

Licensing Committee Working Group Terms of Reference

CCTV in taxis and private hire vehicles



July 2019

1. Purpose

1.1. Following recent discussions at Leeds City Council's Licensing Committee, an informal working group has been established to consider the policy for and practical administration of CCTV in taxis and private hire vehicles licensed by Leeds City Council.

2. Objectives

2.1. The working group is tasked with considering evidence relating to the policies for CCTV in 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 main factors supporting or driving use of CCTV in taxis and private hire vehicles (concerns of travelling public, drivers, licensing authorities, police);
- Considering the privacy risks and implications of installing CCTV in taxis and private hire vehicles (case studies and examples from recent licensing authorities);
- Developing a common and consistent approach to CCTV in vehicles in W Yorks and York;
- Hearing the experience of CCTV installers, maintainers and data controllers, in particular, the adequacy of measures in the licensing system to address those issues;
- Making specific and prioritised recommendations, policy and administrative, for action to address identified and evidenced issues, such as:
 - Whether taxi and private hire vehicles should have mandatory or voluntary CCTV?
 - Audio recording in taxis and private hire, e.g. after a panic button has been pressed?
 - Approved list of CCTV installers?
 - Who should be the data controller?
 - Financial arrangements, e.g. cost of CCTV camera installation, cost of securing CCTV footage on request?
 - Impact of any of the changes on any other taxi and private hire licensing policies and operations?

2.2. The group should provide a concise report summarising its findings to the chair of Licensing Committee and Taxi within 1 month of the final meeting and, subject to its conclusions, including:

- Recommended policy; and
- Recommended guidance (e.g. implementation, data controller).

3. Membership

3.1. 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, from both sides (taxi/private hire) of the trade, from licensing or enforcement officers, from CCTV installers, from other licensing authorities, Parliamentarians and passengers.

3.2. The 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;
- A representative of the council's Information Management team;
- A maximum of six people representing drivers, proprietors and operators (three taxi, three private hire); and
- A maximum of three people representing licensing and enforcement;

3.3 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;
- CCTV installers; and
- Other expert witnesses as may be identified.

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

4. Governance

4.1. 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.

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

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

4.4. 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.

4.5. Meetings will normally be held at Leeds Civic Hall.

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