

East Herts Council Report Template

Licensing Committee

Date of Meeting: 23 June 2021

Report by: Claire Mabbutt (Licensing Enforcement Officer)

Report title: Licensing Annual Report 2020-21

Ward(s) affected: All

Summary

RECOMMENDATIONS FOR LICENSING COMMITTEE:

That Members review and comment on the Licensing activity from 2020/2021.

1.0 Proposal(s)

1.1 That the report is received by Members of the Licensing Committee.

2.0 Background

2.1 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.

2.2 This report presents data for the last financial year 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.

3.0 Reason(s)

3.1 During the last financial year the enforcement team has undertaken 95 actions which are divided between visits, inspections and investigations. These have been analysed further and are recorded as:

Type	2019/20 totals	2020/21 ¹ totals
Taxi inspections and investigations	37	54
Taxi complaints	38	14
Licensing Act 2003 complaints	40	5
Licensing Act 2003 premises visits	23	0
Checks of statutory notices	64	22
Gambling visits/complaints	13	0
Invoice visits/chase ups	41	0
Charity collection complaints	1	0
Total actions	255	95

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

3.3 Members requested that further detail be provided in relation to any trends in the types of complaints received.

3.4 The above figures show a decrease in the number of complaints regarding licensed premises when compared to 2019/20, this is largely due to COVID restrictions being in place

¹ Up to and including 31 March 2021.

and premises being closed.

- 3.5 The enforcement team’s work involves ensuring that all documentation for taxi drivers and vehicles is up-to-date and therefore ensuring licences are valid. During the financial year to date 94 documents have not been produced before the expiry date on record. This is a small increase over last year (8%) although proactive work by the team has seen the number of expired documents decline.
- 3.6 Under the licensing points system a total of 25 points have been issued to 5 licence holders. The majority of these points were issued as a result of drivers failing to produce documents in time. This is a decrease over last year but this is the result of a change in approach rather than an increase in non-compliance.
- 3.7 The figures for the quarterly performance indicators for licensing in 2020/2021 are detailed in the table below and compared to that of 2019/2020.

Performance indicator – cumulative (reported quarterly) within the year unless otherwise stated	2019/20	2020/2021	Target
Percentage of valid personal licences processed within 2 weeks	100%	98 %	85%
Percentage of valid temporary event notices processed within 72 hours	90%	90 %	90%
Percentage of applications for new and variation of premises licences processed within 2 calendar months (from date of validation to issue date)	90%	100%	99%
Percentage of driver’s licences issued within 30 working days of validation	94%	85%	95%

3.8 Further details regarding decision making, project and policy work and licensing matters dealt with by Environmental Health can be found at **Appendix A**.

3.9 Performance data and year on year comparison figures can be found in **Appendix B**.

6.0 Implications/Consultations

Community Safety

No

Data Protection

No

Equalities

No

Environmental Sustainability

No

Financial

No

Health and Safety

No

Human Resources

No

Human Rights

No

Legal

No

Specific Wards

No

7.0 Background papers, appendices and other relevant material

- 7.1 Licensing Committee 2019-2020 activity report from the meeting held on 25 November 2020:
<http://democracy.eastherts.gov.uk/ieListDocuments.aspx?CId=120&MIId=3772&Ver=4&J=4>
- 7.2 **Appendix A** - Further details regarding decision making, project and policy work and licensing matters dealt with by Environmental Health
- 7.3 **Appendix B** – Performance data from 1 April 2020 to 31 March 2021. Year on Year comparison figures for applications and granted licences, notices and other permissions.

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