



LICENSING COMMITTEE

**MEETING TO BE HELD IN CIVIC HALL, LEEDS ON
WEDNESDAY, 4TH OCTOBER, 2017 AT 10.00 AM**

MEMBERSHIP

Councillors

N Buckley	Alwoodley;
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;
G Hyde	Killingbeck and Seacroft;
A Khan	Burmantofts and Richmond Hill;
B Selby (Chair)	Killingbeck and Seacroft;
C Townsley	Horsforth;
G Wilkinson	Wetherby;
A Garthwaite	Headingley;
K Groves	Middleton Park;
S McKenna	Garforth and Swillington;
J Pryor	Headingley;

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 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 5th September 2017.</p> <p>(Copy attached)</p>	1 - 8
7			<p>MATTERS ARISING FROM THE MINUTES</p> <p>To consider any matters arising from the Minutes.</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
8			<p>TAXI AND PRIVATE HIRE - SCHEDULE FOR CONSULTATION AND REVIEW OF POLICIES AND CONDITIONS</p> <p>To consider a report by the Head of Elections, Licensing and Registration which informs Members of a schedule for the review and consultation of Taxi and Private Hire Licensing policies and conditions.</p> <p>The report also highlights the likely areas where the council's current policies and conditions may need to be consulted on and updated in concert with the West Yorkshire and York 'policy harmonisation' activity.</p> <p>(Report attached)</p>	9 - 16
9			<p>LICENSING COMMITTEE WORK PROGRAMME</p> <p>To note the contents of the Licensing Committee Work Programme 2017/18.</p> <p>(Copy attached)</p>	17 - 20
10			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting will take place on Tuesday 7th November 2017 at 10.00am in the Civic Hall, Leeds.</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<p>Third Party Recording</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>	

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Licensing Committee

Tuesday, 5th September, 2017

PRESENT: Councillor B Selby in the Chair

Councillors N Buckley, R Downes, J Dunn,
B Flynn, M Harland, G Hyde, A Khan,
G Wilkinson, A Garthwaite, K Groves and
J Pryor

39 Appeals Against Refusal of Inspection of Documents

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

40 Exempt Information - Possible Exclusion of the Press and Public

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

41 Late Items

The Chair referred to the Licensing Committee Night Time Patrol of the City Centre scheduled to take place on Friday 8th September 2017.

It was reported that Inspector Berriman was unavailable on the scheduled date but was keen to be in attendance if Members would be willing to consider one of the following alternative dates:

- Friday 15th September
- Saturday 16th September
- Friday 6th October
- Saturday 7th October.

RESOLVED – That the visit be re-scheduled to Friday 6th October 2017 commencing at 10.15pm and the necessary invitations be issued accordingly.

42 Declaration of Disclosable Pecuniary Interests

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

43 Apologies for Absence

Apologies for absence were received from Councillors: S McKenna and C Townsley.

44 Minutes of the Previous Meeting

RESOLVED – That the minutes of the previous meeting held on 1st August 2017, were accepted as a true and correct record.

Draft minutes to be approved at the meeting
to be held on Wednesday, 4th October, 2017

45 Matters Arising from the Minutes

There were no issues raised under Matter Arising.

46 Taxi and Private Hire Enforcement Update

The Head of Elections, Licensing and Registration submitted a report which provided an update on taxi and private hire licensing activity and enforcement priorities.

The Executive Officer, Taxi and Private Hire Licensing presented the report and together with representatives from West Yorkshire Police addressed the following issues:

- The detection of plying for hire and touting continued to be a priority
- There were more “out of town/ cross border” vehicles operating in Leeds
- There was now more cross border working with other local authorities including joint training and the creation of a database of over 500 “out of town/cross border vehicles observations”
- Late September would see the introduction of two specialist police officers to work with TPHL enforcement on Friday/ Saturday nights using two high visibility police vehicles and having access to automated number plate recognition systems
- Improved information sharing with the Police and Safer Leeds in respect of disclosure arrangements
- The promotion of good taxi awareness in the city, via a web page, including how to lodge a complaint
- The introduction of a new complaints recording system, allowing monitoring of trends and improved analytical reporting
- 660 compliance inspections undertaken in a six month period
- Planned enforcement activity

The issue of out of town vehicles was raised, one Member suggesting that he had witnessed on at least three separate occasions vehicles with out of town plates parked up on Aire Street, it was queried if the drivers could be prosecuted?

