



## Licensing Committee

**Date:** WEDNESDAY, 3 MAY 2017  
**Time:** 1.45 pm  
**Venue:** COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

**Members\*:** Emma Ephem  
Deputy Kevin Everett  
Sophie Anne Fernandes  
Marianne Fredericks  
Christopher Hayward  
Michael Hudson  
Graham Packham  
Judith Pleasance  
James Tumbridge

**\*together with six Members to be appointed by the Court of Common Council on 27 April 2017**

**Enquiries:** Gemma Stokley  
tel. no.: 020 7332 1407  
gemma.stokley@cityoflondon.gov.uk

**Lunch will be served for Members in the Guildhall Club at 1pm  
NB: Part of this meeting could be the subject of audio or video recording**

**John Barradell  
Town Clerk and Chief Executive**

## **AGENDA**

1. **APOLOGIES**

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

3. **ORDER OF THE COURT OF COMMON COUNCIL**

To receive the Order of the Court of Common Council, 27 April 2017, appointing the Committee and approving its Terms of Reference (TO FOLLOW).

**For Information**

4. **ELECTION OF CHAIRMAN**

To elect a Chairman in accordance with Standing Order no. 29.

**For Decision**

5. **ELECTION OF DEPUTY CHAIRMAN**

To elect a Deputy Chairman in accordance with Standing Order no. 30

**For Decision**

6. **APPOINTMENT OF SUB COMMITTEE CHAIRMEN AND REFERENCE SUB COMMITTEE**

To appoint four Members, in addition to the Chairman, Deputy Chairman and Past Grand Committee Chairmen, to chair Licensing (Hearing) Sub Committee meetings and serve on the Reference Sub Committee, for the ensuing year.

**For Decision**

7. **PUBLIC MINUTES**

To agree the public minutes of the meeting held on 1 February 2017.

**For Decision**  
(Pages 1 - 10)

8. **MINUTES OF LICENSING HEARING (SUB)**

a) **Louie's Bar - TEN**

To receive the public minutes of the meeting regarding the Temporary Event Notice application for 'Louie's Bar', 1 Fore Street, London, 46 Moorgate, EC2R 6EL' held on 24 April 2017 (TO FOLLOW).

**For Information**

**b) Cannon Green House**

To receive the public minutes of the meeting regarding 'Cannon Green House', 27 Bush Lane, London, EC4R 0AA' held on 26 April 2017 (TO FOLLOW).

**For Information**

**9. APPEALS AGAINST LICENSING (HEARING) SUB COMMITTEE DECISIONS**

The Comptroller and City Solicitor to be heard.

**For Information**

**10. APPOINTMENT OF SUB-COMMITTEE CHAIRMEN**

Resolution of the Policy and Resources Committee.

**For Information**  
(Pages 11 - 16)

**11. CHARITY COLLECTIONS TERMS OF REFERENCE**

Report of the Director of Markets and Consumer Protection.

**For Decision**  
(Pages 17 - 20)

**12. DEPARTMENTAL BUSINESS PLAN: MARKETS AND CONSUMER PROTECTION, LICENSING SERVICE**

Report of the Director of Markets and Consumer Protection.

**For Decision**  
(Pages 21 - 52)

**13. DELEGATED DECISIONS OF THE DIRECTOR OF MARKETS AND CONSUMER PROTECTION PERTAINING TO PREMISES LICENCES**

Report of the Director of Markets and Consumer Protection.

**N.B. This Item is to be read in conjunction with the appendix at Item No. 19.**

**For Information**  
(Pages 53 - 66)

**14. REVIEW OF SAFETY THIRST SCHEME**

Report of the Director of Markets and Consumer Protection.

**For Information**  
(Pages 67 - 74)

15. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

17. **EXCLUSION OF THE PUBLIC**

**MOTION** - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

18. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 1 February 2017.

**For Decision**  
(Pages 75 - 76)

19. **DELEGATED DECISIONS OF THE DIRECTOR OF MARKETS AND CONSUMER PROTECTION PERTAINING TO PREMISES LICENCES - NON-PUBLIC APPENDIX**

**Non-public appendix to be read in conjunction with Item No.13.**

**For Information**  
(Pages 77 - 78)

20. **VIOLENT CRIME FROM LICENSED PREMISES**

Report of the City of London Police.

