



<u>Committee and Date</u>
Strategic Licensing Committee
22 March 2017

<u>Item</u>
6
Public

Licensing Forward Plan

Responsible Officer Mandy Beever, Transactional and Licensing- Team Manager
e-mail: Mandy.Beever@shropshire.gov.uk Tel: 01743 251702

1. Summary

- 1.1 This report provides details of the proposed forward plan for the Licensing Service and aims to provide members of the Strategic Licensing Committee with information in support of the committee processes.

2. Recommendations

- 2.1 That members note the position as set out in the report.

REPORT

3. Risk Assessment and Opportunities Appraisal

- 3.1 This is an information report providing Members with details about the Forward Plan for the Licensing Service detailing the programmed project work to be undertaken and therefore a risk assessment and opportunities appraisal have not been carried out.

4. Financial Implications

- 4.1 There are no financial implications associated with this report.

5. Background

- 5.1 Since the Unitary Authority was formed in 2009 the Licensing Service has been under continuous pressure to improve the service provision whilst at the same time provide greater efficiency and reduce costs.

This has resulted in the service now operating with almost 50% less staff than it had in 2009.

- 5.2 The Strategic Licensing Committee is an important part of the licensing process and in support of the continued improvements to the Licensing Service this report has been prepared to provide greater clarity for Members on the work the Licensing Service has committed to undertake going forward.
- 5.2 The proposed dates within the Forward Plan can be subject to change in line with committee timetables, any additional consultation periods identified as being required and workload pressures.

6. Additional Information

- 6.1 The workload for the Licensing team continues to be high and the team have been working hard to maintain the flow of applications whilst identifying improvements that can be made to the service to ensure customer satisfaction is maintained.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

None

Cabinet Member (Portfolio Holder)
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Councillor Malcolm Price – Portfolio Holder for Regulatory Services, Housing and Commissioning (Central)
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Local Member

Cover all areas of Shropshire

Appendices

Appendix 1 – Licensing Forward Plan

Appendix 1

Licensing Team – Forward Plan 2017/18

Ref.	Service Activity	Who/ When	Task and/or Key Measures
LIC/1	Street Trading Policy	Mandy Beever/Frances Darling	<ul style="list-style-type: none"> • Consultation Period 30 January 2017 to 26 March 2017 • Consultation Responses Report to the Strategic Licensing Committee - June 2017 • New Policy Document will follow
LIC/2	Fees and Charges	Frances Darling/Mandy Beever	<ul style="list-style-type: none"> • May 2017 Meeting with Finance to review 2016/17 income and expenditure • Strategic Licensing Committee Report on all proposed fees – December 2017 • Consultation with Hackney Carriage and Private Hire Trade – December 2017/January 2018 • Full Council report for none Hackney Carriage and Private Hire proposed fees – February 2018 • Strategic Licensing Committee - March 2018 Hackney Carriage and Private Hire fees only
LIC/3	Update Premises Licences Project	Jessica Moores/Mandy Beever	<ul style="list-style-type: none"> • Identify previously licenced premises under the pre-unitary authority that have not been varied/amended since 1 April 2009 • Update system records to include operating schedules • Completion Date – June 2017 (HMRC Requirements)
LIC/4	National Fraud Initiative return	Jessica Moores/Kate Roberts/James	<ul style="list-style-type: none"> • Review matches – March/April 2017

