

Committee(s):	Date(s):	Item no.
Licensing Committee	24 October 2011	
<b>Subject:</b> 2011/12 Licensing Service Plan Update	<b>Public</b>	
<b>Report of:</b> Director of Markets and Consumer Protection	<b>For Information</b>	
<b>Summary:</b> This report updates Members on the progress of the Licensing Team’s 2011/12 Service Plan.		
<b>Recommendations:</b> For Information.		

### **Main Report**

1. The Licensing Service Plan for 2011/12 was put before Members on the 18 April 2011. An update on progress of each objective is provided below.
2. **Objective 1. Ensure the provisions of the Police Reform and Social Responsibility Bill are complied with.** The Bill became an Act on 15 September 2011 but we now await details of its provisions through further regulation and commencement orders. In the meantime, as preparation for implementation, the City is meeting regularly with other London local authorities to ensure a common approach.
3. **Objective 2. Ensure the provisions of the City of London (Various Powers) Bill are complied with.** As this Bill is unlikely to be enacted until after March 2012, this objective is delayed and will be carried over into 2012/13.
4. **Objective 3. Review and revise the policies and procedures for premises, gambling, Massage & Special Treatments and Tables & Chairs licences.** The Tables and Chairs policy has been redrafted and new procedures are being tested. It will be complete by December 2011. New procedures are in place for the receipt and issue of Massage and Special Treatment (MST) Licences. This has resulted in an increase of 100% in MST income in 2011/12. The new procedure for the receipt of premises licence applications has commenced although completion will be delayed

until proposals can be fully integrated into the M3 database. This action is still on target for completion by March 2012.

5. **Objective 4. Introduce a policy for the receipt of applications and issue of licences for Street Trading.** This objective is delayed due to work on other objectives of greater priority. Also, part of the objective (the setting of new fees) is dependent on the enactment of the City of London (Various Powers) Bill and will be carried over into 2012/13.
6. **Objective 5. Ensure all licensing procedures are incorporated onto the M3 database.** Much of this objective is dependant on the M3 database being upgraded with the latest software release. This has not yet been completed but is likely before the end of 2011. Timescales have been amended accordingly. New procedures are being introduced in preparation for implementation.
7. **Objective 6. Establish licensing benchmarking criteria in order to compare performance with other local authorities.** Information has been received from other local authorities relating to quantity of workload. The London Licensing Managers' Forum looking at ways in which qualitative data can be collected. CIPFA reports, now incorporating licensing data, are being interrogated to extract statistics and compare with other authorities. The ability to compare meaningfully with other licensing authorities remains on target for this year.
8. **Objective 7. Ensure conditions attached to licences are adhered to.** A procedure has been introduced that enables enforcement action to be taken against premises placing tables and chairs on the highway without permission. Two enforcement notices have so far been issued with more to follow shortly. Failure by the premise to comply with the notice will result in all unlicensed furniture being removed. The Licensing Team is working closely with Street Environment colleagues to achieve this objective. Inspections are carried out on 'licensed' premises to ensure that conditions attached to licences are being adhered to. One simple caution has been issued to date with the likelihood of legal proceedings being instigated shortly against a restaurant for carrying on licensable activities later than permitted after being warned not to do so.
9. **Objective 8. Oversee implementation of Sexual Entertainment Venues (SEV) Policy.** The SEV policy has now been produced and therefore this objective is complete subject to the formalising of procedures for handling the receipt of an application.
10. **Objective 9. Ensure tasks set within the Police Memorandum of Understanding (MOU) are completed.** This objective is delayed as the MOU was only recently agreed, and signed off. Meetings have been held with the Police Licensing Team with

the way forward agreed. Subsequently many of the actions have now commenced with a completion date of February 2012 being realistic.

11. **Objective 10. Ensure service is prepared to meet the requirements of relevant Olympic regulations.** The likely additional workload has been identified with actions necessary to meet this workload being produced. Information for 'licensed' premises has been incorporated in a joint service letter from the City Corporation to businesses. The City is meeting regularly with other authorities in London to share information and keep abreast of any new developments.
12. **Objective 11. Ensure all staff are trained in the new policies/procedures and the use of the M3 database software.** This objective is delayed due to the M3 database not being fully upgraded. Revised timescales are in place with training to be completed by February 2012.

### **Implications**

13. There are no financial, legal or strategic implications that arise from this report

### **Background Papers:**

Report and Service Plan put before the Licensing Committee on 18 April 2011.

### **Contact:**

Peter Davenport x3227

[peter.davenport@cityoflondon.gov.uk](mailto:peter.davenport@cityoflondon.gov.uk)