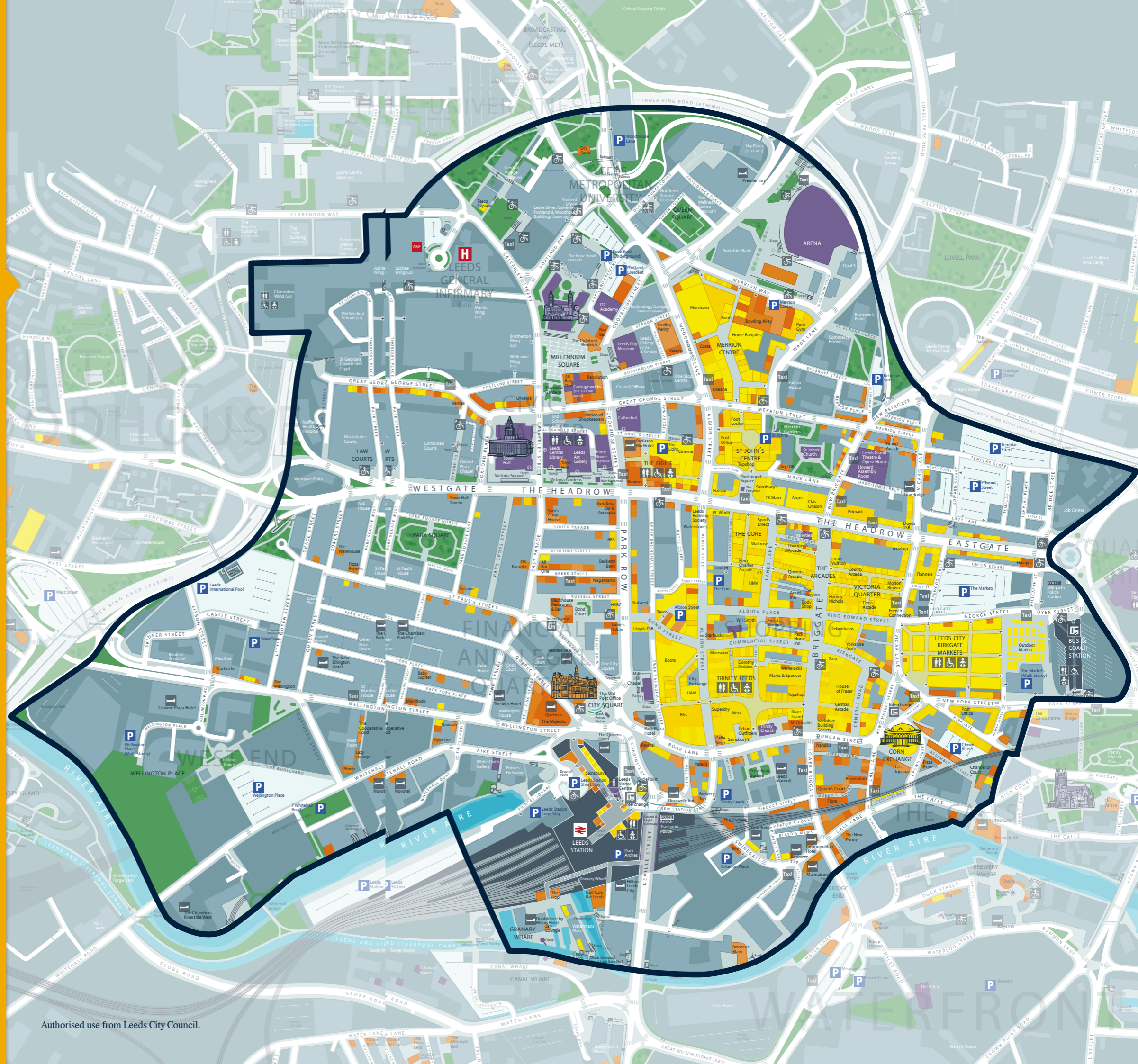
Draft Business Plan projects were drawn up through the BID4Leeds Steering Group and this was tested through a variety of routes using email and hard copy versions for the month of

October 2014. This was sent to all known voters via email and distributed by hard copy through a variety of groups and initiatives.

SENT TO ALL KNOWN VOTERS

THE BID AREA

THE PROPOSED BID AREA IS SHOWN. PLEASE VISIT WWW.BID4LEEDS.COM FOR A FULL LIST OF STREETS WITHIN THE BID AREA.





THE BUSINESS PRIORITIES

FOLLOWING THE EXTENSIVE CONSULTATION, A SET OF CLEAR BUSINESS PRIORITIES HAVE BEEN IDENTIFIED FOR THE FIRST FIVE YEARS OF THE BID.

THE PRIORITIES ARE:

1 } AIMING FOR HIGH STANDARDS

In the competitive landscape that we are faced with, it is critical that the BID ensures that the city is ambitious and aims higher in terms of place shaping standards to maintain and enhance the quality of provision and service across the city.

3 } ADDING VALUE

The BID has the ability through coordination of effort and investment to increase performance and achieve cost efficiencies whilst ensuring it doesn't just duplicate or replace existing provision.

2 } RAISING THE PROFILE

Leeds has a great deal to offer, and much more investment still to come. We must raise the profile of the city from both a consumer and corporate perspective.

THEME 1:

THE LEEDS WELCOME

01

THEME 1: THE LEEDS WELCOME

LEEDS IS ALREADY A SUCCESSFUL CITY WITH THE POTENTIAL TO BE GREAT. MORE NEEDS TO BE DONE TO ENSURE THE CITY IS MAINTAINED AND ENHANCED OVER THE COMING YEARS. WE MUST NOT BE COMPLACENT.