**For Information**  
(Pages 79 - 80)

21. **NON PUBLIC QUESTIONS RELATING TO THE WORK OF THE COMMITTEE**

22. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

## LICENSING COMMITTEE

Wednesday, 1 February 2017

Minutes of the meeting of the Licensing Committee held at Committee Room - 2nd Floor West Wing, Guildhall on Wednesday, 1 February 2017 at 1.45 pm

### Present

#### Members:

Peter Dunphy (Chairman)	Christopher Hayward
Marianne Fredericks (Deputy Chairman)	Michael Hudson
Alex Bain-Stewart	Deputy Jamie Ingham Clark
Deputy John Barker	Graham Packham
Sophie Anne Fernandes	Judith Pleasance

### In Attendance

Gemma Stokley	-	Town Clerk's Department
Carl Locsin	-	Media Officer
Jenny Pitcairn	-	Chamberlain's Department
Paul Chadha	-	Comptroller and City Solicitor's Department
Jon Averbs	-	Port Health & Public Protection Director
David Smith	-	Director of Markets and Consumer Protection
Peter Davenport	-	Licensing Manager
Superintendent Simon Douglas	-	City of London Police
Superintendent Helen Isaac	-	City of London Police

#### 1. **APOLOGIES**

Apologies for absence were received from Keith Bottomley, Emma Edhem, Chris Punter and James Tumbridge.

#### 2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

#### 3. **PUBLIC MINUTES**

The public minutes of the meeting held on 26 October 2016 were considered and approved as a correct record.

#### **MATTERS ARISING**

##### **Licensing Act 2003: Review of Statement of Licensing Policy (page 2) –**

The Town Clerk reported that the January 2017 meeting of the Court of Common Council had now formally approved the revised Statement of Licensing Policy put forward by the Committee.

**Interim Report on Police Spend of Late Night Levy –** The Deputy Chairman questioned why the Police didn't utilise the CCTV vehicles already owned by the City when looking to tackle violent crime. The City of London Police

reported that a new Chairman of the City's Violent Crime Steering Group had recently been appointed and that this matter had already been raised with him. The Police were keen to take a holistic view on this in terms of counter terrorism efforts as well as tackling violent crime and other objectives. It was recognised that this would be a complex project and that the size of vehicle and other aspects would need to be scoped out but the Committee were assured that Levy funds had already been earmarked to progress this and that the concept was well supported.

**Tackling Violent Crime (page 5)** - In response to a question, the Chairman reported that a further item regarding violent crime in the City would now feature on the agenda for the next Licensing Committee meeting to enable more detailed discussion around the issues previously raised by the City of London Police.

#### 4. **MINUTES OF LICENSING HEARING (SUB)**

##### 4a **ENOTECA**

The Committee received the public minutes and decision notice of the hearing regarding 'Enoteca (St Pauls) Limited', 60 Fleet Street, EC4Y 1JU, held on 12 January 2017.

##### **RECEIVED.**

##### 4b **SIMMONS BAR**

The Committee received the public minutes and decision notice of the meeting regarding 'Widegate Street Bar Limited', 20-21 Widegate Street, E1 7HP, held on 12 January 2017.

A Member, who had also served as Chairman for this particular Licensing Hearing, noted that there were a number of complaints listed against this premises and that these were detailed in today's Committee papers (at agenda Item 12). He suggested that this information should have been made available to the Panel before the Hearing and asked that all future Hearing Panels receive similar information where it exists going forward.

The Deputy Chairman commented that she was surprised to learn that Environmental Health Officers had chosen to make no representations in this case. She added that she was also surprised to see that the Applicant's Solicitor had submitted additional paperwork that appeared to comment on the personal circumstances and state of mind of one of the individuals making representations. She stated that she found this extremely inappropriate and of no relevance to the Panel's considerations.

The Member who had chaired this hearing clarified that he had made all parties aware of the relevant issues throughout the meeting. He also confirmed that Officers from the City's Environmental Health Team were present at the hearing

and, at no point, made any comment. The Port Health & Public Protection Director confirmed that Environmental Health Officers and all other responsible authorities were notified of forthcoming hearings and always made representations where these were considered necessary.

With regard to complaints received against premises, the Licensing Manager cautioned that these were not always justified. Members recognised this but stated that it would, nevertheless, be advantageous to be made aware of all complaints lodged against any premises that was the subject of a Licensing Hearing alongside details of how these were dealt with and what conclusions had been drawn from them (e.g. whether these were deemed to be unsubstantiated or vexatious). In response to a question from the Chairman, the Comptroller and City Solicitor confirmed that it would not be prejudicial for the Hearing Panel to receive this information going forward.