In responding the Executive Officer said out of town drivers could be prosecuted if observed plying for hire but could not be suspended. Daytime enforcement within the city centre was difficult because the enforcement teams were not on patrol until 8.00pm

Members queried if the vehicle insurance became invalid if the vehicle was involved in an accident which was outside the Local Authority area where the vehicle was registered.

In responding officers suggested that the vehicle insurance may not become invalid, as a minimum the vehicle would usually have third party coverage.

Referring to the increase in the number of out of town vehicles, Members queried if there were a sufficient number of Enforcement Officers to carry out the necessary checks.

In responding, officers reported that the Police were shortly to provide further resources which would assist enforcement operations, there was also a vacant post for a TPHL Enforcement Officer and this was currently been pursued.

Referring to paragraph 3.11 of the submitted report, Members queried if there were any issues around taxi drivers refusing to take passengers who were been assisted by a Guide Dog.

Officers reported that of the 401 complaints received only 3-4 related to access issues (wheel chair accessible vehicles). It was reported that joint working with Guide Dogs for the Blind had taking place in early 2017 using a telephone test purchase operation to ensure compliance with the Equalities Act 2010. It was noted that currently there was only one driver who had a medical exception to transporting a passenger who was accompanied by a guide dog.

Referring to the number of complaints received (401 in a 7 month period), it was suggested by one Member that, that figure represented a very small percentage given there were 60,000 journeys per month.

The Chair said the figures quoted demonstrated how safe it was to travel by taxi in Leeds.

Members suggested this was a positive endorsement for the trade and should be promoted accordingly.

Members welcomed the promotion of good taxi awareness scheme as referred to in section 3.5 of the submitted report. It was also suggested by Members that drivers should encourage passengers to occupy seats in the rear of the taxi to avoid potential safeguarding issues, such advice to be incorporated within drivers training.

The Chair made reference to the consequences of de-regulation and reminded Members of the letter that had been previously sent to the appropriate Minister responsible together with all Leeds Members of Parliament calling for more robust and national licensing and enforcement of taxis (hackney carriages) and private hire vehicles, drivers and operators.

In providing an update the Head of Elections, Licensing and Registration said that a Private Member's Bill was currently progressing through Parliament "Licensing of Taxi and Private Hire Vehicles (Safeguarding and Road Safety) Bill 2017-19". It was reported that the Bill had had its 1st reading on 19th July 2017 with the 2nd reading scheduled for 2nd February 2018.

The Chair suggested to Members that in their discussions with Leeds MPs they should be encouraging those MPs to support the Bill.

RESOLVED –

- (i) That the contents of the report be noted
- (ii) To support the Council's Taxi and Private Hire Licensing Enforcement activity

- (iii) To welcome and promote how safe it was to travel by taxi in Leeds
- (iv) That all Leeds MPs be encouraged to support “Licensing of Taxi and Private Hire Vehicles (Safeguarding and Road Safety) Bill 2017-19” currently progressing through Parliament

47 Leeds City Centre Evening & Night Time Economy

The Head of Elections, Licensing and Registration submitted a report which provided an overview of the partnership working arrangements and improvements within the city centre evening and night time economy in support of the licensing objectives and Purple Flag accreditation.

The Chair welcomed representatives of the Purple Flag Partnership which included: West Yorkshire Police, Leeds BID, Business Against Crime in Leeds (BACIL) West Yorkshire Combined Authority (WYCA), LCC Public Health, LCC City Centre Management, LCC Entertainment Licensing and LCC Taxi & Private Hire Licensing.

Addressing the report the Section Head, Entertainment Licensing reminded Members that in January 2017 the City was awarded Purple Flag status for the management of the evening and night-time economy. Purple Flag is a town and city centre award which aims to raise the standard and broaden the appeal of town and city centres between the hours of 17:00 & 05:00.

It was reported that Purple Flag was assessed annually. The accreditation addresses key themes: Wellbeing, Movement, Appeal, Policy Envelope and Place. Sub groups had been established to lead on each theme, enabling the progress of actions by October 2017 in line with the renewal date.