Page 36

FIRST DIRECT ARENA WAS VOTED BEST NEW VENUE IN THE WORLD AT THE 2014 STADIUM BUSINESS AWARDS

RAISING THE GAME FOR THE CITY >>

THE PUBLIC SECTOR PROVIDERS INCLUDING LEEDS CITY COUNCIL AND THE WEST YORKSHIRE POLICE DELIVER A ROBUST AND THOROUGH CLEANSING, STREET MANAGEMENT AND POLICING SERVICE THAT ENSURES A CLEAN, SAFE AND WELCOMING ENVIRONMENT TO WORKERS, SHOPPERS, RESIDENTS AND VISITORS ALIKE. BUT THE REQUIREMENTS OF A HIGH-CLASS CITY OFTEN GO BEYOND THE STATUTORY OBLIGATIONS.

BID4LEEDS WILL FOCUS ON PROJECTS AND INITIATIVES THAT RAISE THE GAME FOR BOTH THE PHYSICAL AND DIGITAL WELCOME TO THE CITY.

THE PROPOSED PROJECTS THAT THE BID COULD DELIVER INCLUDE:

1 | PHYSICAL WELCOME

Improving the access points to the city centre to ensure a better 'physical' welcome at all entry points, especially the train station, and to ensure ease of navigation around the city utilising new contemporary, consistent and visible way finding signage.

2 | DISTINCTIVE WELCOME

Developing and delivering a robust marketing and communication strategy showcasing and focusing on Leeds' cultural, retail, leisure and commercial assets. Start the welcome for the consumer right from the online perception in the form of a strong consumer and corporate brand and website for the city and continue this through the full suite of digital and physical media propositions to ensure prospective visitors and users have all the information available to them. Targeted campaigns to celebrate Leeds' distinctiveness would include a focus on independent retailers, markets and the cultural offer to name just a few.

FOCUSING ON LEEDS' CULTURAL, RETAIL, LEISURE AND COMMERCIAL ASSETS

3 | BRANDED WELCOME

Creating a uniformed team of BID Ambassadors to provide a meet and greet service, which could include static and mobile information points as the need arises. These Ambassadors could act as the eyes and ears for the city both reporting on standards of cleansing and enforcement whilst also acting as an information conduit to individual businesses as required.

THEME 2:

THE LEEDS EXPERIENCE

OVER THE YEARS, LEEDS CITY CENTRE HAS LACKED A SUSTAINED SERIES OF CITY EVENTS AND ACTIVITIES OF A NATIONAL SCALE, BUT MORE RECENTLY HAS BEEN BOOSTED BY THE OPENING OF THE ARENA TOGETHER WITH HOSTING LE GRAND DÉPART OF THE TOUR DE FRANCE AND THIS MUST BE BUILT UPON. WITH HEIGHTENED COMPETITION THERE IS A NEED TO ENSURE A WELL-ROUNDED SCHEDULE OF ACTIVITIES SUITING ALL USERS OF THE CITY, TO MAXIMISE INVESTMENT AND FOOTFALL.



THEME 2:

MAXIMISE INVESTMENT AND FOOTFALL »

LEEDS CITY COUNCIL, VISIT LEEDS AND LEEDS HOTELS AND VENUES ASSOCIATION CURRENTLY DELIVER SOME OF THESE ELEMENTS AND INEVITABLY MANY OF THE MAJOR INITIATIVES AND INDEED STATUTORY SERVICES ARE FUNDED AND DELIVERED BY THE CITY COUNCIL.

HOWEVER THE BID PROVIDES THE OPPORTUNITY TO PUT A SHARPER FOCUS ON COORDINATED EFFORTS, MANAGEMENT ARRANGEMENTS AND AN ALL-ROUND PROGRAMME OF EVENTS AND ACTIVITY FOR THE BENEFIT OF THE CITY CENTRE TOGETHER WITH ADDING VALUE AND SUPPORTING THE DELIVERY OF EXISTING ASPIRATIONS ACROSS THE CITY.

THE PROPOSED PROJECTS THAT THE BID COULD DELIVER INCLUDE:

1 } COORDINATED EVENTS PROGRAMME

Creating a year-round programme of activities, from large signature events through to small-scale sector-focused promotions, to build on the existing well-established events and to identify gaps and opportunities for further provision to enhance the business performance of the city. Build on the 'Tour de France' effect that the city was so proud to achieve.

BUILDING ON THE TOUR DE FRANCE EFFECT THAT THE CITY WAS SO PROUD TO ACHIEVE

Activities could include consumer-facing initiatives to increase footfall such as coordinated retail opening hours during Christmas trading or promotion-led activity to increase overnight stays across the city. Particular emphasis would be placed on driving footfall and spend at times of the day and week when Leeds currently underperforms.

2 } ANIMATING THE STREETS

Generating a series of propositions to animate the streets including items such as streetscape improvements, green audits and initiatives, planting schemes, street furniture and banners.

3 } PROVIDING A ONE STOP SHOP

Acting as a one stop shop for businesses to ensure a clean and safe city centre. Working with the various existing initiatives such as Radio Link, Pub Watch, Taxi Marshalls and Street Angels that are run through partners including Leeds City Council, the Police and BACIL (Business Against Crime in Leeds) to ensure a well-managed city both day and night.

4 } BUSINESS TOURISM PROPOSITIONS

To support the creation of a city wide project team to generate and fund a business tourism strategy around the 'Leeds - The Conferencing City' Proposition.

5 } STIMULATING A MODERN CITY

Identify opportunities to maximise the experience for all users of the city utilising modern technologies such as supporting the provision of free WiFi throughout the city.

THEME 3:

**THE LEEDS
BUSINESS
VOICE**

CITIES OPERATE MORE EFFICIENTLY AND PROFITABLY IF BUSINESSES AND PUBLIC AUTHORITIES ARE WORKING EFFECTIVELY TOGETHER. A STRONG, REPRESENTATIVE AND EFFECTIVE BUSINESS VOICE IS THEREFORE A CRITICAL COMPONENT OF SUCCESSFUL PLACE MANAGEMENT.



