

**LICENSING COMMITTEE**

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**MEETING TO BE HELD IN CIVIC HALL, LEEDS, LS1 1UR ON  
MONDAY, 3RD APRIL, 2017 AT 10.00 AM**

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**MEMBERSHIP****Councillors**

N Buckley	Alwoodley;
M Coulson	Pudsey;
R Downes	Otley and Yeadon;
J Dunn	Ardsley and Robin Hood;
B Flynn	Adel and Wharfedale;
B Gettings	Morley North;
M Harland	Kippax and Methley;
J Heselwood	Bramley and Stanningley;
G Hussain	Roundhay;
G Hyde	Killingbeck and Seacroft;
A Khan	Burmantofts and Richmond Hill;
B Selby (Chair)	Killingbeck and Seacroft;
C Townsley	Horsforth;
G Wilkinson	Wetherby;

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**Agenda compiled by:  
Tel No:  
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Civic Hall  
LEEDS LS1 1UR**

**John Grieve  
224 3836**

# 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			<b>LATE ITEMS</b>  To identify items which have been admitted to the agenda by the Chair for consideration  (The special circumstances shall be specified in the minutes)	
4			<b>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</b>  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.	
5			<b>APOLOGIES FOR ABSENCE</b>	
6			<b>MINUTES OF THE PREVIOUS MEETING</b>  To approve the minutes of the previous meeting held on 7 <sup>th</sup> March 2017.  (Copy attached)	1 - 4
7			<b>MATTERS ARISING FROM THE MINUTES</b>  To consider any matters arising from the Minutes	
8			<b>TAXI &amp; PRIVATE HIRE LICENSING SERVICE UPDATE ON PROGRESS</b>  To consider a report by the Head of Elections, Licensing and Registration provides an update of the developments and improvements to the Taxi and Private Hire service over the past 6 months.  (Report attached)	5 - 12
9			<b>LICENSING COMMITTEE WORK PROGRAMME</b>  To note the contents of the Licensing Committee Work Programme 2017.  (Copy attached)	13 - 16

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>To not that the next meeting will take place on Friday 26<sup>th</sup> May 2017 at 10.00am in the Civic hall, Leeds.</p>	
11	Harewood; Wetherby	10.4(3)	<p><b>LEEDS FESTIVAL 2017 - DRAFT EVENT MANAGEMENT PLAN</b></p> <p>To consider a report by the Head of Elections, Licensing and Registration which sets out the arrangements for the 2017 Leeds Festival to be held at Bramham Park between the 26<sup>th</sup> and 28<sup>th</sup> August 2017.</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>	17 - 38

## **Licensing Committee**

**Tuesday, 7th March, 2017**

**PRESENT:** Councillor B Selby in the Chair

Councillors R Downes, J Dunn, B Flynn,  
G Hussain, G Hyde, A Khan and  
G Wilkinson

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

There were no appeals against refusal of inspection of documents.

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

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:-

Policing and the Night Time Economy – The report (verbal presentation) was deemed exempt from publication in accordance with Access to Information Rule 10.4 (3) as it included information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime. In those circumstances, the public interest in maintaining the exemption outweighed the public interest in disclosing the information. (Minute No. 119 refers)

### **113 Late Items**

There were no late items of business

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

There were no declarations of disclosable pecuniary interests were made at the meeting.

### **115 Apologies for Absence**

Apologies for absence were received from Councillors: N Buckley, M Coulson, B Gettings, J Heselwood and C Townsley.

### **116 Minutes of the Previous Meeting**

**RESOLVED** – That the minutes of the previous meeting held 7<sup>th</sup> February 2017 were accepted as a true and correct record.

Draft minutes to be approved at the meeting  
to be held on Monday, 3rd April, 2017

## **117 Matters Arising from the Minutes**

There were no issues raised under matters arising.

## **118 Leeds City Centre Evening & Night Time Economy**

The Head of Elections, Licensing and Registration submitted a report which provided an update of the partnership working within the evening and night time economy and the work underway to reduce crime and anti-social behaviour, in particular within those areas identified by as red zones within the City Centre Cumulative Impact Policy.