#### **RECEIVED.**

#### **4c MADISON**

The Committee received the public minutes and decision notice (tabled) of the meeting regarding 'Madison', One New Change, London EC4M 9AF, held on 24 January 2017.

The Chairman, who had also chaired this particular hearing, confirmed that there had been a lot of negotiation between parties prior to the hearing and that a number of agreements had been reached as a result. He informed the Committee that it was very clear that the premises owners/management took the matter very seriously and it was made very clear to all who attended the hearing that the City of London Police and Licensing Team would be monitoring the premises very closely to look for evidence of significant improvements going forward. It was noted that the premises had not encountered any issues over the busy Christmas period.

A Member, who had also sat on this hearing panel, drew Members' attention to the fact that the Panel had decided to add Model Condition MC03 (re: keeping an incident log at the premises) to the premises licence. He suggested that this might be good practice for all licensed premises, particularly for those premises operating as 'chains' where there was a degree of separation from central management. The Deputy Chairman highlighted that the Code of Best Practice highlighted a number of measures that premises might like to have in place voluntarily (including the keeping of an incident log). The Chairman reminded the Committee that they were only able to impose conditions considered to be both necessary and appropriate on a licence.

A Member expressed concern at the large catalogue of serious incidents that had taken place at the venue and questioned why it had taken the City of London Police so long to flag these. He questioned whether the Police had

been over tolerant in this case. The Deputy Chairman highlighted that the Police needed sufficient time to gather evidence before a review could be requested. They could also only call for a licence review once a year. The City of London Police went on to confirm that they had initially met with the premises management in October 2015 to discuss their concerns. During the 2015/16 festive period some improvements were made and no incidents were reported at the venue. Throughout the course of 2016, the situation deteriorated significantly leading to the Police decision, in July 2016, to begin to gather evidence for a review. It was noted that matters at the venue continued to worsen from July 2016, culminating in perhaps the most serious of the incidents logged on Halloween 2016.

The Deputy Chairman went on to highlight that the crux of the problem with this premises seemed to be around capacity and the outside, terrace area. She flagged that this was also a matter for the Planning and Transportation Committee and asked that, where relevant, they note these points. She stated that she was pleased to see that the venue capacity had now been reduced but expressed concern that premises management had suggested that they were unaware of the issues at this venue prior to the review.

The Chairman informed Members that the landlord of 1 New Change would now also be working with the premises regarding security staff and entry up to the terrace area, it was made abundantly clear to all involved that the premises would be the subject of further review should there be a repeat of any issues.

## **RECEIVED.**

### **5. APPOINTMENT OF CHAIRMEN OF SUB-COMMITTEES**

The Committee considered a resolution of the Policy and Resources Committee concerning the appointment of Chairmen of Sub Committees.

The Town Clerk confirmed that, for the purpose of this Committee, this convention would apply only to the Reference Sub Committee as it was not relevant to the appointment of Hearing Panels and Hearing Panel Chairmen.

The Chairman highlighted that he believed that this was intended to allow the Committee more flexibility in terms of the chairing of its Sub Committees going forward if required.

A Member commented that some Committees had already made it clear that they were strongly opposed to endorsing this convention as it was viewed by some as an unnecessary political move.

Another Member commented that each Committee and Committee Clerk seemed to be interpreting and presenting the resolution differently and suggested that this should therefore be referred back to the Policy and Resources Committee for further context and clarity before this Committee took



a firm view either way. Other Members were supportive of this approach and questioned the origins of this resolution and why those Committees that were now being asked to endorse the convention had not been privy to the original report presented to the Policy and Resources Committee on this matter.

**RESOLVED** – That, the resolution be referred back to the Policy and Resources Committee and that further clarity on this be sought before the Licensing Committee were asked to take any further decision on the matter.

6. **TERMS OF REFERENCE AND FREQUENCY OF MEETINGS**

The Committee considered a report of the Town Clerk regarding their Terms of Reference and frequency of meetings.