THEME 3:

SHARPENING THE FOCUS OF THE BUSINESS VOICE >>

THE BID PROVIDES THE OPPORTUNITY TO SHARPEN THE FOCUS OF THE BUSINESS VOICE FROM ALL SECTORS AND KEY STAKEHOLDERS INCLUDING HEALTH, EDUCATION AND CULTURE FOR THE DIRECT BENEFIT OF THE CITY CENTRE AND IN PARTICULAR SECTORS WHERE VARYING NEEDS AND ASPIRATIONS EXIST.

03 | THEME THREE: THE LEEDS BUSINESS VOICE

THE PROPOSED PROJECTS THAT THE BID COULD DELIVER INCLUDE:

1 | ONE VOICE FOR BUSINESS

Creating a conduit for all sectors across the city centre to ensure their voice is heard at a strategic level whilst also on a practical level to report on operational concerns such as parking, traffic and planning matters. The BID would also provide regular business communications and briefings as well as hosting forums and networking activities.

2 | INVESTMENT OPPORTUNITIES

Creating a focus on investment needs in the city centre and identifying new opportunities to leverage new sources of funding for the benefit of individual businesses, sectors and the city as a whole to ensure Leeds can compete in the global marketplace. This is also representing business to ensure the city achieves a fair deal from the public sector and other funding sources.

3 | PROMOTING EXCELLENCE

Delivering activities such as a Business Festival and a Business Awards initiative to promote excellence across the city and showcase best practice for the benefit of others.

4 | ACHIEVING ECONOMIES OF SCALE

Driving down occupancy costs for businesses including investigation into a possible business recycling service and other collective buying opportunities to ensure the BID levy operates as an investment as opposed to a cost on business.

5 | A CONDUIT FOR DATA, INTELLIGENCE AND INNOVATION

Creating the BID as a hub for the collection and collation of data and intelligence of the city including footfall analysis, business surveys and customer surveys whilst providing a platform for innovation across the city.

6 | RETAINING TALENT AND SKILLS

Promoting Leeds city centre in collaboration with Leeds Chamber and Leeds City College as an economic driver of Leeds and Leeds City Region and promoting the city as a great place to work particularly for graduates. The ability for Leeds to retain talent, graduate or otherwise, and not have it drawn to other locations is crucial if it is to remain economically dynamic. The BID will also take action to stimulate business interest and leadership with regard to work experience placements, apprenticeships and volunteering to improve employment opportunities and skills.

FINANCES

TOTAL BUDGET OF C. £10 MILLION OVER 5 YEARS

INCOME	2015/16	2016/17	2017/18	2018/19	2019/20
LEVY @ 1.25%	2,000,000	2,040,000	2,080,800	2,122,416	2,164,864
OTHER INCOME (ESTIMATED)	100,000	100,000	100,000	100,000	100,000
TOTAL INCOME	2,100,000	2,140,000	2,180,800	2,222,416	2,264,864

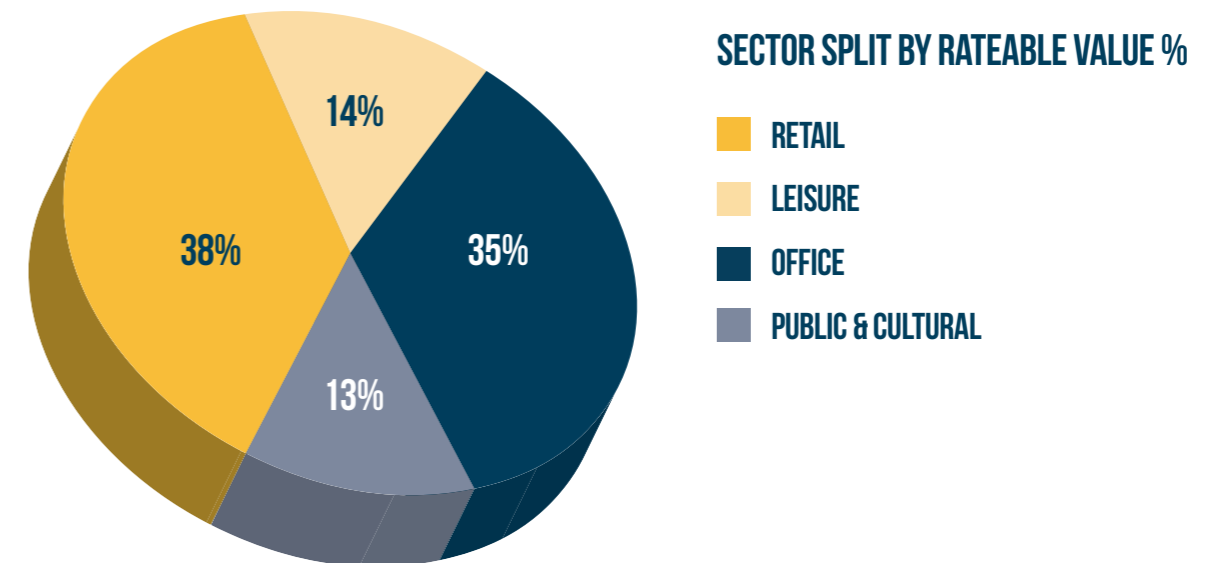
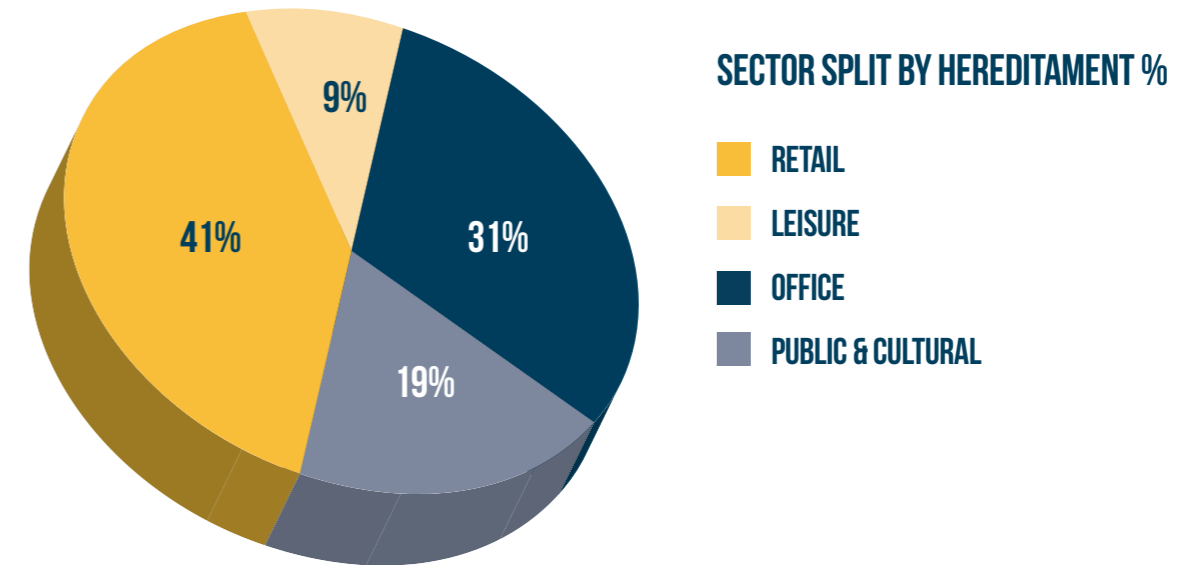
EXPENDITURE						%
THE LEEDS WELCOME	620,000	632,400	645,048	657,949	671,108	30
THE LEEDS EXPERIENCE	630,000	642,600	655,452	668,561	681,932	30
THE LEEDS BUSINESS VOICE	310,000	316,200	322,524	328,974	335,554	15
MANAGEMENT & OVERHEADS	360,000	367,200	374,544	382,035	389,676	17
CONTINGENCY & LOAN REPAYMENT	180,000	181,600	183,232	184,897	186,595	8
TOTAL EXPENDITURE	2,100,000	2,140,000	2,180,800	2,222,416	2,264,864	100

