

LICENSING SECTION REPORT CARD 2015-2016

Brief description of the service

Licensing is a small team comprising of 8 people which equates to 6.6 FTE. The Licensing Section is responsible for ensuring that the Council fulfils its statutory duty in respect of the administration and enforcement of the following licensing functions

- Licences issued under the Licensing Act 2003
 - Premises Licences
 - Club Premises Certificates
 - Personal Licences
 - Temporary Event Notices
- Licences issued under the Gambling Act 2005
 - Premises Licences - Betting Shops, Bingo Halls, Adult Gaming Centres, Family Entertainment Centres, Tracks
 - Permits – Gaming Machines
 - Small Society Lottery Registrations
- Hackney Carriage and Private Hire Licences
 - Hackney Carriage (Taxis) and Private Hire Vehicles,
 - Hackney Carriage and Private Hire Drivers
 - Private Hire Operators
- Animal Welfare Licences
 - Dog Breeding Establishments
 - Animal Boarding Establishments
 - Pet Shops
 - Riding School
 - Dangerous Wild Animals
 - Zoos
- Boats and Boatmen
- Charitable Collections
 - Street Collections

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- House to House Collections
- Cosmetic Piercing and Tattooing
- Explosive storage
 - Petrol Station
 - Firework Retailers
- Scrap Metal Dealers
- Sex Establishments
 - Sex Shops
 - Sexual Encounter Venues
- Stage Hypnotism
- Street Trading

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Service Priorities for 2015-2016	
Priority	Date to be completed
1. Review Licensing Act Policy in accordance with the Licensing Act 2003 statutory timescales. The Licensing Act Policy is required by legislation to be reviewed at least once every 5 years. It is proposed that existing policy be updated to reflect a number of changes in legislation and guidance issued by the Home Office. The Policy will be subject to an extensive consultation exercise with interested parties and will require full Council approval.	January 2016
2. Review Gambling Statements of Principles in accordance with the Gambling Act 2005 statutory timescales. The Statement of Principles is required to be reviewed at least once every 3 years. It is proposed that the existing policy be updated to reflect new codes of practice and guidance issued by the Gambling Commission. The Statement will be subject to extensive consultation and requires full Council approval.	January 2016
3. Implement taxi driver training in relation to safeguarding issues including child sexual exploitation. Taxi drivers are the eyes and ears of the community and are ideally placed to be able to recognise and report issues relating to safeguarding and in particular instances of Child Sexual Exploitation. Without suitable training, potential safeguarding issues may not be reported or signs simply not recognised.	March 2016
4. Complete review of licence fees to ensure the Council recovers the cost of the Licensing Service from those who derive benefit from it.	March 2016
5. Implement a risk based inspection system for licences issued under the Licensing Act 2003. Inspections of premises should not be undertaken without reason to do so. By implementing a risk based system, we can ensure that our resources are appropriately allocated to those premises that offer the greatest risk.	June 2015

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What do we want to achieve

Licensing – Performance Indicators

The following is a list of key performance indications that we would like to achieve for the year 2015 / 2016:

- 1/3 of premises licensed under the Licensing Act 2003 to have an initial inspection in accordance with risk based inspection programme – this equates to 159 of the 478 premises and 24 of the 72 Clubs.
- All premises licensed under the Gambling Act 2005 to receive at least 1 inspection – 21 premises
- All premises licensed to sell, keep, board or exhibit animals to receive at least 1 inspection – 41 premises
- All premises licensed to store fireworks to receive at least 1 inspection - 24 premises
- All Static street trading consents to receive at least 1 inspection – 20 consents

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How did we do

Quarter 1 April - June

- Risk based inspection system completed and implemented
- Hackney carriage and private hire vehicles roadside inspections -37
- Licensing Act 2003 inspections carried out - 4
- Animal establishment inspections – 3

Quarter 2 July - September

- Hackney carriage and private hire vehicles roadside inspections -56
- Licensing Act 2003 inspections – 15
- Animal establishment inspections – 5
- Street trading inspections - 2

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Quarter 3 October - December

- Licensing Act 2003 Policy review completed and approved by Council
- Gambling Act 2005 Statement of Principles review completed and approved by Council
- Firework storage inspections carried out - 24
- Animal establishment inspections - 27

Quarter 4 January – March (up until 22nd March 2016)

- Review of Licensing fees completed and implemented from the 1st April 2016
- Hackney carriage and private hire vehicles roadside inspections - 68
- Licensing Act 2003 inspections – 69
- Animal establishment inspections – 7
- Gambling Act 2005 inspections – 12
- Street trading inspections - 3

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Whole of 2015 / 2016 (Up until 22nd March 2016)

The following is a brief summary of what we achieved in 2015 / 2016:

- Licensing Act 2003 Policy review completed
- Gambling Act 2005 Statement of Principles review completed
- Review of Licensing Fees completed and implemented from the 1st April 2016
- Risk based inspection system completed and implemented.
- Hackney carriage and private hire vehicles roadside inspections -161
- Licensing Act 2003 inspections – 89
- Gambling Act 2005 inspections – 12
- Animal establishment inspections – 42
- Street trading inspections - 5

Officer Report

- Implementation of the taxi driver safeguarding training is progressing well, however various obstacles including, funding, trainers and training content have held up implementation. The first training sessions are anticipated to commence by April 2016 on a voluntary basis. The introduction of mandatory training by way of licence conditions is to be included on the business plan for 2016/2017.
- Inspection of premises licences and clubs is currently some way off levels which we wanted to achieve this year. This is due to the high levels of other work, which has increased due to temporarily reduced staffing levels (sickness and secondment)

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Financial

- One of the aims of the Licensing Section is that the licensing function is self-financing. In this situation the cost is borne by persons that derive benefit from licences and there is no burden on council tax payers. Additionally legislation dictates that the Council can only levy a fee in order to achieve cost recovery, therefore no profit can be made.
- Targeted income is £261,310, the Licensing Section is on course to achieve this level of income which will mean that the Section recovers at least all the above line costs and a proportion of the below line costs. Actual levels of expenditure and income will not be available until after the 31st March 2016.

Workforce

- Sickness – 58.5 Calendar days lost (includes one long term absence of 31 days).
- Staff turn-over – 1 member of staff is currently on secondment to a higher grade post (July 2015 – May 2016)
- Employee Development Reviews – 0% completed (interviews scheduled for April 2016)

Customer

- Complaints/compliments – None received