The Town Clerk drew Members' attention to paragraph (b) of the Committee's existing Terms of Reference. She reported that both the Markets and the Port Health and Environmental Services Committee had requested that the wording regarding the appointment of the Director of Markets and Consumer Protection (which currently read that each of the relevant Committees would work 'in consultation' with one another on this task), should be amended to read that they would, instead, be 'acting jointly' on the matter. It was hoped that this amendment would make it clear that none of the three Committees involved in the appointment process took priority over the other.

The Committee were supportive of this amendment.

**RESOLVED** – That,

- a) the Terms of Reference of the Licensing Committee be amended for submission to the Court, as follows:

To be responsible for:-

- (a) the appointment of the Director of Markets and Consumer Protection (~~in consultation~~ acting jointly with the Port Health and Environmental Services and Licensing Committees); and
- b) Members agree that the Committee continue to meet four times per annum.

7. **APPEALS AGAINST LICENSING (HEARING) SUB COMMITTEE DECISIONS**

The Comptroller and City Solicitor reported that there had been no appeals since the Committee's last meeting in October 2016.

The Comptroller and City Solicitor reported that, to date, no appeals against Licensing Hearing Sub Committee decisions had been made. He reported that the decisions reached at the last three Licensing Hearings were, however, still within the 21 day appeal period.

8. **REVENUE BUDGETS 2017/18**

The Committee considered a joint report of the Chamberlain and the Director of Markets and Consumer Protection detailing the revenue budgets they oversee and seeking approval to the latest revenue budget for 2016/17 and provisional revenue budget for 2017/18 for subsequent submission to the Finance Committee.

The Chamberlain reported that the increase of £19,000 referred to in the report was for existing Environmental Health costs in relation to massage and special treatment licences. She clarified that, although this had not previously been included in the budget, there was effectively no material change and that the inclusion of this sum now balanced income and expenditure on this item.

**RESOLVED** – That, Members:

- Approve the latest 2016/17 revenue budget for submission to the Finance Committee;
- Approve the provisional 2017/18 revenue budget for submission to Finance Committee; and
- Authorise the Chamberlain, in consultation with the Chairman and Deputy Chairman, to revise these budgets for changes in respect of the Late Night Levy and of recharges.

9. **SEX ESTABLISHMENTS - ANNUAL REVIEW OF FEES 2017/18**

The Committee considered a report of the Director of Markets and Consumer Protection regarding an annual review of fees for Sex Establishments.

The Chairman reminded the Committee that they were legally required to set and review fees for Sexual Establishments.

A Member suggested that the proposed 10% increase in fees on previous years was not a small increase but a fairly large marginal increase. He asked for some justification of this.

In response to a question regarding the decision of the Supreme Court which was later upheld by the European Court as referred to in the report, the Licensing Manager reported that this ruling effectively allowed Licensing Officers to now charge for the enforcement of unlicensed premises.

The Licensing Manager went on to state that it had now been some time since the Committee had had a policy on Sex Establishments and suggested that this should be revisited in the next 12 months. In response to questions, the Licensing Manager informed Members that Sex Entertainment Venues were primarily what was colloquially referred to as 'lap dancing' venues whereas Sex Establishments also included Sex Shops and Sex Cinemas.

The Licensing Manager confirmed that there were currently no Sex Establishments in the City.

**RESOLVED** – That, Members agree the proposed fees for 2017/18 as set out in Appendix 1.

10. **GAMBLING - REVIEW OF ANNUAL FEES FOR 2017/18**

The Committee considered a report of the Director of Markets and Consumer Protection regarding the proposed fees associated with the Gambling Act for 2017/18.

**RESOLVED** – That, members approve the proposed fees for 2017/18 as set out in Appendix 1.

11. **LATE NIGHT LEVY - 12 MONTH REPORT (1 OCT 2015 - 30 SEP 2016)**

The Committee considered a report of the Director of Markets and Consumer Protection looking at the second year of operation and details of the number of premises that are paying the Levy, the income collected and how that money has been spent to date.

The Licensing Manager reminded the Committee that they had considered a similar report last year. He drew Member's attention to the Levy income (£296,000) and expenditure (£237,000) forecasts to the end of March 2017 as detailed in the report. This equated to an under spend of approximately £60,000. Part of this (around £20,000-30,000) was attributable to the fact that the planned Alcohol Recovery Unit planned for the 2016 festive period had not been established by the London Ambulance Service although it was hoped that this could be revisited for 2017.

The Licensing Manager went on to highlight that details of the City of London Police's Levy expenditure was detailed in the appendix to the report.