The BID finances table represents an indicative budget based on estimated levy income from the rating list at the time of writing. Decisions on expenditure and budget allocation will be governed by the BID Board and minuted accordingly. Any variation to the percentage theme allocation beyond 15% of the whole will be subject to an EGM.

- Based on Industry Criteria, an assumed collection rate of 96% has been adopted.
- A contingency on expenditure of 9% has been applied to allow for repayment on the set-up loan of £150,000 across years 1 and 2 and to enable flexibility to the plan in the later years of the BID.
- All new allocation of funds from the contingency budget and/or variations of allocation from the theme budgets will need to be reviewed and decided through the BID Board.
- The annual inflation rate on levy income has been assumed at 2%.
- The percentage of estimated additional income, derived in particular from voluntary contributions, amounts to 5% over the term of the BID although this should prove to be a cautious estimate.
- Management and overhead costs of the BID include all staffing, office accommodation, levy collection charges, legal and accountancy costs associated with running the BID, and are budgeted to remain below 20% of the total annual expenditure in line with Industry Criteria.
- The levy collection charge is £24,000, which amounts to 1.2% of the levy and £22/unit.

SECTOR BREAKDOWN OF THE BID AREA

THE BROAD BREAKDOWN BY SECTOR OF THOSE CONTRIBUTING TO THE BID ARE SET OUT BELOW BY PERCENTAGE.



BID LEVY RULES

CONSIDERATION HAS BEEN GIVEN TO THE BRITISH BIDS INDUSTRY CRITERIA AND GUIDANCE NOTES 2014 WHEN FORMULATING THE BID LEVY RULES.

- 1 From April 2015, the levy rate to be paid by each hereditament is to be calculated as 1.25% of its rateable value as at the selected 'chargeable day' (1st April annually).
- 2 All new hereditaments entering the Rating List after 1st April 2015 will be levied at 1.25% of the prevailing list.
- 3 A threshold of £60,000 Rateable Value will be applied, thereby exempting any businesses within the BID area falling below £60,000 Rateable Value.
- 4 The number of eligible hereditaments is estimated at 1,090.
- 5 The BID levy may increase by an inflationary factor of up to 2% in successive years (i.e. up from 1.25% to 1.27% in year 2). The board will assess if any increase is appropriate each year, giving careful consideration to the economic environment.
- 6 The levy will be charged annually in advance for each chargeable period from April to March each year, starting in 2015. No refunds will be made.
- 7 Any adjustments to the rateable values will only be adjusted at the fixed date of the subsequent chargeable year.
- 8 The term of the BID will be five years from 1st April 2015 to 31st March 2020.
- 9 In the case of an empty or untenanted premises, the property owner will be liable for the BID levy with no void period, and will be entitled to vote.
- 10 A cap on annual levy payable will be set at £25,000 per hereditament.

PRIVATE SECTOR LED PUBLIC SECTOR BACKED

LEEDS CITY COUNCIL IS BACKING THE BID. THE POLICY OF THE COUNCIL IS TO SUPPORT THE BID4LEEDS PROPOSALS TO ACHIEVE A STEP CHANGE IN THE ABILITY OF LEEDS TO IMPROVE AND PROMOTE ITS CITY CENTRE AS SUCCESSFUL BUSINESS LOCATION, AS A PLACE TO STUDY, A SOURCE OF JOBS GROWTH, AND AS A LEADING RETAIL, LEISURE, CULTURAL AND VISITOR DESTINATION. AS WELL AS BEING A SUBSTANTIAL LEVY PAYER IN ITS OWN RIGHT, THE COUNCIL HAS COMMITTED TO ALIGN ITS ACTIVITIES WITH THE BID. THE COUNCIL'S POLICY IS NOT TO PURSUE A LATE NIGHT LEVY IF A BID IS IMPLEMENTED.

LEGAL AGREEMENTS

A baseline agreement is in place, which sets out the agreed levels of service provided by Leeds City Council.