The Chair introduced and welcomed to the meeting Andrew Cooper, Chief Executive, Leeds Business Improvement District (Leeds BID); Karen Butler, (Leeds BID); Sean Walker, BACIL Manager; Clair McCall, Area Community Safety Co-ordinator, Environments and Housing Directorate; Chief Inspector Chris Matthews, Inspector Andy Berriman and Sergeant David Shaw from West Yorkshire Police.

Prior to discussion of the report Members viewed the Leeds BID team video "Welcome to Leeds"

In addressing the report the Chief Executive, (Leeds BID) reported that Leeds had been successful in achieving Purple Flag status for excellence in managing its evening and night time economy. He said Purple Flag was a nationally recognised accreditation and illustrated the safe, well managed and diverse offer of Leeds during the early evening and night time economy.

The Chief Executive, Leeds BID said success had been achieved through effective, collaborative working and strong partnerships and this was reflected in the feedback received from the Assessor.

Referring to the "next steps", the following actions were identified:

- Driving positive improvements within the evening and night time economy
- Key issues include transport, resident engagement, customer information, curation of a sustainable customer service/ welcome for ENTE, a purple manual for businesses
- Opportunity to engage a wider and new customer base
- Consumer Campaign – First Phase Spring 2017

Members then heard from representatives from partner agencies, including; West Yorkshire Police, BACIL, LCC City Centre Management and Community Safety, who provided an overview and update of the work underway.

Commenting on Operation Capital and the Members joining Police on night time patrols of the city centre. Members were of the view that the visits had been

beneficial in highlighting strengths and weaknesses associated with the night time economy.

Reference was made to possible problems of late night dispersal and issues around plying for hire.

In responding the Chief Executive (Leeds BID) said that ideally he would like to see more Taxi Marshall's operating in the city centre but this would have to be done in conjunction with the Police. Engagement with the Taxi and Private Hire Trade and Members of the public via the Communication Plan may also assist in getting a message out.

Members congratulated the Leeds BID Team and their partners on achieving the Purple Flag accreditation for the City.

Members welcomed the wider marketing/ collaboration opportunities, particularly for national chains operating in the Purple Flag area, following the awarding of the accreditation.

A number of Members referred to the issue of transport, commenting that public transport to and from the city centre was poor after 6.00pm. Buses to Otley, for example, only ran hourly. Shops were now open until 8.00pm, thousands of workers were employed throughout the night time economy, many of these customers/ workers required public transport to get home but it could be difficult.

It was suggested that Leeds was bidding to become European Capital of Culture 2023 and a good transport network would be required if the bid was to be successful. It was suggested that the Leeds BID Team and European Capital of Culture 2023 Bid Team work together with a view to bringing forward proposals for improving the transport network.

In responding the Chief Executive (Leeds BID) said that public transport (buses and trains) had been identified as a weakness, the challenge was now to seek improvement and working with the European Capital of Culture 2023 bid team would be explored.

The Chair thanked the Leeds BID Team and representatives from the partner agencies for their attendance and contributions.

## **RESOLVED –**

- (i) To receive and note the information from Partner Agencies
- (ii) That the key issues of transport and resident engagement be pursued as a priority with proposals coming forward
- (iii) That a further report be brought back to the September meeting of this Committee which provides an update on the key issues, in particular

discussions with the European Capital of Culture 2023 Bid Team around proposals for improving the transport network.

### **119 Policing and the Night Time Economy**

Members received a Presentation from Sergeant Dave Shaw, West Yorkshire Police, who spoke about Policing and the night time economy.

A summary of the issues/ incidents involving licensed premises principally in City Centre was presented.

(Due to the confidential nature of the information being presented, this part of the meeting was held in closed session)

The Chair thanked Sergeant Shaw for his attendance and presentation commenting that the session had been informative and interesting.

#### **RESOLVED –**

- (i) That the contents of the presentation be noted
- (ii) That a further presentation on policing and the night time economy be scheduled for September 2017.

### **120 Licensing Committee Work Programme**

Members considered the contents of the Licensing Committee Work Programme for 2017.

