



LICENSING COMMITTEE

Meeting to be held in Civic Hall, Leeds on
Tuesday, 6th September, 2022
at 10.00 am

MEMBERSHIP

Councillors

- N Buckley - Alwoodley;
- R Downes - Otley and Yeadon;
- L Farley - Burmantofts and Richmond Hill;
- B Flynn - Adel and Wharfedale;
- A Forsaith - Farnley and Wortley;
- A Garthwaite - Headingley and Hyde Park;
- J Gibson (Chair) - Cross Gates and Whinmoor;
- S Hamilton - Moortown;
- A Hutchison - Morley North;
- J Illingworth - Kirkstall;
- L Martin - Roundhay;
- L Richards - Wetherby;
- A Smart - Armley;
- I Wilson - Weetwood;

A G E N D A

Item No	Ward	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	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 INTERESTS</p> <p>To disclose or draw attention to any interests in accordance with Leeds City Council's 'Councillor Code of Conduct'.</p>	
5			<p>APOLOGIES FOR ABSENCE</p>	
6			<p>MINUTES</p> <p>To approve the minutes of the last meeting held on 9th August 2022.</p>	5 - 10
7			<p>TAXI & PRIVATE HIRE LICENSING - REVIEW OF VEHICLE POLICIES AND CONDITIONS</p> <p>To consider the report of the Chief Officer, Elections and Regulatory which sets out an overview of the council's vehicle policies and conditions, and the terms of reference for a review of the policies and conditions.</p>	11 - 20
8			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note the date and time of the next meeting as Tuesday 29th November 2022 at 10.00 am.</p>	

Item No	Ward	Item Not Open		Page No
2			<p data-bbox="675 181 959 212"><u>Third Party Recording</u></p> <p data-bbox="675 237 1366 389">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 data-bbox="675 421 1305 452">Use of Recordings by Third Parties– code of practice</p> <ul style="list-style-type: none"> <li data-bbox="724 483 1390 636">a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. <li data-bbox="724 636 1401 846">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. 	
a)				
b)				

Public Document Pack Agenda Item 6

Licensing Committee

Tuesday, 9th August, 2022

PRESENT: Councillor J Gibson in the Chair

Councillors N Buckley, R Downes, L Farley,
A Forsaith, S Hamilton, A Hutchison,
J Illingworth, L Martin, L Richards and
I Wilson

11 Appeals Against Refusal of Inspection of Documents

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

12 Exempt Information - Possible Exclusion of the Press and Public

The agenda contained no exempt information however the Committee was advised that it may be necessary for the meeting to move into closed session should Members wish to discuss the details of the Event Management Plan for the 2022 Leeds Festival.

13 Late Items

No late items of business were added to the agenda.

14 Declaration of Interests

Agenda item 8 Taxi and Private Hire Licensing Results of Consultation on Suitability (Minor Motoring Convictions) – Councillor Forsaith reported that she had taken part in the consultation prior to joining the Licensing Committee and as such, she indicated that she would withdraw from the meeting prior to consideration of that item. (minute 18 refers).

15 Apologies for Absence

Apologies for absence were received from Councillor Flynn, Councillor Garthwaite and Councillor Smart.

16 Minutes

RESOLVED – That the minutes of the previous meeting held 27th May 2022 be agreed as a correct record.

17 Leeds Festival 2022

The report of the Chief Officer, Elections and Regulatory presented the Committee with a summary of the draft Event Management Plan for the 2022 Leeds Festival. The Committee was asked to consider the report which recommended that approval of the final Event Management Plan be delegated to the Chief Officer, Elections and Regulatory.

A summary of the Event Management Plan contents was appended to the report along with a copy of the Premises Licence.

The following were in attendance:

- Melvin Benn, Managing Director Festival Republic

- Jeanie Leach, Licensing Assistant Festival Republic
- Lucy Kinsella, Licensing Co-ordinator Festival Republic

The Committee received a presentation from Festival Republic which provided an overview of the traffic management arrangements for the 2022 festival. In response to Members queries and comments, clarification was provided on the location of the taxi and private hire pick up and drop off points. The Committee also heard details of the partnership work undertaken with the charity “Music Declares an Emergency” to improve the sustainability of the festival and to minimise its environmental impact.

At this stage of the meeting, Members were asked to consider moving into private session as the discussion was likely to involve the disclosure of exempt information, particularly information relating to the financial or business affairs of the Event Organiser and its associates and also information relating to action taken in connection with the prevention, investigation or prosecution of crime.