An operating agreement between Leeds BID Limited and Leeds

City Council, which defines the contractual arrangements for the collection and enforcement of the BID levy is in place.

Copies of these agreements can be viewed at www.bid4leeds.com

MANAGEMENT & GOVERNANCE

BID MANAGEMENT

The management team for the BID will be a combination of directly employed, seconded and outsourced staff to ensure the full extent of skills and expertise are achieved. The team will need strategic leadership along with place management and place marketing expertise.

BID GOVERNANCE

Leeds BID Limited has been established as a not-for-profit company to act as the BID Proposer to create a Business Improvement District (BID) for investing in the city centre of Leeds.

During the BID development, a Management Board has overseen the legal and technical elements of the process. Alongside this, a Steering Group of willing volunteers from all sectors of the city have contributed their time and knowledge to the consultation and creation of the Business Plan.

Once the BID is established, there will be a Management Board representing all sectors. The Board will be responsible for the strategic and financial

management of the BID and will meet on a quarterly basis as a minimum.

The split of representation on the Management Board will be per sector based on their relative value across the BID area to ensure all interests are suitably represented and the City Council will have formal representation as the provider of statutory services across the city.

Alongside the Management Board, there will be short-life and/or ongoing working groups focused on specific issues/projects as the need arises. These groups will always have at least one Director from the Management Board in their membership and the appropriate budget will be agreed at Management Board level.

WE'RE IN FULL SUPPORT OF THE BID



“As Chairman of BID4Leeds I have been inspired and humbled by the commitment of so many of our Leeds businesses to have the desire to make this great City better. Help us make the BID a reality by voting YES in February 2015.”

John Bywater,
Chairman, BID4Leeds

MANAGEMENT BOARD



“As one of the major property investors and owners in Leeds city centre we are determined to see its attractiveness and vitality continue to improve. We can do that by being an active supporter of the BID so that more people come to work, live and play here. The BID can ensure that all stakeholders and businesses join together in achieving that.”

Gerald Jennings, Portfolio Director for North and Scotland, Land Securities



“As long term owner managers of some of the UKs most successful shopping destinations, Hammerson have first-hand experience of the impact a well run BID bestows on its host location. To compete and grow in the 21st century, successful cities need a clear and compelling identity - a tangible sense of place, supported by smart management. This is what the BID4Leeds will have the scope to deliver.”

Peter Cooper, Director of Asset Management, Hammerson UK



“More than ever the major cities of the UK such as Leeds have to compete on a global stage for investment, skilled employees, health and educational services. It is essential that we all play our part in presenting our city at its best and the BID structure allows us to do this. We need to seize the opportunity and work together to make the most of it.”

Richard Lewis, Property Director, Town Centre Securities



“In other cities, BIDs have been successful in bringing a focus to business priorities, funding services to support economic growth which are complementary and additional to those provided by their respective local authorities. Leeds already has a very successful city centre with a diverse commercial and office sector working alongside a vibrant cultural, leisure and retail community, a BID could bring new focus and funding to facilitate greater partnership working amongst the private and public sectors for the benefit of all in the city.”

Mark Goldstone, Head of Policy and Representation, West and North Yorkshire Chamber of Commerce

OFFICES



“Bond Dickinson supports the Leeds BID wholeheartedly. Working together to improve the area in ways which will boost the economy has to be a positive thing. We have seen real benefits from BIDs in other cities and we are confident that the Leeds BID team will make a positive difference in our city.”

Paula Dillon, Partner, Bond Dickson



“Indigo Planning is fully committed to supporting initiatives which build on previous city-wide marketing and cityscape investment successes. We see the Leeds BID as crucial in delivering focused activity to the benefit of occupiers of, visitors to, and owners of property within the BID area - this can only be a good thing - in reinforcing and improving what Leeds city centre has to offer.”

Robert Crolla, Regional Director, Indigo Planning



“As a global law firm Squire Patton Boggs sees Bid4Leeds as an excellent opportunity to improve Leeds’ ability to attract interest and investment from all over the world and to take its place as a leading UK city. In my role as a retail real estate expert I also think that a successful BID is essential for the Leeds retail scene to truly thrive.”

Prew Lumley, Real Estate Partner, Squire Patton Boggs



“I have worked in Leeds for 27 years now, and am hugely enthusiastic about what it currently offers. That said, where we have any opportunity to further enhance the experience of the user, whether that be a retail customer, a theatre-goer, or a client of our thriving and varied businesses, then we should grasp that opportunity. BID4Leeds is exactly this, which is why Pinsent Masons is right behind it.”

Chris Booth, Partner, Head of Leeds office, Pinsent Masons



“Leeds remains a strategic centre for DLA Piper and we are committed to its future. It therefore goes without saying that we are committed to the BID. By backing this together, we will all play a vital part in propelling the city forward to the next stage of its commercial development.”

Sarah Day, Partner, DLA Piper



“Leeds is a great city to work in but we need to make it better to ensure that our young people stay in the region and that national and international businesses want to relocate here. A BID can play a strong part in delivering this outcome bringing together the private and public sectors to achieve an outstanding result. This teamwork will help us make Leeds a place where everyone wants to live, work in or visit.”

Andrew Latchmore, Partner, Schulmans



“It is vital that Leeds city centre joins together to build on its attractiveness as a great place for visitors, residents and workers. These people are the life blood of the city, bringing prosperity and growth. The best way for the city to achieve its ambitions and combat competition is to support the BID, ensuring Leeds develops its compelling status as a place to do business, to live and to visit.”

Kevin Duffy, General Manager, Trinity Leeds



“The umbrella of the BID will help encapsulate the whole of the city community which many groups have strived for over the years.”

John Bade, Centre Director, Victoria Quarter



“A new age for the high street is evolving, requiring clear and strong leadership and collaboration at local level. BIDs have a potentially vital role in enabling change to happen effectively and at pace.”