The Licensing Manager highlighted that it was now recommended that future annual reports now also provide Members with some detailed, statistical, information on the effects of Levy spending to enable the Committee to make decisions regarding any future spend based on this.

The City of London Police stated that additional Levy funds had been extremely useful to them in terms of being able to provide additional resources at key times.

The Deputy Chairman reported that she had received much feedback to suggest that levy funding that had been utilised for additional street cleansing had offered a lot of comfort to businesses and residents in key, night time economy, areas within the City. She went on to refer to an initiative in Clapham known as the 'Clapham Hub' which operated from a Methodist Church every Friday and Saturday evening and was staffed by volunteers and the London Ambulance Service to offer a 'safe' place and basic medical treatment to those who were injured, drunk or had found themselves separated from their group of friends. She questioned whether there might be scope for a similar venture in

the Bishopsgate/Liverpool Street area at key times. The City of London Police undertook to look into this and report back.

**RESOLVED** – That, Members:

1. Agree that expenditure of the Levy continue in the areas set out in paragraph 15 with continued exploration into areas where the night time economy, within the scope of paragraph 13, may benefit from use of Levy income;
2. Agree that the final allocation of the Levy, apportioned for use by the City Corporation, is to be decided by the Chairman and Deputy Chairman of the Licensing Committee in consultation with the Director of Markets and Consumer Protection; and
3. Require that Officers prepare an annual account of the operation and effect of the Levy which is to be reported to the Licensing Committee.

**12. DELEGATED DECISIONS OF THE DIRECTOR OF MARKETS AND CONSUMER PROTECTION PERTAINING TO PREMISES LICENCES**

The Committee received a report of the Director of Markets and Consumer Protection detailing the premises licences, and variations to premises licences, granted under the Licensing Act 2003 by the Licensing Service from 1 October 2016 to 31 December 2016.

A Member requested that instead of stating that there was ‘no action possible’ with regard to a complaint, future reports should record where complaints were deemed to be unjustified or unsubstantiated. The Port Health & Public Protection Director stated that he would instruct the Environmental Health Pollution Team to add this detail to all future reports.

With regard to the list of conditions applied to Licences granted by way of Delegated Authority, the Deputy Chairman expressed concern at the fact that the Police Licensing Team were able to insist on a condition whereby no promoted events could be held at a premises save for where prior written agreement had been obtained from them without any Member consultation or formal hearing. She went on to state that she felt that it would also now be timely for the Committee to review its Model Condition regarding promoted events including its definition of promoted events. The Chairman agreed that this should be brought to the Committee for future, formal consideration.

The City of London Police stated that they tended to look at the likely offerings of any premises and negotiate any appropriate conditions based on this. The Committee were reminded that promoted events were significant for the Police in that they tended to result in the most violent incidents they had to deal with and that adequate control of these was crucial to the control of disorder in the City as a whole.

The Deputy Chairman went on to propose that the Committee should seek to undertake a review of all of its current Model Conditions as a whole rather than

looking at the condition regarding promoted events in isolation. She stated that it was good practice to review this document cyclically. The Chairman called for a formal vote on this to ascertain how many Members would be supportive of the Committee reviewing the Model Licensing Conditions in their entirety. The results of the vote were as follows:

**FOR:** 1 vote

**AGAINST:** 9 votes

**RECEIVED.**

**13. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

**14. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no additional, urgent items of business for consideration.

**15. EXCLUSION OF THE PUBLIC**

**RESOLVED** - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

**Item No(s).**

16-17

**Paragraph No(s).**

3

**16. NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 26 October 2016 were considered and approved as a correct record.

**17. DELEGATED DECISIONS OF THE DIRECTOR OF MARKETS AND CONSUMER PROTECTION PERTAINING TO PREMISES LICENCES - NON PUBLIC APPENDIX**

The Committee received a non-public appendix to Item 12 on the agenda providing Members with details of those premises obtaining sufficient points on the Risk Scheme to reach red or amber for the period 20 June 2016 to 30 September 2016.

**18. NON PUBLIC QUESTIONS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions raised in the non-public session.

**19. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no additional, urgent items of business for consideration in the non-public session.