RESOLVED – That the public be excluded from the following part of the meeting as discussion was likely to involve the disclosure of exempt information, particularly information relating to the financial or business affairs of the Event Organiser and its associates and also information relating to action taken in connection with the prevention, investigation or prosecution of crime.

At the conclusion of discussions in private session, the Committee resumed in public and Members discussed planning for extreme weather conditions, specifically heat, and facilities for staff on site.

RESOLVED – That approval of the final Event Management Plan for the Leeds Festival 2022 be delegated to the Chief Officer, Elections and Regulatory.

(Councillor Forsaith withdrew from the meeting at this point)

18 Taxi & Private Hire Licensing - Results of consultation on suitability (minor motoring convictions)

The report of the Chief Officer, Elections and Regulatory presented the Committee with the outcome of consultation undertaken on proposals to change one of the criteria within the Council’s Suitability and Convictions Policy for Taxi and Private Hire licence holders in relation to points on an individual’s driving licence for minor motoring convictions.

The report included a summary of the consultation responses received and sample questionnaire, comments and objections received along with the Council’s response to the comments and a copy of a proposed decision-making flow chart. Additionally, the report set out some options for the Committee to consider with a view to making a recommendation to the Executive Board:

The Committee received a presentation from the Taxi and Private Hire Licensing Manager which included the following key matters:

- The development of a regional and consistent approach across West Yorkshire and York (WY&Y) to determine an individual's suitability to hold a taxi or private hire licence, in the context of the Institute of Licensing (IOL) national suitability framework 2018.
- In line with the IOL national framework, Leeds and the other WY&Y authorities had consulted on the threshold for refusing a licence at 7 points for minor motoring convictions. The other WY&Y authorities have adopted and implemented policies with the 7 point threshold, based on the individual's record for the last 3 years.
- Following representation from the taxi and private hire trade in Leeds, the minor motoring convictions criterion from Leeds' previous convictions policy was retained, therefore currently the Council may refuse or revoke a licence at 12 points for accumulated minor motoring convictions. Separately a review of the minor motoring convictions criterion was conducted by a working group drawn from officers and stakeholders with a cross-section of views.
- At the conclusion of the review, the working group recommended the Council consult on a revised criteria for minor motoring convictions and the Executive Board meeting of September 2021 supported that approach. Consultation was undertaken during October and November 2021 on the following proposals:
 - Applications for a taxi or private hire driver licence be refused when an applicant has 7 or more points for minor convictions showing on their driving licence;
 - Existing licence holders reaching 7 or 8 points for minor convictions will receive a warning and may be required to attend training; and
 - Existing licence holders reaching 9 or more points for minor convictions may have their licence refused or revoked.
- The methodology and results of the consultation were presented in detail in Appendices A and B of the submitted report.
- Since the initial West Yorkshire wide consultation in 2018/19, the Department for Transport issued Statutory Guidance for taxi and private hire licensing, which included a section on suitability, advising licensing authorities they must have regard to the guidance and have clear and compelling reasons for departing from the standards in the guidance.
- The proposal which Leeds consulted on in 2021 could be regarded as less stringent than the original 2020 proposal and would not wholly align with the policies now adopted by neighbouring authorities.
- Comparative information provided by 85 local authorities in response to consultation with them showed that 72 had implemented criteria for assessing minor motoring convictions.

- The consultation received 2275 responses. 57% from members of the taxi or private hire trades and 43% from the public, passenger representatives and councillors. Of the 756 who responded in favour of the proposal, 674 (89%) were members of the public, passenger or stakeholder groups, 71 (9%) were licence holders. Of the 1481 who responded against the proposal, 1178 (80%) were licence holders, 266 (18%) were members of the public, passenger or stakeholder groups.
- The amendment to the policy would impact on just over 1% of the current taxi and private hire driver workforce – in July 2022 only 72 drivers had 7 or more points on their driving licence, out of a workforce of 6019.
- Motoring convictions and endorsements are the most common issue the Licensing Authority will consider when determining whether an individual is suitable to hold a taxi or private hire driver licence, reflecting on the importance of safe driving.