		Tawn	
LIC/5	Section 182 Guidance of LA03 – Online forms requirement.	Jessica Moores/Mandy Beever	<ul style="list-style-type: none"> • Review current provisions – July 2017 • Identify improvements – July 2017 • Implement project – September 2017
LIC/6	Review of Safeguarding for Taxi Drivers	Kate Roberts/Mandy Beever	<ul style="list-style-type: none"> • Programme of existing Drivers and Nominated Person for Operators being rolled out in accordance with the requirements of the Hackney Carriage and Private Hire Licensing Policy 2015 to 2019 – April 2017
LIC/7	Safeguarding Training for the Hackney Carriage and Private Hire proprietors and operators	Kate Roberts/Mandy Beever	<ul style="list-style-type: none"> • Review current content – April 2017 • Update in line with the Equalities Act 2010 and new laws from April 2017
LIC/8	On-line Public Register	Jessica Moores/Mandy Beever	<ul style="list-style-type: none"> • Review current provision – September 2017 • Ensure requirements captured to inform the new computer system provision
LIC/9	Operator Fleet Checks	Kate Roberts/James Tawn/Mandy Beever	<ul style="list-style-type: none"> • Set programme for Operator fleet checks 2017/18 – March 2018
LIC/10	Designated Premises Supervisor Checks	Jessica Moores/James Tawn/Mandy Beever	<ul style="list-style-type: none"> • Set programme for DPS checks 2017/18 – March 2018
LIC/11	Passenger Transport Project	Stacia Cotton/Kate Roberts/Mandy Beever	<ul style="list-style-type: none"> • Monthly report of operators/drivers who undertake Schools Contracts • Monthly checks to ensure compliance with licence conditions and contract
LIC/12	Joint Enforcement Exercises (VOSA, HMRC, T&W and Wolverhampton Council's)	Kate Roberts/James Tawn	<ul style="list-style-type: none"> • Set programme for Joint Enforcement – March 2017

LIC/13	Joint Enforcement Exercises Security Industry Authority (SIA)	Jessica Moores/James Tawn	<ul style="list-style-type: none"> • Set programme for Joint Enforcement – March 2017
LIC/14	Member Training (post-election)	Kate Roberts/Jessica Moores	<ul style="list-style-type: none"> • Book dates and provider for Gambling Act, Licensing Act and Taxi Licensing – April 2017
LIC/15	Caravan Site Project	Jessica Moores	<ul style="list-style-type: none"> • Identify sites licenced under previous District Authorities – April to Sept 2017 • Schedule programme of inspections – March 2017
LIC/16	Caravan Site Licensing Policy (Including the Mobile Homes Act 2013 requirements)	Jessica Moores/Mandy Beever/Frances Darling	<ul style="list-style-type: none"> • Develop policy document • Strategic Licensing Committee Report – Dec 2018 • Consultation - Spring 2018 • Strategic Licensing Committee March 2018
LIC/17	Statement of Licensing Policy 2019 onwards	Jessica Moores/Mandy Beever/Frances Darling	<ul style="list-style-type: none"> • Revise existing policy document • Liaise with Drug and Alcohol Team Public Health • Strategic Licensing Committee Report - March 2018 • Consultation with Trade Representatives – Summer 2018 • Strategic Licensing Committee Report - September 2018 • Full Council Report - December 2018
LIC/18	Hackney Carriage and Private Hire Licensing Policy from 1 April 2019 onwards	Kate Roberts/ Mandy Beever/Frances Darling	<ul style="list-style-type: none"> • Informal Engagement with Trade – Forums Autumn 2017 (October Half Term) • Strategic Licensing Committee Report - March 2018 • Consultation with Trade Representatives Summer 2018 • Strategic Licensing Committee – September 2018. • Full Council Report - December 2018
LIC/19	Gambling Act Policy Statement	Jessica	<ul style="list-style-type: none"> • Strategic Licensing Committee Report - June 2018

	from 1 April 2019 onwards	Moores/Mandy Beever/Frances Darling	<ul style="list-style-type: none"> • Consultation with Trade Representatives - Autumn 2018 • Strategic Licensing Committee Report (post consultation) - December 2018 • Full Council Report – February 2019
LIC/20	Street Collections Policy - Section 5, Police, Factories, & c. (Miscellaneous Provisions) Act 1916	Jessica Moores/Mandy Beever/Frances Darling	<ul style="list-style-type: none"> • Develop policy document • Strategic Licensing Committee Report – date tbc • Trade Representatives – date tbc