

Record of Officer Decision

This form is the written record of a key or significant operational decision taken by an officer.


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|-----------------------------|---|--|
| Decision type | <input type="checkbox"/> Key Decision | <input checked="" type="checkbox"/> Significant Operational Decision |
| Contact person: | Andrew White Taxi & Private Hire Licensing Manager | Telephone number: 0113 3781562 |
| Subject¹: | Waive requirement for procurement exercise for taxi and private hire licensing safety screens | |
| Decision details: | <p>What decision has been taken?²</p> <p>To waive the requirement for a procurement exercise for the approval of taxi and private hire safety screens.</p> <p style="margin-left: 40px;">a) Current suppliers whose design has been approved by taxi and private hire licensing:</p> <ul style="list-style-type: none"> • Driver Shield <p style="margin-left: 40px;">b) New suppliers whose design has been approved by taxi and private hire licensing:</p> <ul style="list-style-type: none"> • Mount Panels <p style="margin-left: 40px;">c) Any further new suppliers whose design has been approved by taxi and private hire licensing</p> | |
| | <p>A brief statement of the reasons for the decision³</p> <p>On 24 March, the council's decision to close all non-essential services, the council's taxi and private hire licensing team was primarily closed.</p> <p>Ahead of any resumption of services, the service needs to:</p> <p style="margin-left: 40px;">a) Respond to the growing interest in safety screens in taxi and private hire vehicles for reasons of Covid-19 reduction/prevention;</p> | |

¹ If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

² Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.

³ Include any significant financial, procurement or legal implications

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| | <p>b) Adopt a contract approval approach which avoids the need for a single competitive exercise, but allows new suppliers whose designs and installation meets the council’s approach to join the list of approved design;</p> <p>c) Recognise that vehicle owners, not the council, pay for approved safety screens to be supplied and fitted. But also recognises that the council has a small fund from Safer Leeds, to refund some of the costs of approved CCTV and approved safety screens in vehicles.</p> <p>d) Publish the list of approved designs on https://www.leeds.gov.uk/business/licensing/taxi-and-private-hire-licensing/taxi-and-private-hire-vehicles</p> |
| | <p>Brief details of any alternative options considered and rejected by the officer at the time of making the decision</p> <p>Two alternatives were considered.</p> <ol style="list-style-type: none"> 1. Wait until a full procurement exercise could be completed. This option was viewed as preferable from a legal/procurement point of view, but impractical in planning the service’s resumption after lockdown. The majority of the suppliers are for low areas of spend and reflect membership of professional bodies, maintenance or supply of equipment, in some cases there is a limited market. A full procurement for taxi and private hire driver training and assessment is planned for later in 2020. 2. Wait until lockdown ends before approving new suppliers of vehicle safety screens. This option was viewed as possible, but impracticable in providing a route for taxi and private hire vehicle owners to adapt their vehicles in ways which managed passenger and driver safety, and reduced the spread of Covid-19. |
| Affected wards: | All wards |
| | Executive Member Cllr J Lewis on 11 June 2020 |
| | Ward Councillors |

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| Details of consultation undertaken⁴: | Others Cllr B Garner as Chair of Licensing Committee on 10 June 2020 | |
| Implementation | Officer accountable, and proposed timescales for implementation Andrew White | |
| List of Forthcoming Key Decisions⁵ | Date Added to List:- | |
| | If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision | |
| | If Special Urgency Relevant Scrutiny Chair(s) | |
| | Signature | Date |
| Call In | Is the decision available ⁶ for call-in? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| | If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public: | |
| Approval of Decision | Authorised decision maker ⁷ John Mulcahy, Chief Officer Elections and Regulatory | |
| | Signature  | Date 11 June 2020 |

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ Complete this section for key decisions only

⁶ Significant operational decisions are never available for call in. Key decisions are always available for call in unless they have been exempted from call in.

⁷ Give the post title and name of the officer with appropriate delegated authority to take the decision.