

## LICENSING COMMITTEE

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MEETING TO BE HELD IN CIVIC HALL, LEEDS ON  
FRIDAY, 25TH MAY, 2018 AT 10.00 AM

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### MEMBERSHIP

#### Councillors

N Buckley - Alwoodley;  
R Downes - Otley and Yeadon;  
B Flynn - Adel and Wharfedale;  
B Gettings - Morley North;  
M Harland - Kippax and Methley;  
A Khan - Burmantofts and Richmond Hill;  
G Wilkinson - Wetherby;  
A Garthwaite - Headingley and Hyde Park;  
K Groves - Middleton Park;  
J Pryor - Headingley and Hyde Park;  
Vacancies x 5 -

(Please note the Membership of the Committee may change following the Annual Meeting of Council to be held on Thursday 24<sup>th</sup> May 2018)

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Agenda compiled by:  
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Governance Services  
Civic Hall  
LEEDS LS1 1UR

John Grieve  
37 88662

# A G E N D A

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|---------|--------------------------|---------------|--|---------|
| 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> |         |

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| 3       |                          |               | <p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>   |         |
| 4       |                          |               | <p><b>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>   |         |
| 5       |                          |               | <p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive apologies for absence (If any)</p>   |         |
| 6       |                          |               | <p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>To consider and approve the minutes of the previous meeting held on 3<sup>rd</sup> April 2018.</p> <p>(Copy attached)</p>   | 1 - 6   |
| 7       |                          |               | <p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>To consider any Matters Arising from the Minutes.</p>  |         |
| 8       |                          |               | <p><b>LICENSING COMMITTEE - ANNUAL GOVERNANCE ARRANGEMENTS</b></p> <p>To consider a report of the City Solicitor which seeks to establish the governance arrangements for the Licensing Committee for the 2018/19 Municipal Year; specifically dealing with the Terms of Reference for the Committee and it's Sub Committees, the membership of the Sub Committees and the Officer Delegation Scheme.</p> <p>(Report attached)</p> | 7 - 30  |

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| 9       |                          |               | <p><b>LICENSING PROCEDURE RULES, THE CODE OF PRACTICE FOR DETERMINING LICENSING MATTERS AND PRESCRIBED LICENSING TRAINING</b></p> <p>To consider a report by the City Solicitor which sets out the draft procedure rules relating to hearings and other meetings of the Licensing Committee and it's Sub Committees and to seek Members approval to the adoption of these procedure rules.</p> <p>The report also requests consideration of the Code of Practice for Determination of Licensing Matters previously approved by the Standards Committee and seeks Members to approve and resolve to follow the Code.</p> <p>(Report attached)</p>   | 31 - 52 |
| 10      |                          |               | <p><b>CLEAN AIR ZONE - UPDATE</b></p> <p>To receive a report by the Director of Resources and Housing which advises Members of the timescales for defining the next iteration of the Clean Air Zone to be proposed, the consultation on that and the implementation period that will follow a successful application to government for funding to support this proposal.</p> <p>The report further aims to illustrate how the process to ensure that Leeds is compliant with National Air Quality standards requires support from the Licensing Committee and the Taxi and Private Hire trade. Successful engagement with the trade will assist with the development of a business case that will include a submission of a bid for funding to government to assist mitigation of the impacts of the CAZ on this sector through the 'Clean Air Fund' (CAF).</p> <p>(Report attached)</p> | 53 - 58 |

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| 11      |                          |               | <p><b>GAMBLING ACT 2005 STATEMENT OF LICENSING POLICY</b></p> <p>To consider a report by the Head of Elections, Licensing and Registration which sets out proposed amendments to the City Council's Statement of Licensing Policy and seeks approval to release the document for public consultation.</p> <p>(Report attached)</p>  | 59 - 136  |
| 12      |                          |               | <p><b>TAXI &amp; PRIVATE HIRE LICENSING - 2018 FEES REVIEW</b></p> <p>To receive a report by the Head of elections, Licensing and Registration which makes Members aware of proposed new fees for the Council's Taxi &amp; Private Hire Licensing function.</p> <p>(Report attached)</p>  | 137 - 152 |
| 13      |                          |               | <p><b>TAXI &amp; PRIVATE HIRE LICENSING - REVIEW OF DRIVER CONDITIONS AND WHEELCHAIR STICKERS</b></p> <p>To consider a report by the Head of Elections, Licensing and Registration which informs Members of the initial recommendations of the Driver Conditions Working Group 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 should be consulted upon and policies updated following receipt of any comments or objections.</p> <p>(Report attached)</p> | 153 - 230 |
| 14      |                          |               | <p><b>LICENSING COMMITTEE WORK PROGRAMME</b></p> <p>To note the contents of the Licensing Committee Work Programme 2018/19.</p> <p>(Report attached)</p>  | 231 - 234 |

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| 15      |                          |               | <p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>To note that the next meeting will take place on Tuesday, 3<sup>rd</sup> July 2018 at 10.00am in the Civic Hall, Leeds.</p> <p><b>Third Party Recording</b></p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <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> |         |