Partnership representatives addressed the Committee providing an update on the following issues:

- Police Resourcing in the City Centre
- Counter Terrorism threat
- Crime statistics
- Funding obtained for a Street Ambassador Service
- The intention to create a team of trainers to deliver Safeguarding Training in all aspect of evening and night-time entertainment

- Alcohol and drug campaigns
- The continued marketing and promotion of the city centre
- Movement – arrival and departure of people into/ out of the city centre, looking at public transport, car parking provision, pedestrian routes, crowd management and the level of information available to users.

One Member queried if rough sleepers/ begging was a particular issue.

In responding it was suggested that many rough sleepers/beggars led chaotic lifestyles (alcohol/ drug issues). It was noted that currently 12 individuals were on criminal behaviour orders.

One Member expressed the view that to exclude beggars/ rough sleepers out of the city centre would not solve the problem, alternative solutions had to be found.

The Chair referred to the large number of people employed as part of the evening and night time economy and queried how these people travelled to and from work; car, bus or train and were these services reliable in the late evening.

In responding Officers from LCC City Centre Management and the West Yorkshire Combined Authority suggested that many employees would use public transport including park & ride but accepted bus and rail providers would not operate a full night service unless there was demand for such a service.

One Member suggested that the smaller bus operators be approached to deliver a night time service.

Commenting on the issue of service reliability Members were made aware of the “Bus 18 initiative” which was launched on 24th March 2017.

Operated by First West Yorkshire, Arriva Yorkshire and Transdev, under the Bus 18 Customer Promise, members of the public unhappy with their journey could claim a free travel voucher.

In addition, if the last bus did not arrive within 20 minutes of the scheduled time, the cost of a taxi may be reclaimed upon production of a receipt.

Members welcomed the initiative suggesting it had not been widely publicised and asked if further details could be supplied to the Committee.

The representative from WYCA gave an undertaking that the requested information would be supplied.

Members made reference to a number of areas in the city centre where streets had been closed off to allow bars/ restaurants/cafés to extend their outside space.

Officers from City Centre Management confirmed that Merrion Street (East) and Greek Street had been closed to vehicular traffic to allow new entertainment areas to be developed which had been welcomed by visitors to the city centre and was seen as a positive development by the Business Community.

It was reported that in providing such facilities measures had been introduced to minimise risk to the public.

Members welcomed the safeguarding training and the alcohol and drug campaigns suggesting it would lead to good partnership working if all parties were willing to engage.

One Member referred to Shisha smoking particular in the Lincoln Green, Roseville Road areas and asked if the situation could be monitored.

In responding officers confirmed that whilst shisha smoking was not a licensable activity, officers would continue to work in association with partner agencies.

The Chair thanked all representatives for their attendance and contributions commenting that it had been a very worthwhile discussion.

RESOLVED –

- (i) To note and welcome the partnership working arrangements within city centre evening and night time economy in support of the licensing objectives and Purple Flag accreditation.
- (ii) That details of the “Bus 18 Customer Promise” be circulated to Members for information

48 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.

Sergeant Shaw reported at as a result of closer partnership working associated with a number of initiatives attributed to the Purple Flag award, there were currently no premises within the City Centre Cumulative Impact Area which were a cause of concern.

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 March 2018.

49 Licensing Committee Work Programme 2017/18

RESOLVED – To approve the contents of the Licensing Committee Work Programme for 2017/18

50 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Wednesday, 4th October 2017 at 10.00am in the Civic Hall, Leeds.

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Report author: Andrew White

Tel: 3781562

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

Report to **Licensing Committee**

Date: **4 October 2017**

Subject: **Taxi and Private Hire – schedule for consultation and review of policies and conditions**

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 provides for Licensing Committee a schedule for the review and consultation of Taxi and Private Hire Licensing policies and conditions. It draws attention to the likely areas where the council’s current policies and conditions may need to be updated.

- 2 The report advises committee members of the likely policies and conditions where the closer working with the West Yorkshire and York authorities may require consultation on ‘harmonised’ policies or conditions.

Recommendations

- 1 That Members note the information in this report.

- 2 To seek Members’ support for and input into the review and refresh of the council’s taxi and private hire policies and conditions.

