

EAST HERTS COUNCIL

LICENSING COMMITTEE – 15 NOVEMBER 2017

REPORT BY HEAD OF HOUSING AND HEALTH

REPORT ON LICENSING ACTIVITY QUARTER 1 AND QUARTER 2
OF 2017

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.

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 1 01 January – 30 June and quarter 2 of 2017: 1 July – 30 September 2017. This contains the numbers of applications or notices received, and totals of current licences.

2.2 During the first 2 quarters of 2017/18 the enforcement team have undertaken 155 actions which are divided between visits, inspections and investigations. These have been analysed further and are recorded as:

Type	2017/18 Quarter 1	2017/18 Quarter 2
Taxi inspections and investigations	5	0
Taxi complaints	12	11
Taxi camera investigations	3	0
Licensing Act 2003 complaints	4	9
Licensing Act 2003 premises visits	4	3
Checks of statutory notices	17	18
Gambling visits/complaints	0	0
Invoice visits/chase ups	31	35
Charity collection complaints	0	3
Total actions	76	79

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

2.3 In respect of premises, the breaches of the licences have been addressed in accordance with our Licensing Enforcement Policy. Currently at the time of reporting there are 24 outstanding invoices. There have been 13 premises suspended and no premises licence revoked due to non-payment of fees.

2.4 A significant part of the enforcement team's work is to ensure that all documentation for taxi drivers and vehicles are current and licenses are valid. During the last two quarters 141 documents have not been produced before the expiry date on record.

2.5 Under the licensing points system a total of 14 points have been issued to 2 licence holders.

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.

Performance indicator – cumulative (reported quarterly) within the year unless otherwise stated	Q1 2017/18	Q2 2017/18	Target
Percentage of valid personal licences processed within 2 weeks	88% (23/26)	93% (28/30)	85%
Percentage of valid temporary event notices processed within 72 hours	No data	91% (159/174)	90%
Percentage of applications for new and variation of premises licences processed within 2 calendar months (from date of validation to issue date)	No data	76% (13/17)	99%
Percentage of driver’s licences issued within 30 working days of validation	100% (20/20)	87% (13/15)	95%

2.7 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.

2.8 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’**. The quarter 1 data can be found in **Essential Reference Paper ‘B’**.

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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