**RESOLVED** – To approve the contents of the Licensing Committee Work Programme for 2017

### **121 Date and Time of Next Meeting**

**RESOLVED** – To note that the next meeting will take place on Monday 3<sup>rd</sup> April 2017 at 10.00am in the Civic Hall, Leeds.



**Report of**     **Head of Elections, Licensing and Registration**

**Report to**     **Licensing Committee**

**Date:**         **3 April 2017**

**Subject:**     **Information Report: Taxi & Private Hire Licensing Service Update on Progress**

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     This report is intended to give an update to Licensing Committee of the developments and improvements to the Taxi and Private Hire service over the past 6 months.
- 2     The service has made good progress in most of the improvement areas identified earlier, and is taking them forward, together with other developments and improvements.

## Recommendations

1. That Members note the information in this report.

## **1 Purpose of this report**

- 1.1 To brief members on the work the service has undertaken in the last 6 months and the improvements being worked upon moving forward.

## **2 Background information**

- 2.1 The role of the Taxi and Private Hire Licensing service has always been recognised as an important council function in ensuring that the travelling public are safe with professional drivers who have attained good standards, safe vehicles and a dedicated enforcement team.
- 2.2 In recent years, the spotlight on licensing functions nationally has attracted much media attention, and across the country deficiencies in procedures have been identified which led to shocking effects on a large number of children's lives.
- 2.3 The Leeds City Council Executive Board in December 2015 commenced an overview of its taxi and private hire licensing functions, and officers were subject to scrutiny and accountability to the Cross-Council Safeguarding Group, the Licensing Committee, Central and Corporate Scrutiny Boards, and annually to the Executive Board.
- 2.4 The service has introduced new policies, including a strengthened Convictions Criteria policy and a safeguarding training requirement for all drivers and operators. The annual on-line DBS procedure has meant processing around 6,000 individuals into the new system over a 12 month cycle.
- 2.5 Additionally, new applicant numbers have increased, and the issue around managing footfall into the office and other contact has put enormous strain on the staff and resource capability.
- 2.6 The service also completed a near total restructure of the enforcement team; moving forward to offer a greater night time enforcement capability and, with the introduction of a new rota, working later into the night and more nights of the week to meet the challenges of the De-Regulation Act 2015.
- 2.7 A report was presented to Licensing Committee at its meeting in October 2016, focusing on service developments and improvements. A follow up report was promised to provide members with an update on progress made.

## **3 Main issues**

- 3.1 Throughout 2016 the service worked closely with the Customer Access team to improve and re-engineer how we respond to contact with our client base. This has led to a number of initiatives being undertaken. In October, Licensing Committee received a report covering the following developments. This report provides an update on those issues, and some additional information.
- Digitising the service;
  - Email management;
  - Telephone enquiries;
  - Face to face visits (new item);
  - Web pages and digital;

- Resources;
- Wi-fi;
- ICT systems; and
- Workplace.

### **Digitising the service**

- 3.2 The service has identified a number of benefits of digitising the service as much as possible and moving away from the paper file based service and administration processes. It will place much less reliance on possession of the paper file, allow more than one officer to access the digitised records, and will significantly reduce the time and stress in locating the paper file.
- 3.3 During 2017-18, all of the services' current paper files, in excess of 10,000, will be scanned onto the licensing system, starting with the files for vehicles, operators, contractors and escorts, and then progressing to the driver files. This will free up space in the licensing office, and should save time for customers and staff, and costs for the service, by making it possible for any officer to access and update information without needing the paper file. The service also plans to scan new information from the application stage, to ensure the advantages of digitised information are maximised during the initial application process.
- 3.4 The previous report in October 2016 suggested that once the scanned files are accessible via the licensing system, it would be possible for the service to give access to generic email and telephone enquiries by the contact centre and community hubs. This option will need to be evaluated once digitisation is complete, in order to determine the cost-benefit of opening up access to the system to different groups of staff, especially if the majority of information is available, and some key transactions, can be completed online (see section 4.4.1).