1 Purpose of this report

- 1.1 To inform members of a schedule for the review and consultation of Taxi and Private Hire Licensing policies and conditions.
- 1.2 To highlight to members of the likely areas where the council's current policies and conditions may need to be consulted on and updated in concert with the West Yorkshire and York 'policy harmonisation' activity.

2 Background information

- 2.3 Leeds City Council has responsibility for licensing Hackney Carriage vehicles, drivers and proprietors, Private Hire and Executive vehicles, drivers, and operators within the city.
- 2.4 The council has adopted the provisions of the Local Government (Miscellaneous Provisions) Act 1976, which governs the licensing of Private Hire Vehicles, Private Hire Operators and drivers. The adoption of this act also encompasses the adoption of the Town Police Clauses Act 1847, which governs the licensing of Hackney Carriages.
- 2.5 The council's policies and conditions are set and reviewed by the council's Licensing Committee. The council's policies and conditions apply to all drivers, vehicles and operators who hold the relevant licenses issued by the council. The council's Taxi & Private Hire Licensing team are responsible for making decisions relating to the application of the policies and conditions, under the council's scheme of sub-delegation.
- 2.6 The council has a plan to review and consult on each of the specific policies and conditions after either three or five years, to make sure they remain up to date and effective. **Appendix 1** at the end of this report summarises each of the policies and conditions due for review and consultation.

3 Main issues

- 3.1 The review of the council's policies and conditions will address a range of overlapping issues:
 - Update and simplification of **vehicle** policies and conditions (11 vehicle policies, conditions and guidance on our web pages);
 - Update and simplification of **driver** policies and conditions (12 driver policies, conditions and guidance on our web pages);
 - Update and simplification of **operator and proprietor** policies and conditions (5 operator/proprietor policies, conditions and guidance on our web pages);
 - **Safeguarding and safety** policies and conditions (15 policies, conditions and guidance on our web pages);
 - **Harmonisation** of some policies and conditions across West Yorkshire and City of York for more effective enforcement;

- Development of a **Clean Air Zone** for Leeds and its implications for taxi and private hire vehicles; and
- Update and simplification of taxi and private hire licensing **application and renewal forms** in preparation for development of online forms and paper free case management systems.

3.2 The table in **Appendix 1** summarises the key policies and conditions which have been approved at Licensing Committee and are due for review. The table groups together those policies and conditions which are likely to be affected by a harmonisation of policies and conditions across West Yorkshire and York, which will require consultation in Leeds at broadly the same time as in the other authorities. The table also suggests that consultation could be combined on related policies conditions (such as separate consultations on drivers, safety, vehicles and operators).

3.3 It is anticipated that the consultation will reveal many interesting suggestions for new policies, such as, but not limited to the following:

- Tighter vehicle Age and Emissions limits - Hackney Carriage and Private Hire Vehicles policies, Age Extension policy;
- Alignment of convictions criteria and safeguarding approach across West Yorkshire and York;
- CCTV in vehicles – Approved In Car CCTV policy;
- Enforcement powers to inspect out of district vehicles licensed by other West Yorkshire and York authorities;
- Guide and assistance dogs in vehicles – Hackney carriage Vehicles, Private Hire Vehicles;
- Hackney Carriage Fare card – Hackney Carriage Vehicles;
- Hailing apps - Private Hire Operator;
- Intended use policy (i.e. use predominantly within Leeds) – Private Hire Operator;
- Driver training qualification – if required by training review;
- Use of publicly provided electric charge points – Private Hire Operator, Hackney Carriage Proprietor; and
- Wheelchair accessible vehicles (WAVs) – Private Hire WAV, Hackney Carriage WAV.

4 Corporate Considerations

4.1 Consultation and Engagement

- The service consults and engages regularly with the hackney carriage and private hire trade. The service holds forum meetings three times a year, with the private hire operators and separately with recognised hackney carriage associations/groups, and also issues a newsletter three times a year. The service also works closely with the council's Equality Hubs and the council's Access Committee.