**The meeting ended at 3.00 pm**

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Chairman

**Contact Officer: Gemma Stokley**  
**tel. no.: 020 7332 1407**  
**[gemma.stokley@cityoflondon.gov.uk](mailto:gemma.stokley@cityoflondon.gov.uk)**

TO: LICENSING COMMITTEE

Wednesday, 3 May 2017

FROM: POLICY AND RESOURCES COMMITTEE

Thursday, 16 March 2017

#### 4. **APPOINTMENT OF SUB-COMMITTEE CHAIRMEN**

The Committee considered a report of the Town Clerk concerning the process for appointing chairmen of sub-committees.

The Chairman stated that the purpose of a sub-committee was to deal with matters referred to it by its parent committee. It was noted that whilst the Policy and Resources Committee was responsible for governance, without a change to standing orders, its recommendation regarding the appointment of chairmen of sub-committees was on the basis of the adoption of a convention only. Detailed discussion ensued during which the following comments were made:-

- The Chairman advised that the resolution to committees from the December meeting aimed to set a convention which enabled the Chairman of a grand committee who did not wish to chair a sub-committee to identify and nominate for the role another Member with the necessary experience and qualities, for approval of that Committee. In the interests of clarity the initial resolution would have benefited from being circulated with the substantive report.
- Members questioned the need for the convention particularly given the different nature of some committees, for example some were quasi-judicial and therefore required a different approach.
- As the intention of the convention was to clarify the process it might be better for grand committees to set out its approach to appointments in its terms of reference.
- Rather than seeking the adoption of a convention, Committees should be provided with some general guidance instead. Without being too prescriptive, could also include reference to the length of time a chairman could serve. Several Members supported this.

**RESOLVED: that the following guidance be given to all Grand Committees:**

1. **in the event of a Grand Committee having no prior arrangement or custom in place for the way in which the chairmen of its sub-committees are selected, it should be usual practice for the Chairman of the relevant Grand Committee, should they not wish to serve themselves, to nominate an individual to serve in that capacity for the approval of the Grand Committee; and**
2. **that the term of office of a chairman of a sub-committee would usually be no longer than the term of office of the Chairman of the Grand Committee e.g. three, four or five years, subject to the relevant Grand Committee being able to extend the term of the sub-committee's chairman on an annual basis.**

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<b>Committee:</b> Policy & Resources Committee	<b>Date:</b> 16 March 2017
<b>Subject:</b> Appointment of Sub-Committee Chairmen	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Report authors:</b> Simon Murrells, Assistant Town Clerk	

### **Summary**

This report concerns the process for appointing chairmen of sub-committees. There is no hard or fast rule and Members felt that the rather ad-hoc approach taken by the various Committees would benefit from greater consistency across the board. In light of this, the Policy & Resources Committee decided that when a Chairman of a Grand Committee does not wish to be the chairman of a sub-committee, a convention is adopted whereby the Chairman submits his or her nomination for chairman of the sub-committee to the Grand Committee for approval. Where no specific Member is nominated by the Chairman of the Grand Committee, the selection process would be by election from all eligible Members of the Grand Committee.

This proposal was promulgated to the various Committees and was met with a mixed response. It was also discussed at the all-Member informal meeting on 9 February, with differing views being expressed. The Policy Chairman agreed that the issue should be reconsidered. To assist Members, set out are several options for Members to consider, including retaining the status quo, implementing the convention proposed by this Committee for Grand Committee Chairmen to nominate the chairman of the sub-committees, election of chairmen of sub-committees by the Grand Committee and election of Sub Committee chairmen by the sub-committee itself.

At the informal meeting of all Members in February, it was suggested that the introduction of term limits for chairmen of sub-committees should also be considered and the views of Members are sought on that matter.

### **Recommendations**

It is **recommended** as follows:

- a) that further consideration be given to the implementation of a new convention for the appointment of chairmen of sub-committees, namely, when a Chairman of a Grand Committee does not wish to be the chairman of a sub-committee a convention is adopted whereby the Chairman submits his or her nomination for chairman to the Grand Committee for approval. Where no specific Member is nominated by the Chairman of the Grand Committee, the selection process would be by election from all eligible Members of the Grand Committee;

- b) that consideration be given to the introduction of term limits for sub-committee chairmen.

