

<u>HEADING</u>	Licensing annual performance report
<u>Submitted by:</u>	Head of Environmental Health Services
<u>Portfolio:</u>	Finance & Resources
<u>Ward(s) affected:</u>	All

Purpose of the Report

To inform Members of the key issues and activities undertaken by the Licensing Service in 2017-2018.

Recommendations

That Committee receives the report and supports the priorities for 2018-2019 work plan.

Reasons

To enable Committee to be informed of the nature and extent of routine and enforcement work undertaken by Licensing and endorse the priorities for 2018-2019.

1. **Background**

- 1.1 The Environmental Health Service makes a fundamental contribution to the maintenance and improvement of public health, quality of life and wellbeing. Our national priorities are to:
- Protect the public, businesses and the environment from harm
 - Support the local economy to grow and prosper

We determine our activities each year by assessing the needs of local people and our local business community, and considering the risks that require addressing, in light of local needs and of national priorities.

- 1.2 The Environmental Health Service is divided into four teams: Food & Safety; Environmental Protection; Environmental Services and Licensing Administration. The Licensing Administration function was transferred to Environmental Health Services within 2016. The service also delivers the Food & Safety, Environmental Protection, Environmental Services and Corporate Health & Safety which are not included within this report, as this is reported separately to Public Protection Committee and Audit & Standards Committee respectively.

- 1.3 The work of the teams comprises both programmed planned activities and reactive work in response to service requests or complaints. The activities are diverse and wide ranging and therefore some activities are undertaken only a reactive or infrequent basis. This report details the principal activities and associated enforcement activities undertaken by the teams over the past year.

2. **Report**

2.1 **Licensing Administration Team:**

The team undertakes the following activities: The administration of all applications made under the Licensing Act 2003, Scrap Metal Dealers Act 2013, Sexual Entertainment venues, Charity Collections, and various licences and permits under the Gambling Act 2005.

The team acts as the Licensing Authority body under the provisions of the Licensing Act 2003 and Gambling Act 2005, and is responsible for developing, consulting upon and implementing the Council's Policy documents in relation to the licensing frameworks detailed above.

The team undertakes partnership working with a wide range of Responsible Authorities, including the Police, Fire and Rescue Service, Trading Standards, and the Council's Food Safety, Environmental Protection and the Partnerships teams.

The objectives of the service are:

- To ensure all applications are dealt with efficiently and within legislative timescales where necessary;
- To assist prospective and current licence holders, members of the public and partner organisations in all aspects of Licensing.

Activity	2016-2017	2017-2018
Number of licensing and gambling act applications received		
• Personal Licences	112	62
• Premises Licence	63	40
• New application for a premise	11	16
• Alcohol Licenced premises	11	16
• Pub Machine Notifications	40	3 new (62 active)
• Premises Licence Gambling Act	3	0
Number of hearings undertaken for Licensing Act	3	2
Number of Temporary Event Notices processed	292 issued	300 issued
Number of Scrap Metal Act licenses issued	16 issued	1 issued
Number of Lottery Applications processed	27 issued	16 issued
Number of House to House Collections processed	17 Issued	31 Issued
Number of Street Collections processed	29 Issued	20 issued

2.2 Licensing Enforcement:

The service undertakes the following activities in relation to licensing; Regulation and enforcement of the Licensing and Gambling Acts.

The service fulfils licensing enforcement and acts as the responsible body to the licensing authority.

The objectives of the service are:

- Prevention of public nuisance through licensable activities
- Protection of the public using taxis
- Ensure that anti-social activities are deterred.

Activity	2016-2017	2017-2018
Inspection licensed premises	104	154
Licensed premises complaints	80	116
Temporary event notice representations	152	285

3. Priorities for 2018-2019

3.1 The service plan has been created for the new financial year, the planned pre-programmed activities and reactive duties as detailed within this report are to continue. However in addition to the activities, the service is directed by a number of government departments as to priorities and work to be undertaken. In addition, some of the work, projects or enforcement action commenced in 2017-18 will continue in 2018-19.

3.2 The additional projects or priorities are listed below:

- Review, consult upon and issue a new Sex Establishments Policy
- Review, consult upon and issue a new Gambling Policy
- Develop, consult upon and issue Street Café Policy
- To undertake a review of the fees and charges that the Council has the power to determine.

4. Proposal

4.1 That Committee receives the report and supports the priorities for 2018-19 work plan.

5. Reasons for Preferred Solution

5.1 The service plan and priorities for 2018-19 supports both statutory requirements and also the national and local priorities for Environmental Health Services.

6. Outcomes Linked to Sustainable Community Strategy and Corporate Priorities

6.1 The proposals relate to the delivery of environmental health services which would contribute to the following:

A clean, safe and sustainable borough

- The negative impacts that the Council, residents and local businesses have on the environment will have reduced.

A borough of opportunity

- Fair, proportionate and consistent regulation and enforcement creates an equal opportunity for business to thrive.

A healthy and active community

- Fair, proportionate and consistent enforcement creates an environment for prevention, maintenance or improvement in health and well being.

A co-operative Council delivering high quality, community driven, services.

- High performing services will be delivered for all residents, businesses and customers.

7. Legal and Statutory Implications

7.1 All activities are in line with the statutory duty of the Council and in accordance with the advice and guidance of the relevant Government bodies.

8. Equality Impact Assessment

8.1 No issues have been identified.

9. **Financial and Resource Implications**

9.1 All the services fees and charges are published annually in the Councils fees and charges register.

10. **Major Risks**

10.1 Environmental Health services undertake statutory duties, failure to deliver these duties adequately, competently or thoroughly would be a risk to the Authority.

11. **Background Papers**

Environmental Health Service Plan 2017-2019
Environmental Health Service Plan 2018-2020