

Report of Child Employment & Entertainment Team, Targeted Services (Signpost FIP)

Report to the Head of Early Help Services

Date: April 2020

Subject: Record of Decisions – Child Performance Licences, Child Chaperone Licences and Children’s Work Permits



Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<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
Will the decision be open 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

1. Main issues

- The Openness of Local Government Bodies Regulations 2014 which came into force on the 5th September 2014 requires Local Authorities to record decisions made by Officers in relation to the granting of a permission or licence.
- The regulations are specific to the information that must be recorded. This is provided in the attached appendices: Chaperone Licences, Child Performance Licenses and Children’s Work Permits.

2. Best Council Plan Implications (click [here](#) for the latest version of the Best Council Plan)

- Tackling poverty, helping everyone benefit from the economy to their full potential
- Making Leeds the best city for children and young people to grow up in
- Improving the quality of lives and growing the economy through cultural and creative activities
- Keeping people safe from harm and promoting community respect and resilience

3. Resource Implications

- The service needs to maintain high standards to meet its statutory obligations to issue work permits and safeguard young people by completing inspections. The service needs to work in partnership with employers, provide safeguarding training for chaperones (volunteers & professionals), and undertaking inspections of venues where children are performing and promoting the service with key agencies and partners including social media.
- The service has to work at pace as Production Houses/Casting Agents require performance licences to be issued within 6 working days. If these timescales are not met there is a danger in young people in the city missing out on performance opportunities.

Recommendations

- a) That the Head of Early Help Services publish the attached record of decisions made in June 2019 – March 2020.

1. Purpose of this report

- 1.1 The purpose of the report is to present a written record of any decision which would otherwise have been taken by the Local Authority, but has been delegated to an Officer.

2. Background information

Paragraph 7 of the Openness of Local Government Bodies Regulations 2014 states that:

- 2.1 The decision-making officer must produce a written record of any decision which falls within paragraph (2).
- 2.2 A decision falls within this paragraph if it would otherwise have been taken by the relevant local government body, or committee, sub-committee of that body or a joint committee in which that body participates, but it has been delegated to an officer of that body either:
 - 2.2.1 grant a permission or licence
 - 2.2.2 affect the rights of an individual; or
 - 2.2.3 award a contract or incur expenditure which, in either case, materially affects that relevant local government body's financial position
- 2.3 The written record must be produced as soon as reasonably practicable after the decision-making officer has made the decision and must contain the following information:
 - 2.3.1 the date the decision was taken
 - 2.3.2 a record of the decision along with the reasons for the decision;
 - 2.3.3 details of alternative options, if any, considered and rejected; and
 - 2.3.4 where the decision falls under paragraph (2)(a), the names of any member of the relevant local government body who has declared a conflict of interest in relation to the decision.

2.4 The duty imposed by paragraph (1) is satisfied where, in respect of a decision, a written record containing the information referred to in sub-paragraphs (a) and (b) of paragraph (3) is already required to be produced in accordance with any other statutory requirement.

3. Main issues

3.1 Targeted Services have three main areas where Officer delegated decisions are made – Children’s Entertainment Licences and Child Chaperone Licences and Children’s Work Permits.

3.2 Targeted Services are responsible for issuing children’s performance licences and chaperone licence to the adults who supervise the children when performing. They are also responsible for issuing work permits to children aged between 13 and 16 who have part time jobs. These decisions are made under delegated authority by the Child Employment & Entertainment Team Leader (f/t), 1 Child Employment & Entertainment Officer and 1 Child Employment & Entertainment Apprentice (f/t – current vacancy) following policies adopted by the council.

3.3 A list of decisions made by Targeted Services for the current month are attached in the appendices.

4. Corporate considerations

4.1 Consultation and Engagement

4.1.1 Where required by the legislation licence and work permit applications are subject to consultation periods.

4.2 Consultation and engagement

4.2.1 Local dance and drama groups

4.2.2 Local employers & schools

4.2.3 Theatres and formal education provision i.e. Opera North, Grand Theatre, Northern Ballet

4.2.4 Production Companies/Houses i.e. ITV, BBC

4.2.5 Local and regional authorities

4.2.6 National Network for Children in Employment and Entertainment (NNCEE)

4.2.7 LCC Legal Department/Education Service/Safeguarding Service

4.3 Equality and diversity / cohesion and integration

4.3.1 All children are treated equitably and fairly in line with the Children and Young People’s plan 2013-2015 and employers are expected to provide risk assessments and follow Safeguarding procedures.

4.4 Council policies and the Best Council Plan

4.4.1 Children’s Performance Licensing and work permits and the licensing of Child Chaperones contributes to the Children and Young People’s Plan outcomes:

- 4.4.1.1 All Children and Young People are safe from harm
- 4.4.1.2 All Children and Young People do well at all levels of learning & have the skills for life.
- 4.4.1.3 All Children and Young People choose healthy lifestyles
- 4.4.1.4 All Children and Young People have fun growing up
- 4.4.1.5 All Children and Young People are active citizens who feel they have voice & influence

Climate Emergency

N/A

4.5 Resources, procurement and value for money

- 4.5.1 No charge is made for the issuing of child performance licences and children's work permits. The child chaperones are charged a fee of £14.40 for a volunteer and £58.40 for a professional chaperone for the processing of their Disclosure and Barring Service check.

4.6 Legal implications, access to information, and call-in

- 4.6.1 The Openness of Local Government Bodies Regulations 2014 requires local government bodies to record and publish decisions as stated at 2.1 of this report. It is an offence to obstruct any person from inspecting written records and background papers, or to refuse a request for these documents. The offence is liable to summary conviction to a fine not exceeding level 1 on the standard scale (currently £200).

4.7 Risk management

- 4.7.1 The report is advisory, to record the decisions made as required by the regulations and as such there is no risk associated with the report.

5. Conclusions

- 5.1 This report records the decisions made under delegated powers by officers of Targeted Services.

6. Recommendations

- 6.1 That the Head of Early Help Services publish the attached record of decisions made in June 2019 to March 2020.

7. Background documents¹

- 7.1 None.

¹ The background documents listed in this section are available to download from the council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.