In conclusion the Committee was directed to paragraphs 38 and 39 of the report for their consideration:

- a) The proposed criterion is **approved** without further amendment;
- b) The proposed criterion is **amended** having regard to the consultation responses, setting out what the amended criterion should be (as set out in paragraph 39 of the report); or
- c) The proposed criterion should not be approved or amended, and that **further work** is required to determine a more appropriate criterion.

In relation to option b), and in relation to the consultation responses, Members were advised that minor amendments such as those seeking to respond to driver concerns and provide further mitigation measures such as when warnings or training is offered to licence holders can be recommended to Executive Board for approval. The specific proposals could be amended from those consulted upon to state the following and summarised in the flowcharts in Appendix C:

- Applications for a new taxi or private hire driver licence will not be granted when an applicant has 7 or more points for minor motoring convictions showing on their driving licence.
- Existing licence holders reaching 7 or more points for minor motoring convictions will receive a warning and will only be required to attend appropriate training.
- Existing licence holders reaching 9 points or more for minor motoring convictions and who have previously attended training under this policy may have their licence refused or revoked dependent on the individual circumstances of the driver concerned and offences committed. In considering such action, the intention of the policy will be to only refuse or revoke a licence where there are very clear concerns for public safety.

During discussions, the following matters were considered:

- The evidence to support the view that the proposed policy will improve public safety. Members noted the response that driving standards were the second highest source of complaint from passengers, 200-300 accidents and 80-100

complaints were reported annually to the Taxi and Private hire Licensing Section, however this was balanced with the knowledge that 80% of taxi and private hire drivers had no points on their licence and approximately 3 million taxi and private hire journeys were made each year.

- Assurance for taxi and private hire drivers that the decision making process will be transparent. Members noted the factors which decision makers would take into account which included how recently a driver had received remedial training, how long points had been held on the licence/were the points close to expiring. A suggestion to implement a further step to the decision making process in the form of a Member Sub Committee was discussed and supported by the Committee.
- The requirement to have regard to the national guidance issued by the Institute of Licensing and Department for Transport and the need to evidence compelling reasons not to implement the statutory guidance when considering applications and renewals of taxi and private hire driver licences.
- Timescales for dealing with the decision making process and the offer to provide an indicative timeframe in the subsequent guidance to be issued once the future policy is determined and adopted.
- The breadth of consultation undertaken and the opposing views of the drivers and public.
- The frequency of driver training provided; costs and the number of attendees who could be enrolled for each session.
- The fact that the Suitability Policy (minor motoring convictions) will not apply to Leeds City Council employees within the Passenger Transport Service, noting that this service is regulated by separate legislation. Members requested that although this matter does not fall within the remit of the Licensing committee, their concerns be raised with the appropriate lead officer.
- Assurance that minor motoring convictions are an indicator of risk to public safety. Members noted the response that specific work on the correlation between conviction and risk had not been undertaken locally but that the national evidence and guidance was relied upon when drafting the policy approach, additionally, it was known that due to the number of journeys taxi and private hire drivers undertook, they were 3 to 4 times more likely than other drivers to accrue points on their licence for minor motoring convictions. The Institute of Licensing guidance set the figure of 7 points on a licence as the threshold for considering refusal of new applications for a taxi or private hire driver licence.

RESOLVED –

- 1) That the outcome of the consultation be noted.
- 2) To note the supporting information which provides broader context to the implementation of criteria relating to minor motoring convictions.
- 3) That having considered the options set out in paragraph 38 of the report, **Option b)** be recommended to Executive Board:

The proposed criterion is **amended** having regard to the consultation responses, as set out in paragraph 39 of the report and detailed below;

- Applications for a new taxi or private hire driver licence will not be granted when an applicant has 7 or more points for minor motoring convictions showing on their driving licence.
- Existing licence holders reaching 7 or more points for minor motoring convictions will receive a warning and will only be required to attend appropriate training.
- Existing licence holders reaching 9 points or more for minor motoring convictions and who have previously attended training under this policy may have their licence refused or revoked dependent on the individual circumstances of the driver concerned and offences committed. In considering such action, the intention of the policy will be to only refuse or revoke a licence where there are very clear concerns for public safety.
- For a pilot period of 12 months any licences subject to potential revocation relating to minor motoring offences, be referred to the Licensing Committee or one of its sub committees for determination, to be reviewed by the Licensing Committee after 12 months.

(Under the provisions of Council Procedure Rule 16.5, Councillor Buckley and Councillor Richards required it to be recorded that they abstained from voting on this matter).

