

EAST HERTS COUNCIL

LICENSING COMMITTEE – 14 MARCH 2018

REPORT BY HEAD OF HOUSING AND HEALTH

REPORT ON LICENSING ACTIVITY QUARTER 3 OF 2017

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

To update members on activity in the licensing department:

- processing licences;
- enforcement activity; and
- other implementation of the Service Plan.

<u>RECOMMENDATION FOR DECISION:</u>	
(A)	That the report be received.

1.0 Background

1.1 The council's Licensing and Enforcement Team covers the licensing of taxi drivers and operators, licensed premises and temporary events notices, along with more infrequent applications relating to, among other things, scrap metal dealing and gambling.

1.2 This report presents data by full quarters on processing and enforcement, delegated decisions and Licensing Sub Committee involvement, on licences, notices, and permits, and applications including

- Alcohol, entertainment, and late night refreshment licences under the Licensing Act 2003,

- Gaming under the Gambling Act 2005,
- Taxi drivers, vehicle proprietors and operators.

1.3 The report also contains details of projects being undertaken and service development.

2.0 Report

2.1 See **Essential Reference Paper 'B'** for performance data for quarter 3 01 October 2017 – 31 December 2017. This contains the numbers of applications or notices received, and totals of current licences.

2.2 During quarter 3 of 2017 the enforcement team have undertaken 68 actions which are divided between visits, inspections and investigations. These have been analysed further and are recorded as:

Type	2017/18 Quarter 2	2017/18 Quarter 3
Taxi inspections and investigations	0	25
Taxi complaints	11	12
Taxi camera investigations	0	0
Licensing Act 2003 complaints	9	7
Licensing Act 2003 premises visits	3	7
Checks of statutory notices	18	4
Gambling visits/complaints	0	2
Invoice visits/chase ups	35	11
Charity collection complaints	3	0
Total actions	79	68

All complaints have been fully investigated and have resulted in the appropriate action being taken in line with policy.

- 2.3 Following comments from Councillor Page at the last Licensing Committee meeting the Gambling Commission were contacted in regards to visits to our gambling premises. An officer from the commission accompanied East Herts enforcement officers on visits to 2 of the 15 licensed premises. This is the start of a rolling series of inspections which will see all gambling premises visited in the next financial year.
- 2.4 In respect of premises licensed under the Licensing Act 2003, the breaches of the licences have been addressed in accordance with our Licensing Enforcement Policy.
- 2.5 At the time of reporting there are 47 outstanding invoices for annual fees which are for annual fees under either the Gambling Act 2005 or the Licensing Act 2003. There have been 6 premises suspended under the Licensing Act and no premises licence revoked due to non-payment of fees.
- 2.6 This increased figure over the previous quarter is due to the number of invoices that fall due in October and November. 60% of all the invoices are issued in these months and the period for which overdue invoices are outstanding is normally very short.
- 2.7 The enforcement team's work involves insuring that all documentation for taxi drivers and vehicles is up-to-date and therefore ensuring licences are valid. During the last quarter 23 documents have not been produced before the expiry date on record.
- 2.8 Under the licensing points system a total of 7 points have been issued to 3 licence holders.
- 2.9 For the year 2017/2018 new performance indicators for licensing have been included in the Housing and Health Service Plan and these can be reported on quarterly. These are detailed in the table below.

Performance indicator - cumulative (reported quarterly) within the year unless otherwise stated	Q2 2017/18	Q3 2017/18	Target
Percentage of valid personal licences processed within 2 weeks	93%	100%	85%
Percentage of valid temporary event notices processed within 72 hours	91%	90%	90%
Percentage of applications for new and variation of premises licences processed within 2 calendar months (from date of validation to issue date)	76%	80%	99%
Percentage of driver's licences issued within 30 working days of validation	87%	93%	95%

2.10 Work is ongoing with the last two performance indicators as the figures are being skewed due to applications which either received representations or applicants that have a criminal record or other matter outside of policy which must be considered.

2.11 Further details regarding decision making, project and policy work and licensing matters dealt with by Environmental Health can be found at **Essential Reference Paper 'C'**.

3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None.

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