### **Emails**

- 3.5 The service still receives a significant number of emails each month, around 300 emails per month. The response to emails has been given the same priority as answering telephone calls and responding to face to face contact.
- 3.6 The auto response to the service email account has been updated to signpost client contact back to the webpage in the first instance and includes specific links to where information is published so that customers may be able to assist themselves in the first instance. The service does still struggle on busy days to respond to all emails within 48 hours, but the service remains aware that answering emails effectively and in a timely way may reduce the need for customers to attend the office in person.

### **Telephone enquires**

- 3.8 The service still receives an average of 2,000 telephone calls per month. The service is actively encouraging and promoting customers being able to book appointments instead of visiting the office. This is a major improvement for the trade and for the council.

- 3.9 The service will explore the potential for customer telephone calls to book appointments to be transferred to the contact centre, when the new appointment system is operating effectively. Outside of opening hours (Mon-Thurs 08:00-15:30, Fri 08:00-15:00), callers are not able to leave an answerphone, but are directed to the webpage where they can access information 24 hours a day, 365 days a week.
- 3.10 A change has also been made to the answer machine during working hours. This advises clients not to leave a second message to try and reduce repeat contacts. The message also signposts callers back to the webpage.

### **Face to face visits**

- 3.11 The number of customers visiting the office has fallen slightly from the high levels seen in 2016, although customers still have to queue for more than 30 minutes, and the office's car park is frequently full. The service still experiences significant variations in customer visits – very busy on some days of the week, much quieter on Fridays.
- 3.12 The service found that customers often visit the office several times over the 12 month duration of their license. The service is actively exploring ways to reduce the queue through reducing the need to visit in person for each separate item (application/renewal, providing documents, attending training), and to encourage customers to book an appointment beforehand.
- 3.13 The additional temporary roles detailed in section 3.16 will strengthen the Licensing & Compliance team, and will provide a meet and greet service to intercept customers before they join the queue. In the long run, the service is aspiring for half of the visitors attending for pre-booked appointments, with the other half being customers who have resolutely chosen to queue.

### **Web pages and digital**

- 3.14 The council has historically not had high expectations of taxi and private hire drivers and operators making great use of our web pages. A comprehensive review of the information held on the taxi and private hire licensing web pages was completed, using feedback from the contact centre web chat team, to ensure information was present on the webpage for the questions they were frequently asked.
- 3.15 An officer from taxi and private hire licensing now takes part in a 'digital champions' working group. The aim is to provide as much information online and through social media so that customers do not need to telephone, email or visit the licensing office in person for many enquiries. Further progress has been made in developing frequently asked questions for social media and online video tutorials to help guide customers through key stages of their license: application, disclosure and barring (DBS), renewal of licenses.

### **Resources**

- 3.16 The two additional temporary Licensing and Compliance Officers started work in February 2017, and are undergoing induction training to develop the floor

walking/meet and greet role. This will have a significant positive impact on the busy reception area, and ensure that customers with any simple enquiries, not solely DBS, do not simply take a seat and wait to be seen. In addition, the early checking of documents will ensure that customers do not queue unnecessarily when they do not have the correct documents to hand.

- 3.17 The Disclosure & Barring team (one officer and four assistants) have had their temporary contracts extended by six months to September 2017. The team will oversee the transition towards all drivers and operators registering and staying registered with the national online Disclosure & Barring Service.
- 3.18 To reduce the administrative burden on Enforcement Officers and the Principal Vehicle Examiner, the new permanent role of Operational Support Assistant started work in March 2017. The post holder will collate court files, vehicle records, deal with witnesses and prioritise complaints, resolving minor issues at source.
- 3.19 A full-time Licensing Systems Development Officer post has been created. Interviews will be held during March 2017, and the successful candidate will start, no earlier than 1 May 2017. The post holder will support and develop the Uniform, Idox and workflow systems in line with the service improvements and other developments.
- 3.20 An additional full-time Vehicle Examiner post has been created. Interviews will be held during March 2017, and the successful candidate will start, no earlier than 1 May 2017. The post holder will work alongside the existing Principal Vehicle Examiner and four Vehicle Examiners to inspect vehicles.