- The reviews of policies and conditions are planned to use a method of 'double' engagement:
 - initial consultation identifying possible changes and seeking suggestions from a range of stakeholders; and
 - final consultation clarifying revised policy or condition, giving people a limited time (usually 14 or 28 days) in which to make representation against the revision. All responses to this consultation will be shared with Licensing Committee before the policy or condition is finalised, and a date for implementation determined. It is possible that, in the event of policies or conditions being kept unchanged or revised very marginally, the final consultation could be for a shorter period.

4.2 Equality and Diversity / Cohesion and Integration

Equality and Cohesion Screening Assessments will be carried out on any changes to training provision.

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; and
- 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; and
- Improving customer satisfaction.

4.3.2 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;

- Safeguarding children and vulnerable adults.

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

4.4 Resources and value for money

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. The cost of reviewing and revising the policies and conditions, such as consultation, advertising, staff training, changes to ICT systems, will be funded through the use of fees.

4.5 Legal Implications, Access to Information and Call In

There are no legal implications arising from these proposals, and they are not subject to call in or publication. There is the longer-term possibility of changes in national legislation, under the Licensing of Taxis and Private Hire Vehicles (Safeguarding and Road Safety) Bill 2017-19. However, this bill has to pass through several stages before UK law could be revised.

4.6 Risk Management

There are no risk management implications arising from this schedule of proposed review of policies and conditions, and it is not subject to call in or publication. The review of the policies and conditions may well raise issues perceived as relating to risk, such as where the council may harmonise its conditions in line with neighbouring authorities to enable more effective enforcement of cross border vehicles.

5 Conclusions

5.1 The council's Taxi and Private Hire Licensing policies and conditions continue to be set and reviewed by the council's Licensing Committee. The council's policies and conditions apply to all drivers, vehicles and operators who hold the relevant licenses issued by the council. The council's Taxi & Private Hire Licensing team are responsible for making decisions relating to the application of the policies and conditions, under the council's scheme of sub-delegation.

5.2 The council has a plan to review and consult on each of the specific policies and conditions after either three or five years, to make sure they remain up to date and effective, and support our wider priorities of safeguarding, working effectively with neighbouring authorities, and improving air quality. The review will involve 'double' consultation with stakeholders in Leeds, and will also align with reviews of policies and conditions in neighbouring authorities.

6 Recommendations

- 6.1 That members note the information in this report.
- 6.2 To seek Members' support for and input into the review and refresh of the council's taxi and private hire policies and conditions.

7 Background documents

None

8 Appendices

Appendix 1 Timetable for review of TPHL policies and conditions

Appendix 1 Timetable for review of TPHL policies and conditions

Policy	Driver, Vehicle, Operator or Safety	Date approved at Committee	Period of Review (Years)	Date for Review	Likely date of initial consultation	Leeds or harmonised WY&Y policy
2017-18						
Group II Medical	Driver	16 Oct 12	5	Oct 2017	Nov 2017	Leeds
Stretched Limousine Private Hire Driver	Driver	16 Oct 12	5	Oct 2017	Nov 2017	Leeds
Stretched Limousine Private Hire Vehicle	Vehicle	16 Oct 12	5	Oct 2017	Jan 2018	Leeds
Stretched Limousine Private Hire Operator	Operator	16 Oct 12	5	Oct 2017	Mar 2018	Leeds
Medical Exemptions	Driver	16 Oct 12	5	Oct 2017	Nov 2017	Leeds
Executive Private Hire Operator	Operator	15 Jan 13	5	Jan 2018	Mar 2018	Leeds
Executive Private Hire Driver	Driver	15 Jan 13	5	Jan 2018	Nov 2017	Leeds
Driving Standards Agency (DSA) Test	Driver	16 Oct 12	5	Oct 2017	Jan 2018	WY&Y
English Comprehension	Driver	16 Oct 12	5	Oct 2017	Jan 2018	WY&Y
Local Knowledge Test	Driver	16 Oct 12	5	Oct 2017	Jan 2018	WY&Y
Customer Care Training	Driver	16 Oct 12	5	Oct 2017	Jan 2018	WY&Y
Private Hire Driver	Driver	16 Oct 12	5	Oct 2017	Jan 2018	WY&Y
Plying for Hire	Driver	15 Jan 13	5	Jan 2018	Jan 2018	WY&Y
Hackney Carriage Vehicle inc. Wheelchair Accessible Vehicles, Vehicle Age Criteria & Livery, Signs and Markings	Vehicle	15 Jan 13	5	Jan 2018	Mar 2018	WY&Y
Private Hire Vehicle inc. Wheelchair Accessible Vehicles, Vehicle Age Criteria & Livery, Signs and Markings	Vehicle	15 Jan 13	5	Jan 2018	Mar 2018	WY&Y

