

EAST HERTS COUNCIL

LICENSING COMMITTEE – 28 JUNE 2017

REPORT BY HEAD OF HOUSING AND HEALTH

LICENSING ACTIVITY – QUARTER 4 OF 2016/17 FINANCIAL YEAR

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

To update members on activity in the licensing department regarding:

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

<u>RECOMMENDATION FOR DECISION:</u>	
(A)	That the report be received; and
(B)	Members make recommendations to the Head of Housing and Health regarding the content of future quarterly reports.

1.0 Background

1.1 One of the recommendations of the recent SIAS audit of East Herts Council's safeguarding arrangements was that a quarterly performance and update report to Licensing Committee should be reintroduced. The suggestion was that the content should be revised to reflect the needs of the Committee members.

1.2 This report presents licensing data from quarter 4 of the financial year 2016/2017 (1st January 2017 to 31st March 2017) and where possible includes data for the whole year 2016/17. The report includes information on processing and enforcement, licences, notices, permits and applications and Licensing Sub Committee involvement and Head of Service involvement.

1.3 This format is along the lines of the previous quarterly reports and Officers are seeking a steer from the members of the Committee regarding the content of future reports.

1.4 Figures for the whole financial year 2016/2017 have been included.

2.0 Report

2.1 **Essential Reference Paper 'B'** contains licensing data for quarter 4 of the 2016/2017 financial year.

2.2 During the full year, 2016/17, the enforcement team have undertaken 241 actions which are divided between visits, inspections and investigations. These have been analysed further and are recorded as:

Type	2016/17 quarter 4	2016/2017 cumulative data
Taxi inspections and investigations	12	71
Taxi complaints	11	36
Taxi camera investigations	1	3
Licensing Act 2003 complaints	6	15
Licensing Act 2003 premises visits	4	25
Checks of statutory notices	16	53
Gambling visits/complaints	0	0
Invoice visits/chase ups	9	35
Charity collection complaints	0	3
Total actions	59	241

All complaints regarding taxis and premises have been fully investigated with only one not being concluded within the quarter. This remains open as a prosecution file has been prepared but the matter is not concluded

2.3 In respect of premises, the breaches of the licences have been addressed in accordance with our Licensing Enforcement Policy, Statement of Licensing Policy and the Licensing Act 2003.

2.4 Currently there are 22 overdue invoices. In this quarter there have been 5 premises suspended for non-payment of fees.

2.5 A significant part of the enforcement team's work is to ensure that all documentation for taxi drivers and vehicles is up-to-date. Email reminders are sent out before documents expire to remind licence holders of their responsibilities. During this quarter 37 documents expired before up-to-date documents were provided by the licence holder. Enforcement chase these documents, issuing

licence record points for failing to produce them, and where the documents are not forthcoming licences can be suspended.

- 2.6 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.

Licensing and Enforcement		
Performance indicator – cumulative (reported quarterly) within the year unless otherwise stated	2016/17 actual – at Sept 2016	Target for 2017/18
Percentage of monthly premises licensing enforcement visits due that were undertaken	New PI	80%
Percentage of valid personal licences processed within 2 weeks	80% Jan-Sept 2016	85%
Percentage of valid temporary event notices processed within 72 hours	88% Jan-Sept 2016	90%
Percentage of applications for new and variation of premises licences processed within 2 calendar months (from date of validation to issue date)	98% Jan-Sept 2016	99%
Percentage of driver’s licences issued within 30 working days of validation	80% Jan-Sept 2016	95%

- 2.7 A series of test purchases in relation to passengers with disabilities and those with assistance dogs is being planned. It is proposed that a minimum of two operations be carried out per year and that this should cover the whole district. Companies have been approached that can provide this service and the costings are being looked at. As this test purchasing will be directed towards the licensed trade the cost of carrying it out can be recovered through the fees charged for a licence.

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.

Contact Member: Councillor Graham McAndrew – Executive Member for Environment and the Public Space

Contact Officer: Oliver Rawlings – Service Manager Licensing and Enforcement, Extn: 1629.

Report Author: Oliver Rawlings – Service Manager Licensing and Enforcement, Extn: 1629.