#### **Wi-Fi**

- 3.21 Leeds Free Public Access Wi-Fi was fitted throughout the building to allow customers to access Wi-Fi, and enable staff to work flexibly on the ground floor and first floor. It will also support the use of a tablet to enable the floor walker to answer a wide range of enquiries about specific licensing records, while remaining at the front of the office.

#### **ICT Systems**

- 3.22 Renewal reminders for all licences are no longer sent by mail, and the service uses both text and email. A new appointment diary is being built in Sharepoint, and will go live in April 2017.
- 3.23 Laptops have been ordered for the whole of the Licensing Team to support the rota of floorwalking, counter and back office functions. The service is looking at the possibility of all the workforce at taxi and private hire licensing using laptops to facilitate a more flexible way of working. A tablet with a SIM card has been ordered for the 'meet and greet' officer to book appointments, take payments, print receipts and reminders. In the long run, it may be possible to use this device to send appointments to customers' smartphone diaries.
- 3.24 Proposals are being explored to move in stages to only accepting vehicle license renewals by post or email with on-line prepayment. This could potentially reduce the footfall by 3000+ per year.

- 3.25 A more contentious proposal is the option to move to a completely cashless service. The benefits are significant in terms of efficiency on daily cash reconciliation, security collection fees (around £4k), and reducing risk of crime against staff. The service will continue to promote online payment, and accept cheques. Two of the neighbouring authorities have moved their taxi and private hire licensing to cash free, each over a 12 month transition, so the service can learn from their experiences.

## **Workplace**

- 3.26 The proposed workplace changes have made significant progress since the last report. The portacabin has been cleared of its' contents, and disposed to a local bowling club in March 2017. The container will also be disposed of. After some minor repairs to the road surface in the car park, the changes will free up 5 or 6 parking spaces.
- 3.27 The workplace changes to the offices will be undertaken in two separate projects, starting with the first floor, which started work in March 2017.
- 3.28 On the first floor, a number of walls will be removed to enable more staff hot desking and more flexible ways of working. The CCTV room and interview room will remain in use throughout the improvement works. Driver seminars have been moved to a training room nearby at Technorth for several weeks until the work is completed.
- 3.29 On the ground floor, the aim is to remove completely the built in storage for the paper files, and reconfigure the layout. The eight customer counters will be retained. This work will only be undertaken once the document digitisation is complete, although the staff on the ground floor will have use of laptops and the hot desking area on the first floor.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The majority of information contained in this report has not been the subject of full consultation with the trade, as this stage covers resource and staffing proposals. However some details were shared and discussed at the most recent Private Hire and Hackney Carriage trade forums, and were generally supported.
- 4.1.2 Full consultation with the staff within the Taxi and Private Hire Licensing service has been undertaken and will continue as proposals are developed.
- 4.1.3 Further consultation will be undertaken with the licensed trade as improvement options are explored. The service will be engaging and consulting on a wide range of reviews and changes during 2017-18, both in response to the licensing and enforcement challenges posed by the effects of De-regulation Act, and on the Leeds specific improvements and developments.

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

- 4.2.1 Equality and Cohesion Screening Assessments are carried out on the policies agreed at Licensing Committee which are used to inform decision making.
- 4.2.2 A request has been made for a prayer room on the ground floor. This will be reviewed as part of an Equality & Diversity Impact Assessment.

### **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:

4.3.4 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 The improvements and developments outlined in sections 3.2 to 3.29 have been funded from the existing budget and reserves. The council is currently undertaking consultation on a review of the budget and fees for the service, with an estimate that the annual fee income for the service will need to rise between £50,000 and £100,000 to fund the permanent changes in resourcing outlined in sections 3.18 to 3.20. At present, the future budget/fee plans do not include two areas of costs:

- the cost of transferring all or a large proportion of the 30,000 calls and emails to Customer Access; and
- the cost of paying a contractor to complete the digitisation/scanning if council staff are not able to complete the work quickly enough.

4.4.2 It should be noted that the Taxi and Private Hire Licensing service is cost neutral to the Council and by virtue of the Local Government (Miscellaneous Provisions) Act, 1976, raises its own revenue by setting fees to meet the cost of issuing and administering licenses. This means that the additional costs associated with the proposals will be funded via license fees, and will not place additional pressure on the Council's budget.