Policy	Driver, Vehicle, Operator or Safety	Date approved at Committee	Period of Review (Years)	Date for Review	Likely date of initial consultation	Leeds or harmonised WY&Y policy
2018-19						
Executive Private Hire Vehicle	Vehicle	25 Jun 13	5	Jun 2018	Jul 2018	Leeds
Novelty (Trike) Private Hire Driver	Driver	25 July 13	5	July 2018	May 2018	Leeds
Novelty (Trike) Private Hire Vehicle	Vehicle	25 July 13	5	July 2018	Jul 2018	Leeds
Novelty (Trike) Private Hire Operator	Operator	25 July 13	5	July 2018	Sep 2018	Leeds

Policy	Driver, Vehicle, Operator or Safety	Date approved at Committee	Period of Review (Years)	Date for Review	Likely date of initial consultation	Leeds or harmonised WY&Y policy
2019-20						
DBS Checks (annual checks/online update service)	Safety	9 Dec 14	5	Jun 2019	May 2019	Leeds
Private Hire Operator	Operator	10 Jun 14	5	Jun 2019	Jul 2019	Leeds
Private Hire Vehicle Proprietors inc. rental companies	Operator/Proprietor	10 Jun 14	5	Jun 2019	Jul 2019	Leeds
Three Year Driver Licences	Driver	10 Jun 14	5	Oct 2019	May 2019	Leeds
Hackney Carriage Proprietor Suitability	Operator/Proprietor	10 Feb 15	5	Feb 2020	Jul 2019	Leeds
Convictions Criteria	Safety	10 Jun 14	5	Jun 2019	Jan 2018	WY&Y
Vehicle Age Criteria – 5/6/7 seat HC WAVs	Vehicle	7 Oct 14	5	Oct 2019	Mar 2018	WY&Y
Immediate Suspensions	Safety	7 Oct 14	5	Oct 2019	Jan 2018	WY&Y
Publishing Driver Convictions	Safety	10 Mar 15	5	Mar 2020	Jan 2018	WY&Y

LICENSING COMMITTEE WORK PROGRAMME 2017/18 - LAST UPDATED 22/09/17 (JG)

ITEM	DESCRIPTION	Officer	TYPE OF ITEM
Meeting date: 7th November 2017			
Update on Shisha Smoking – Enforcement Activity	To receive a report by the Director of Resources and Housing which provides an up-date on the on-going work to tackle Shisha Smoking	R Turner	B
Meeting date: 5th December 2017			
City Centre Cumulative Impact Assessment	To receive a report by the Head of Elections, Licensing and Registration which provides an update on the City Centre Cumulative Impact Assessment	S Holden	RP
Leeds Festival 2017 - De Brief	To consider a report by the Head of Elections, Licensing and Registration which provides a de brief following the Leeds Festival 2017	S Holder	B
Update/ monitoring report on the Victoria Gate Casino	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
Meeting date: 9th January 2018			

LICENSING COMMITTEE WORK PROGRAMME 2017/18 - LAST UPDATED 22/09/17 (JG)

ITEM	DESCRIPTION	Officer	TYPE OF ITEM
Meeting date: 6th February 2018			
LA03 Statement of Licensing Policy Consultation	To receive a report by the Head of Elections, Licensing and Registration which sets out the consultation arrangements for the LA03 Statement of Licensing Policy	S Holden	SC
Meeting date: 6th March 2018			
Policing and the Night Time Economy	To receive a Presentation from Sergeant Dave Shaw, West Yorkshire Police on the issues of "Policing and the Night Time Economy"	D Shaw	B

LICENSING COMMITTEE WORK PROGRAMME 2017/18 - LAST UPDATED 22/09/17 (JG)

ITEM	DESCRIPTION	Officer	TYPE OF ITEM
Meeting date: 3 rd April 2018			

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

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