Andy Godfrey, National Public Policy Manager, Boots



“BACIL is fully supportive of the Leeds BID and looks forward to working alongside the organisation to make Leeds a safer friendlier city centre to visit, work and live in.”

Sean Walker, Manager, BACIL



“The independent retail sector in Leeds is creative, talented and industrious and has been vital to Leeds’ growth for over a century. Leeds Corn Exchange is a magnificent shopping destination in the city centre and is both an important part of the overall retail offer for customers and an original point of difference for Leeds. The Business Improvement District approach will enable the retailers to provide a better experience for residents and visitors by working together on important issues and we fully support the plans outlined in the business plan.”

Rod Witton, Director, GBR Phoenix Beard, Leeds Corn Exchange



“As a hotelier in the centre of Leeds, I welcome the opportunity that the BID brings us to collaboratively invest in our leisure and business tourism offers. This can only be good for business.”

Stephen Turner, General Manager, Doubletree Hilton



“The BID signals a step change for Leeds city centre from which all businesses, large and small, can benefit. The key project areas proposed will enable them to have a reach and profile to visitors, customers and potential inward investors that even the biggest could not achieve alone, thus growing our national reputation as a great place to live, work and play and delivering direct economic growth to the city.”

Susan Burgess, Kirkgate Market Manager, Leeds City Council



“I am confident the Leeds BID can provide a platform for growth across both day and night time business sectors in the city. It will create a positive impact for consumers with investment in new initiatives, and support for agencies focussing on creating a safer, cleaner and more vibrant economy in Leeds.”

Jon Hancock, Chairman, Pubwatch





“BID4Leeds is essential for the future and will create a step change in the ability of Leeds to improve and promote its city centre as a leading European business location, a top UK retail destination, and a source of new jobs and economic growth. Private sector led and public sector backed, Leeds City Council has given full support to the BID. Leeds is one of the few major centres in the UK without a BID so it is vitally important we ensure it is a success.”

Cllr Richard Lewis, Executive Member for Transport and Economy, Leeds City Council



“City Centre Management have, for many years now, set high standards for management of the city centre. We have supported BID4Leeds from inception and are collaborating with business and BID4Leeds to raise the bar even higher. We are confident that a BID for Leeds will deliver real added value and enhance our outcomes for the city centre.”

John Ebo, City Centre Manager, Leeds City Council



“The proposed BID for Leeds is such a fantastic opportunity to showcase a truly northern and vibrant community which needs support to get the most from its surroundings. The Tour De France showcased this County like no other marketing tool could, we now need to do the same for our fantastic city of Leeds.”

Samantha Millar, Superintendent, West Yorkshire Police



“Leeds Beckett University fully supports the plan to create a Business Improvement District within Leeds. Our University is highly successful in supporting thousands of regional businesses and our delivery of knowledge transfer and enterprise services have gone from strength to strength in recent years, mirroring our city’s successful economic development. We believe the Leeds BID is vital to ensure this momentum continues and the growth potential of our city and the businesses within it are realised.”

Susan Price, Vice Chancellor, Leeds Beckett University



“Leeds is a city with great ambition and as Chief Executive of Leeds Teaching Hospitals NHS Trust, the city’s second largest employer, I am keen that we maximise our potential to its full effect. By bringing together the public and private sector organisations across Leeds city centre to support the BID, we are creating a stronger and more collaborative partnership which can build real momentum and place Leeds firmly on the national and international map. If we can share our exciting vision and our big ambition for Leeds we can retain and attract the best possible talent into our city, which in turn will help us to deliver the best possible healthcare services for the people who live and work here.”

Julian Hartley, Chief Executive, Leeds Teaching Hospitals NHS Trust



“Opera North has a track record of creating world class quality outside the capital. Leeds needs to invest in its physical infrastructure to display its cultural gems and attract visitors from around the globe. BID4Leeds is the right way to go about doing just that.”

Richard Mantle, General Director, Opera North

THE STEERING GROUP



MANAGEMENT BOARD

Chairman
Hammerson
Land Securities
Leeds Chamber
Leeds City Council
Town Centre Securities

John Bywater
Peter Cooper
Gerald Jennings
Mark Goldstone
Cllr Richard Lewis
Richard Lewis

RETAILERS

Boots
Debenhams
Harvey Nichols
House of Fraser
Primark
Marks and Spencer

Marie Wilson
Simon Reece
Sue Stones
Beth Coburn
Carl Warburton
Phil Schulze

SHOPPING CENTRES

Merrion Centre
St Johns Centre
Trinity Leeds
The Core
The Light
Victoria Quarter

Susan Mendoza
Denise Jefferies
Kevin Duffy
Anna Ramsden
Brian Oakley
John Bade

INDEPENDENT RETAIL

Kirkgate Market
The Corn Exchange
Leeds Ventures

Susan Burgess
Anita Morris
David Laycock

LEISURE

BACIL
Doubletree Hilton
Leeds Hotel Association
Pubwatch

Sean Walker
Stephen Turner
Deborah Hindley
Jon Hancock

COMMERCIAL

Bond Dickson
Fairhurst
Indigo Planning
KPMG
Pinsent Masons
Royal Bank of Scotland
Rushbond
Shulmans
Squires PB
Turley
Ward Hadaway

Paula Dillon
Peter Ward
Robert Crolla
Chris Hearld
Chris Booth
Julie McGoldrick
Mark Finch
Andrew Latchmore
Prew Lumley
Vicki Freestone
Mark Smith

PUBLIC SECTOR/CULTURAL

Leeds Beckett University
Leeds City Council
Leeds City Council
Leeds & Partners
Leeds University
Opera North
West Yorkshire Police

Stephen Willis
Martin Farrington
John Ebo
Lurene Josphe
Steve Gilley
Kate Hainsworth
Supt Samantha Millar

VOTE

TO SECURE FIVE YEARS
OF INVESTMENT IN
LEEDS CITY CENTRE

29TH JAN

A postal ballot of all business ratepayers in the BID area will take place from 29th January 2015 to 26th February 2015

26TH FEB

**THE RESULT WILL BE ANNOUNCED ON
27TH FEBRUARY 2015**

The BID will proceed if two tests are met –

- 1.** A simple majority of those voting in the ballot must vote in favour
- 2.** Those voting in favour must represent a majority of rateable value of the hereditaments (rateable properties)



BID4LEEDS

www.bid4leeds.com

Leeds BID Limited is the local partnership company created to act as the BID Proposer for the creation of a Business Improvement District in the city of Leeds.