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

4.5.1 There are no legal implications arising from these improvements, and they are not subject to call in or publication.

#### **4.6 Risk Management**

4.6.1 Consideration will be given to each proposal prior to introduction.

### **5 Conclusions**

5.1 The opportunity to concentrate on service improvements and efficiencies is receiving the attention it deserves.

5.2 The service has made good progress in most of the improvement areas identified earlier, and is taking them forward, together with other developments and improvements.

5.3 Those proposals taken forward by officers will have regard to council policy, conditions and criteria approved by Licensing Committee.

### **6 Recommendations**

6.1 That Members note the information in this report.



# LICENSING COMMITTEE WORK PROGRAMME 2016/17 - LAST UPDATED 24/03/17 (JG)

ITEM	DESCRIPTION	Officer	TYPE OF ITEM
<b>Meeting date: (Monday ) 3rd April 2017</b>			
<b>Taxi &amp; Private Hire Licensing Service – Improvements Overview (Progress Report)</b>	To receive a report by the Head of Elections, Licensing and Registration which provides progress on developments within the Taxi and Private Hire Service	Andrew White	B
<b>Leeds Festival 2017 – Summary of Changes since the 2016 event</b>	To receive a report by the Head of Elections, Licensing and Registration which provides a summary of the changes to the event management plan since the 2016 event.	S Holder	B
<b>Meeting date: 26<sup>th</sup> May 2017</b>			
<b>Licensing Committee – Annual Governance Arrangements</b>	To receive a report of the City Solicitor seeking to establish the governance arrangements for the Licensing Committee for the 2017/18 Municipal Year.	M O'Shea	B
<b>Licensing Procedure Rules, the Code of Practice for Determining Licensing Matters and Prescribed Licensing Training</b>	To receive a report of the City Solicitor which sets out draft procedure rules relating to hearings and other meetings of the Licensing Committee and sub-committees and to seek Members approval to the adoption of these procedure rules.	M O'Shea	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 24/03/17 (JG)

ITEM	DESCRIPTION	Officer	TYPE OF ITEM
<b>Shisha Update</b>	To receive a report by the Head of Elections, Licensing and Registration which provides an update on Shisha	N Raper	B

<b>Meeting date: June 2017</b>			
<b>Update/ monitoring report on the Victoria Gate Casino</b>	To receive a report by the Head of Elections, Licensing and Registration which provides an update / monitoring report on the Victoria Gate Casino	N Raper	B
<b>Vehicle Licensing Conditions – Consistency Across the West Yorkshire and York Region</b>	To receive a report by the Head of Elections, Licensing and Registration which provides an update on Vehicle Licensing Conditions – Consistency Across the West Yorkshire and York Region	A White	B
<b>Training Review – Taxi and Private Hire Licensing</b>	To receive a report by the Head of Elections, Licensing and Registration which sets out details of the Training Review – Taxi and Private Hire Licensing	A White	B
<b>Applications Seeking Electric Vehicle Purchase Funding - Update</b>	To receive a report by the Director of Environments and Housing which provides an update on the applications seeking electric vehicle purchasing funding	Andrew Hickford	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 24/03/17 (JG)

<b>Meeting date: July 2017</b>			
<b>Meeting date: August 2017</b>			
<b>Meeting date: September 2017</b>			
<b>Policing and the Night Time Economy</b>	To receive a Presentation from Sergeant Dave Shaw, West Yorkshire Police on the issues of "Policing and the Night Time Economy"	D Shaw	B
<b>Evening and Night Time Economy (6 Month Update)</b>	To receive a report by the Head of Elections, Licensing and Registration which provides an update on Evening and Night Time Economy	N. Raper	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 24/03/17 (JG)

<b>Deputation to Full Council – 14<sup>th</sup> September 2016- Student safety in Leeds (6 Monthly update report)</b>	To receive a report by the Head of Elections, Licensing and Registration which provides an update on concerns of student safety following a deputation to Council on 14 <sup>th</sup> September 2016	N Raper	B



Report author: **Stephen Holder**  
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## Report of the Head of Licensing and Registration

### Report to the Licensing Committee

**Date:** 3<sup>rd</sup> April 2017

**Subject:** Leeds Festival 2017 - Draft Event Management Plan

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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: 10.4 (3) Appendix A and B		

### Summary of main issues

- 1.0 The Leeds Festival is an annual event held within the grounds of Bramham Park on the 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 furnished by the Licensing Department with copies of the summary of changes proposed for the 2017 event.