19 Date and Time of Next Meeting

RESOLVED – To note the date and time of the next meeting as Tuesday 6th September 2022 at 10.00 am

Taxi & Private Hire Licensing – Review of vehicle policies and conditions

Date: 6 September 2022

Report of: Taxi & Private Hire Licensing Manager

Report to: Licensing Committee

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

What is this report about?

Including how it contributes to the city's and council's ambitions

- This report sets out an overview of the council's vehicle policies and conditions, and the terms of reference for a review of the policies and conditions.
- Licensing Committee are asked to contribute to a review of the policies and conditions for the following:
 - Hackney carriage vehicles;
 - Private hire vehicles;
 - Non-standard vehicles (such as larger vehicles, executive private hire vehicles, novelty vehicles; and
 - Equipment and adaptations to vehicles (CCTV, advertising, screens).

Recommendations

Licensing Committee members are recommended to:

- a) Note the background to the reviews and the initial supporting information.
- b) Consider the options for prioritising the order of the different policy/conditions.
- c) Agree to play a role in one of the working groups, an open day, in engagement or consultation.

Why is the proposal being put forward?

- 1 The council has a range of policy and conditions applying to taxi and private hire vehicles. These policies and conditions require periodic reviewing and updating, involving engagement and consultation where changes are considered or recommended.

- 2 In December 2021, the council’s Licensing committee approved a prioritised order for policies and conditions to be reviewed, in line with the chapters of the council’s Taxi and Private Hire Licensing Policy.
 1. Vehicle policy review, including CCTV in vehicles
 2. Private Hire Operator policy review
 3. Decision making review
 4. Driver policy review
 5. Compliance and enforcement review
 6. Gathering and sharing information review

- 3 So the council’s vehicle policies and conditions would be the first to be reviewed, including engagement and consultation, and have the policies and conditions updated. The vehicle chapter of the council’s Taxi and Private Hire Licensing Policy would also be subsequently updated. Appendix A outlines the possible scope of four vehicle conditions working groups, for each of the four policy themes:
 - Hackney carriage vehicles;
 - Private hire vehicles;
 - Non-standard vehicles (such as larger vehicles, executive private hire vehicles, novelty vehicles; and
 - Equipment and adaptations to vehicles (CCTV, advertising, screens).

What impact will this proposal have?

Wards affected:	
Have ward members been consulted?	No

- 4 This report is significantly in advance of any proposals being developed or consultation with ward members.
- 5 When the exploration, engagement, consultation have concluded, it is possible that the council will have some different policies and conditions for taxi and private hire vehicles. If that is the case, the communication and implementation will need to be carefully considered for how the policies affect newly licensed vehicles and existing licensed vehicles.

What consultation and engagement has taken place?

- 6 This report is significantly in advance of any proposals being explored or consulted with the public, stakeholder groups, licensing authorities, vehicle manufacturers and converters, equipment providers, taxi and private hire trade.
- 7 The council recently consulted on changes to the Suitability policy, and will have a wide range of individuals and organisations who will be able to provide input to the policy and conditions reviews, some of whom may be helpful in contributing to the working groups.

What are the resource implications?

- 8 There are potential resource implications of conducting a major review of vehicle policies and conditions.
- 9 It is possible that the council, as licensing authority, would incur additional time, effort, expense in researching new or alternative vehicles, visiting exhibitions and other authorities.
- 10 It is possible that the council, as licensing authority, would incur significantly additional time, expense in engaging and consulting, holding open days, when other taxi and private hire licensing work would not be undertaken.
- 11 In the longer term, it is possible that the council, as licensing authority, would incur additional time, effort, expense in communicating revised policies and addressing the transitional arrangements, such as licensed vehicles, which would be given some time to meet new standards.

What are the legal implications?

- 12 The Local Government (Miscellaneous Provisions) Act 1976 sections 46, 47, 48, 49, 55, 56, 58, 60, 63, 64, 65, 66, 67, 68, 69, 71, and 75 permit the licensing authority to establish acceptable standards and attach conditions to a taxi or private hire licence.
- 13 The Policing and Crime Act 2017 section 177 permits the secretary of State to issue guidance to public authorities as to how their licensing functions under taxi and private hire legislation should be exercised so as to protect children and vulnerable individuals who are 18 or over, from harm. The same Act requires a public authority which has licensing functions under taxi and private hire legislation to have regard to that guidance.
- 14 The Equality Act 2010 June 2022 amendment changed UK law relating to the need for mobility equipment to be accommodated in taxi and private hire vehicles.
- 15 The Department for Transport has issued Statutory Guidance (2020) and consulted upon possible revised non-binding Best Practice Guidance (2022), both of which contain recommendations for taxi and private hire vehicle standards.