Company registered in England 9063015. Registered Office: Leeds BID Ltd (T/A BID4Leeds) 2nd Floor, Elizabeth House, 13-19 Queen St, Leeds, West Yorkshire LS1 2TW.



LICENSING COMMITTEE WORK PROGRAMME 2016/17 - LAST UPDATED 19/02/16 (JG)

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Items Currently Unscheduled			

ITEM	DESCRIPTION	Officer	TYPE OF ITEM
Meeting date: 9th February 2016 HELD - Activity Update – Taxi and Private Hire Licensing – 1st July to 31st December 2015, Review of Driver Licensing Requirement for Group ii Medicals, Hackney Carriage Forum Constitution, Entertainment Licensing Section – Update Report July to December 2015, Mint Festival 2015 D- Brief			
Meeting date: 8th March 2016			
The Night Time Economy - Leeds City Bids	To consider a report which provides an update on the night time economy and provides an update on the Leeds City bids	J Ebo	B
Update Report on Legal Highs'	To consider a report which provides an update on the use and sales of legal highs	S Kennedy	B
Meeting date: 12th April 2016			
Leeds Festival 2016 – Update	To receive an update on the Leeds Festival 2016	S Holder	B
Unmet Demand Survey	To receive a report which provides an update on the unmet demand survey	D Broster	B

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

LICENSING COMMITTEE WORK PROGRAMME 2016/17 - LAST UPDATED 19/02/16 (JG)

ITEM	DESCRIPTION	Officer	TYPE OF ITEM
Meeting date: 10th May 2016			
Wheel Chair Accessible Vehicles	To receive an update on Wheel Chair Accessible Vehicles	D Broster	B



Report author: Inspector Berry
Tel: 0113 3950830

Report of Inspector Berry (Safer Leeds) – West Yorkshire Police

Report to Licensing Committee

Date: 8th March 2016

Subject: Update on New Psychoactive Substances in Leeds

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: 10.4 (1), (3), (7) Appendix number:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary of main issues

The Committee have already received a presentation from Inspector Berry from Safer Leeds on issues relating to the subject of New Psychoactive Substances (NPS) and their use in Leeds (“Legal Highs”)

Recommendations

1. The Committee is requested to consider and discuss the information presented by Safer Leeds as appropriate.

1 Purpose of this report

- 1.1 This report is submitted by means of an update to a presentation from Safer Leeds (from 10th March 2015) on the issues and ongoing work streams in Leeds pertinent to the sale and use of New Psychoactive substances (NPS).
- 1.2 Inspector Berry will attend the meeting and update members on new Legislation under the Psychoactive Substances Act 2016 due on April 6th 2016.
- 1.3 The Committee is requested to note that Members may be provided with information that is not normally in the public arena such as information pertaining to an individual; or the financial or business affairs of any particular person (including the authority holding that information) or relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime. In that case the Committee may be requested to consider a resolution to

exclude any members of the public present in order that the information can be discussed having regard to the Access to Information Procedure Rules and the Committees' own Rules of Procedure

2 Background information

- 2.1 Some Committee members may have previously received a presentation from West Yorkshire Police on the issue of NPS. Members will find attached to this report a guide produced by the Local Government Association, 'A councillors' guide to tackling new psychoactive substances'.

3 Recommendations

- 3.1 The Committee is asked to receive the presentation from West Yorkshire Police and consider and discuss the contents as appropriate

4 Background Documents¹

See attached, Psychoactive Substances Act Guide

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.

A simple (ish) guide to the Psychoactive Substances Act

Date: 1/2/2016
Version: 1.3

What is it?: The Psychoactive Substances Act will come into force on the 6th April 2016.¹ The Act will make it an offence to produce, supply or offer to supply any psychoactive substance if the substance is likely to be used for its psychoactive effects and regardless of its potential for harm. The only exemption from the Act are those substances already controlled by the Misuse of Drugs Act, nicotine, alcohol, caffeine and medicinal products. The main intention of the Act is to shut down shops and websites that currently trade in 'legal highs'. Put simply any substance will be illegal to produce or supply if it is likely to be used to get high.

At what stage is the Act?: The Bill was given royal assent on the 28th January 2016 and will become law on 6th April 2016.²

Existing laws: The Act doesn't replace the Misuse of Drugs Act (1971) so laws around existing illegal (controlled) drugs will remain the same. Temporary Class Drug Orders (TCDOs) can still be applied and the Human Medicines Regulations (2012) will remain the same. However the Intoxicating Substances Supply Act (1985)* will be scrapped.

At present a substance causing concern must be reviewed by the ACMD (the Advisory Council on the Misuse of Drugs) to assess any potential harm. The ACMD then advise the government on a course of action. The government do not have to take this advice, but are bound to consult the ACMD first. The ACMD will still have a role and a 'new' or emerging psychoactive substance can still be brought under the Misuse of Drugs Act, but this Act was introduced without consulting the ACMD and will fundamentally change drug legislation.

Possession: Possession of a psychoactive substance **will not be an offence**, except in a 'custodial institution' (prison, young offender centre, removal centre etc.). Possession with intent to supply, importing or exporting a psychoactive substance will all become offences.

Importation: The Act does not include possession as an offence as the government did not want it to lead to the mass criminalisation of young people. It has however been pointed out by some commentators that the importing of a psychoactive substance would include buying a psychoactive substance from a non-UK based website, which may lead to individuals being prosecuted.