### Recommendations

- 3.0 Members are requested to consider the summary of changes to the 2017 event and to note that a further report will be brought back before the Licensing Committee in August 2017 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 2017 Leeds Festival to be held at Bramham Park between the 26<sup>th</sup> and 28th August 2017.

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 2017 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) as these include information relating to the financial or business affairs of any particular person and in all the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information. 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.
- 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.

2.4 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.

2.5 Members of the Licensing Committee were provided with a de brief report from the 2016 Festival at their meeting in November 2016. The consensus between responsible authorities was that they were broadly satisfied with the running of the event.

2.6 The main issues in 2016 were delays in the egress from the site on the Sunday evening. Wet weather conditions had an impact on persons leaving the site on both public transport and via the car parks. Contributory factors were also poor lighting and signage creating confusion leading to and in the pick-up areas, and inadequate bus provisions which left many festival goers facing long delays in returning to Leeds City Centre. Furthermore there were issues with mud and discarded footwear in the city centre.

### **3.0 Main Issues**

- 3.1 The Summary of Changes for the 2017 event was received in February 2016 and circulated to members of the Licensing Committee and Ward Members of the constituencies surrounding the event site.
- 3.2 The summary of changes details minor amendments to the on- site infrastructure and personnel. However primary changes have been made in a revision of the traffic management plan to reflect the changing traffic patterns and on-site parking for pick up and drop off and improvements to taxi/private hire arrangements. The traffic management proposals have received favorable comments from West Yorkshire Police and Traffic/Transport Agencies. Proposals to deal with potential mud in the City Centre and discarded footwear have been added to the Event Management Plan. Mr. Benn will attend the meeting to present to proposed changes to the Event Management Plan and Traffic Management Plan for Members consideration.
- 3.3 Festival Republic hosted a meeting for the elected members and parish council's of the affected wards on the 16<sup>th</sup> March 2017, to present the new traffic management plan and seek feedback.
- 3.4 Member's attention is drawn to the capacity of the site which increased to its maximum of 89,999 in 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. It is not anticipated that this capacity will be reached in 2017.
- 3.6 The first multi- agency meeting was held on the 21st February 2017 and meetings will continue on a bi-monthly basis until the event.

### **4.0 Corporate Considerations**

#### **4.1 Consultation and Engagement**

- 4.1.1 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.

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

- 4.2.1 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 four licensing objectives as prescribed by the Licensing Act 2003.

#### **4.3 Council Policies and City Priorities**

- 4.3.1 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.
- 4.3.2 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.
- 4.3.3 The licensing regime contribute to the following outcome:

Best Council Plan 2015-20:

- 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
- Be safe and feel safe

- 4.3.4 The licensing regime is linked to the Best Council Plan objectives:

- Supporting communities and tackling poverty and
- Becoming a more efficient and enterprising council
- Promoting sustainable and inclusive economic growth
- Building a child friendly city

- 4.3.5 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 in terms of its responsibilities held under the Licensing Act 2003.

#### **4.6 Risk Management**



4.6.1 The event is subject to a number of multi-agency meetings.

4.6.2 Any matters arising during the planning of the 2017 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 2017 Event Management Plan in accordance with the promoter's plans to identify and carry out improvements to the event year on year.

## **6.0 Recommendations**

6.1 Members are requested to consider the summary of changes to the 2017 event and to note that a further report will be brought back before the Licensing Committee in August 2017 to inform Members of the final arrangements and agency comments.

## **7.0 Appendices**

7.1 Appendix A – Summary of Changes and Appendix B – Traffic Management plan

## **8.0 Background Papers**

None



Document is Restricted

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