Equalities implications:

- 16 Section 149 of the Equality Act 2010 sets out the Public Sector Equality Duty, whereby a public authority must, in the exercise of its functions, have due regard to the need to:
 - a) Eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act.
 - b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
 - c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

With regard to b) above, due regard must be given to the need to:

- d) Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic.
- e) Take steps to meet the needs of who share a relevant protected characteristic that are different from the needs of persons who do not share it.
- f) Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

g) The relevant protected characteristics include age, disability, gender reassignment, pregnancy and maternity, religion or belief, sexual orientation.

17 The duty is not a duty to achieve a result, but a duty to have due regard to the need to achieve the goals in section 149. The courts have also made it clear that the weight and extent of the duty is highly fact sensitive and dependent on individual judgment, and that is for the decision maker to decide how much weight should be given to the various factors informing their decision.

What are the key risks and how are they being managed?

18 The primary risk is that vehicles are used as taxis and PHVs which are not sufficiently safe, suitable and comfortable. By applying a rigorous set of standards and conditions the council ensure that only vehicles which are safe, suitable and comfortable are approved and licensed for use as taxi and private hire vehicles. In addition, equipment and adaptations contribute towards the safety of passengers and the wider public.

19 A secondary risk is that the manufacture, supply and cost of taxi and private hire vehicles affects the availability of such vehicles, leading to unmet demand.

20 A third risk is that the demand for different types of vehicles by different types of passengers (notably older passengers, passengers with a disability or mobility need, children) cannot be satisfied in the Leeds taxi and private hire fleet.

Does this proposal support the council's three Key Pillars?

Inclusive Growth

Health and Wellbeing

Climate Emergency

21 The proposed criterion aligns with the council's priorities for Health and Wellbeing. It places a priority on public and passenger safety.

Options, timescales and measuring success

What other options were considered?

22 This report is significantly in advance of any proposals being explored or consulted with the public, stakeholder groups, licensing authorities, vehicle manufacturers and converters, equipment providers, taxi and private hire trade.

How will success be measured?

23 The aim of the review is to have an open, thorough and wide-ranging review and discussion about taxi and private hire vehicle policies and conditions, and their contribution to passenger safety, wellbeing and comfort. It would be regarded as a success to develop clear policy recommendations for consultation and subsequent implementation.

What is the timetable for implementation?

24 The intention is to circulate the suggested terms of reference for the reviews and the separate working groups imminently, and to initiate the exploration phase of the reviews in September, October and November 2022.

Appendices

Appendix A Vehicle Review terms of reference

Background papers

Leeds City Council taxi licensing policy

[Taxi and private hire licensing policy and procedures \(leeds.gov.uk\)](https://www.leeds.gov.uk/taxi-and-private-hire-licensing-policy-and-procedures)

Department for Transport Statutory Taxi & Private Hire Vehicle Standards

[Statutory & Best Practice Guidance for taxi and PHV licensing authorities \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/428222/statutory-taxi-and-phv-licensing-authorities-guidance)

Department for Transport Taxi and Private Hire Vehicle Licensing Best Practice Guidance for Licensing Authorities in England (consultation completed, currently under review)

[Taxi and Private Hire Vehicle Licensing. Best Practice Guidance for Licensing Authorities in England. \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/428222/taxi-and-private-hire-vehicle-licensing-best-practice-guidance-for-licensing-authorities-in-england)

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September 2022

1. Purpose

1.1. Following recent discussions at Leeds City Council’s Licensing Committee, and with trade representatives, an informal Terms of Reference has been established to consider the conditions and practical administration of taxis and private hire vehicles licensed by Leeds City Council.

1.2 The overriding purpose of the review, in line with legislation, is to identify a set of long-term standards reinforced with licence conditions. It is not intended to address short-term issues or wider market conditions.