Supply and production: The main thrust of the Act is intended to act against shops and websites supplying 'legal highs'. If the experience of similar legislation introduced in Ireland is repeated the visible outlets selling them will most likely disappear. The Act is also quite specific in that the onus is on the sellers and producers of a substance to ensure it is not 'likely' to be consumed for its psychoactive effects.

*Made it an offence to sell volatile substances (e.g. glues, gases) to under 18s if it was believed they would be inhaled to cause intoxication.

A simple (ish) guide to the Psychoactive Substances Act

Date: 1/2/2016
Version: 1.3

Penalties under the Psychoactive Substances Act 2016:

Offence	Summary (Magistrates Court)	Indictment (Crown Court)
Possession	Not an offence	Not an Offence
Possession in a custodial institution	Up to 12 months and/or a fine*	Up to 2 years and/or a fine
Possession with intent to supply	Up to 12 months and/or a fine*	Up to 7 years and/or a fine
Supply/offer to supply etc.	Up to 12 months and/or a fine*	Up to 7 years and/or a fine
Production	Up to 12 months and/or a fine*	Up to 7 years and/or a fine
Importation/exportation	Up to 12 months and/or a fine*	Up to 7 years and/or a fine
Failure to comply with a Prohibition or Premises notice	Up to 12 months and/or a fine*	Up to 2 years and/or a fine

*Summary convictions in Northern Ireland are up to 6 months and/or a fine.

Offences under the Psychoactive Substances Act would be considered ‘aggravated’ if they involved supply to under 18s, were near a school or a children’s home (Local authority children’s homes etc).

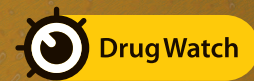
Powers of stop and search: Police will have powers of stopping and searching individuals and premises, however possession of psychoactive substances will not be an offence and which substances are actually psychoactive is far from legally clear at present.³ Currently the Association of Chief Police Officers (ACPO) guidance states that a ‘legal high’ should be treated like a controlled drug until proven otherwise. There will presumably be further ACPO guidance issued before April 2016.

Premises and Prohibition notices: Within the Act there are quite detailed powers given to the police and local authorities for dealing with the licensees (owners etc.) of shops and UK-based websites, and penalties for failure to comply with notices issued under this section of the Act.

Definition of psychoactive: Quite what constitutes a psychoactive substance is one of the most contentious issues in the Act, which defines it as: *“any substance which (a) is capable of producing a psychoactive effect in a person who consumes it, and (b) is not an exempted substance”*. The government are confident that a psychoactive substance can be defined, tested simply and cost effectively and subsequently proven in court.³ The ACMD among others have argued consistently that the definition used is too broad and is unworkable in practice. The Home Secretary responded to the concerns of the ACMD in November 2015.⁴

Exemptions: Nicotine, alcohol and caffeine will be exempt from being classed as psychoactive substances. Medicinal products as defined by the Human Medicines Regulations (2012) and drugs already controlled by the Misuse of Drugs Act (1971), will also be exempt. Further exemptions can be made by the Secretary of State after consultation with the ACMD.⁵

A simple (ish) guide to the Psychoactive Substances Act



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Poppers: Amendments to make an exemption for poppers because of their prevalence in LGBT communities and a fear that banning them would lead to the use of more dangerous substances were rejected as was similar advice by the Home Affairs Select Committee.⁶ However, the government have said they will review the evidence to support the claims that *'poppers' have a beneficial health and relationship effect'*.⁷ At present 'Poppers' (alkyl nitrites such as isopropyl nitrite) will not be exempt substances when the Act becomes law.

Nitrous oxide: Nitrous oxide (when used as a propellant for whipped cream) would be exempt as a food preparation, but would be considered a psychoactive substance if it was sold with the likelihood of being used to get high. This is pretty much the situation at the moment, however the onus will be on the supplier to ensure the product was not intended for this purpose.

Food and drink: Nutmeg (which is psychoactive) is used as an example in the government's commentary document⁸ of a psychoactive substance that would be classed as a food and be exempt unless it was specifically sold for psychoactive purposes. The evidence submission by Release and Transform⁹ points out the difficulties this issue may cause in practice. It also summaries most of the other main arguments/debates used against the Act, such as whether it will be workable or enforceable in practice and whether it will make things worse as (arguably) may have happened in Ireland and Poland where similar legislation was introduced.

Costs: In the current financial climate the cost of anything is a major issue and the onus of implementing various aspects of this Act appears to fall on the police, Trading Standards and local authorities. In the debate at the Committee stage the issue of payment, for example the costs of testing, expert witnesses etc. was raised without any clear answers and certainly no commitment of funds coming from any new sources.

References:

1. <http://www.legislation.gov.uk/ukpga/2016/2/contents/enacted>
2. <http://services.parliament.uk/bills/2015-16/psychoactivesubstances.html>
3. A substance will be regarded as psychoactive if it tests positive to one of a series of 5 – 10 in vitro receptor assays (list of tests not yet in the public domain). A database of around 100 compounds that have already been tested will be updated as new compounds are discovered, identified and tested. A new compound will be tested and if positive added to the list and the law applied retrospectively.
4. <https://www.gov.uk/government/publications/home-secretary-letter-to-acmd-chair-psychoactive-substances-bill>
5. <http://www.legislation.gov.uk/ukpga/2016/2/section/3/enacted>
6. http://www.publications.parliament.uk/pa/cm201516/cmselect/cmhaff/361/36107.htm#_idTextAnchor028
7. <http://www.theyworkforyou.com/wrans/?id=2016-01-25.23945.h&s=drug+possession#g23945.r0>
8. <http://www.publications.parliament.uk/pa/bills/cbill/2015-2016/0063/en/16063en06.htm>
9. <http://www.release.org.uk/publications/joint-submission-public-bill-committee-psychoactive-substances-bill>

DrugWatch is currently an informal association of charities, organisations and individuals who share an interest in establishing a robust early warning system in the UK for all types of drugs.

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