2. Objectives

2.1. The Terms of Reference sets out the purpose and suggested way forward for considering information and evidence relating to the council’s conditions for taxis and private hire vehicles, as set out in statutory guidance by the Department for Transport, and making recommendations for actions to address any priority issues identified. Specifically:

- Understanding the current and future position for Hackney Carriage Vehicles, including unmet demand, wheelchair accessible vehicles;
- Understanding the current and future position for Private Hire Vehicles;
- Understanding the current and future position for larger public contract, private hire executive, stretched limousine, novelty vehicles;
- Understanding the current and future position for equipment and in and adaptations to vehicles of all types, including CCTV, safety screens, other adaptations;

2.2. The Terms of Reference should help to inform the specific way forward, including:

- Suggested schedule of policy and conditions reviews, as not every aspect of vehicles can be examined, discussed and engaged/consulted in a 3-4 month review;
- Suggested input, membership;
- Suggested methods of engagement and consultation:

Stage 1	Stage 2	Stage 3	Stage 4	Stage 4	Stage 5	Stage 6	Stage 7
Terms of reference agreed	Exploration and engagement starts <ul style="list-style-type: none"> • Online • Working Group • Open day • Site visits 	Engagement ends	Clarification of early findings / options to Licensing Committee	Consultation starts <ul style="list-style-type: none"> • Online • Face to face • Written 	Consultation findings reported to Licensing Committee	Decision made	Changes to policies/conditions implemented

3. Schedule of reviews

3.1. The council has multiple conditions and guidance documents in place for different types of vehicle, so it is suggested that the vehicle conditions reviews be scheduled to take place in distinct stages. Suggested reviews and initial suggestions for subjects for review.

Hackney Carriage Vehicles	Private Hire Vehicles	Non-standard Vehicles	Equipment and adaptations in Vehicles
Advertising on vehicles	Advertising on vehicles	Advertising on vehicles	Adaptation to fit wheelchairs, mobility equipment
Age limits	Age limits	Age limits	
		Executive vehicles	CCTV in vehicles
Inspection regime	Inspection regime	Inspection regime	Guide and assistance dogs
Allocation of returned plates		Larger vehicles	Safety screens
HCV Conditions (e.g. spare wheel, luggage space, cc)	PHV Conditions (e.g. spare wheel, luggage space, cc)	Novelty vehicles/Pedicabs	
Numbers of HCVs	Numbers of PHVs	Stretch limousines	
Numbers of HC WAVs	Numbers of PH WAVs	Specific conditions	
Suspension of vehicles	Suspension of vehicles	Suspension of vehicles	
Types of vehicles approved	Types of vehicles approved	Types of vehicles approved	
Vehicle livery	Vehicle livery	Vehicle livery	
Unmet demand			

3.2. Owing to the resource implications of each review, it suggested that not more than one of these reviews take place at any one time.

4. Working Group Membership

4.1. We want to ensure that a broad range of views are sought, including from a sub group (min 3) of members of Licensing Committee, passengers/stakeholders, trade from both HC and PH sides of the trade, from licensing, vehicle examination or enforcement officers, from other licensing authorities.

4.2. If required, a working group will therefore be comprised of:

- A Chair, who is a member of the Licensing Committee;
- A minimum of two other members of Licensing Committee;
- Taxi and Private Hire Licensing Manager;
- A maximum of three people representing passengers/stakeholders;
- A maximum of six people representing drivers, proprietors and operators (three taxi, three private hire); and
- A maximum of three people representing licensing, vehicle examination and enforcement;

4.3 The group will also invite evidence and input from other interested and expert parties, who will not be formal members of the group, such as:

- Officers from other licensing authorities;
- Passengers/stakeholders who are not able to sit on the working group; and
- Other expert witnesses as may be identified.

4.4. One officer from taxi and private hire licensing will attend to provide minutes and action point support to the working group.

5. Governance

5.1. These Terms of Reference will be finalised in correspondence and agreed formally during the first meeting of the working group. Any proposed changes should be sent to the Chair of Licensing Committee for consideration at least a week before the first meeting, and are subject to mutual agreement between the group and the chair of Licensing Committee.

5.2. The group may hold up to five meetings before its summary document is issued.

5.3. The final version of the summary document must be issued within one month of the group's final meeting.

5.4. The group will aim to reach a consensus view, but where that is not possible, differences of view will be recorded in the summary document.

5.5. Meetings will normally be held at Leeds Civic Hall, but the intention is to hold one or more Open Days at Taxi and Private Hire Licensing, York Road.

5.6. Meeting papers will be issued electronically at least three working days prior to each meeting.

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