## Report

### Background

1. This report concerns the recent review of the process for appointing chairmen of sub-committees.
2. The current arrangements for selecting the chairmen of sub-committees is for that to be determined by the relevant Grand Committee and quite often it can be the Chairman of the Grand Committee who takes on the responsibility, depending on circumstances. If not, it is usual practice for the sub-committee to decide, most often by election from amongst its membership. There is no hard or fast rule and Members felt that the rather ad-hoc approach taken by the various Committees would benefit from greater consistency across the board
3. In light of this, in December 2016 the Policy Committee proposed the introduction of a convention for the selection of sub-committee chairmen to ensure consistency across all Committees. The convention provides that, when a Chairman does not wish to be the chairman of a sub-committee and wishes a specific member to be appointed, the Chairman shall submit his or her nomination for chairman to the Grand Committee for approval. A resolution to that effect was circulated to all relevant Committees asking for the convention to be endorsed.
4. The Policy Committee based its decision on the following principles:
  - it should be accepted practice for the Chairman of a Grand Committee to chair any Sub-Committee appointed by it;
  - where the Chairman of a Grand Committee does not wish to chair a sub-committee, the Chairman should be able to nominate another Member of the Grand Committee with the necessary experience and qualities, for approval to fulfil that role; and
  - where no specific Member is nominated by the Chairman of the Grand Committee, the selection process would be by election from all eligible Members of the Grand Committee.
5. The Chairman of the Finance Committee was particularly supportive of the P&R recommendation. Under his Chairmanship of Finance, he has been able to propose and to gain support for some significant changes in the way sub-committees operate and who chairs them. These changes have enabled more Members to play a more valuable part in, and to contribute to, the Committee's overall work, whilst also recognising that sub-committees should be servants of the Grand Committee's policies and priorities. Any changes should not get in the way of these two objectives.

6. It was noted at the informal meeting that the Policy & Resources Committee would take another look at the position. In addition, several Members asked for consideration to also be given to whether terms limits should be introduced for Chairmen of sub-committees, as they are for Chairmen of Grand Committees.

### **Options for Chairmanship of sub-committees**

7. There are several options open to Members to consider for how Chairmen should be selected for sub-committees, including the following:
  - i) Retain the status quo. Currently, a Grand Committee has the option of choosing who should take the chair of a sub-committee that it appoints. In a number of cases that is the Chairman of the Grand Committee but not always. Grand Committees can also decide to leave such matters to the sub-committee who usually select their Chairman through a process of election. This has been the position for a number of years.
  - ii) Adopt the convention agreed by the Policy & Resources Committee in December, as described in paragraphs 3 and 4 above. This provides for a process whereby the Chairman of a Grand Committee does not wish to chair a sub-committee and has instead identified another Member for that role with the necessary experience and qualities. In those circumstances, the Chairman would submit his or her nomination to the Grand Committee for approval. Where no specific Member is nominated by the Chairman of the Grand Committee, the selection process would be by election from all eligible Members of the Grand Committee who would nominate themselves.
  - iii) Grand Committees to appoint all sub-committee chairmen. In this case, when sub-committees are appointed (which they are annually), the Grand Committee would be asked to decide at that stage who should take the chair. This could be the Chairman of the Grand Committee or by inviting eligible Members of the Grand Committee to nominate themselves, followed by an election if there is more than one candidate.
  - iv) Sub-committees to appoint their own chairmen. In this case, the question of chairmanship would be left entirely to the sub-committee to decide, usually by election. Whilst this is an option, it should be noted that there are a number of sub-committees where Members may consider it appropriate, because of the nature of the business ie: it is sensitive or strategic, for the Chairman of the Grand Committee to be the chairman. In those circumstances, imposing such a rigid rule may not serve the City Corporation's best interests as it does not allow for any flexibility.
8. It should also be noted that the Chief Commoner automatically chairs several sub-committees including the Privileges Sub-Committee.

## **Term Limits**

9. At the informal meeting of all Members reference was made to the possibility of introducing terms limits for chairmen of sub-committees. Currently there are no restrictions on the number of terms (or years) that a Member can serve as chairman of a sub-committee as there are for Grand Committees (there are, however, conventions affecting the chairmanship of the Property Investment Board, Financial Investment Board and Social Investment Board, all of which report directly to the Court of Common Council). Standing Orders provide for the Chairmanship of most Grand Committees to be no more than three years with three exceptions - the Policy & Resources and Finance Committees where the term is a maximum of five years and the Police Committee where the term is no more than four years.
10. Members' views are sought on whether term limits should be introduced for chairmen of sub-committees and, if so, what the term should be eg: three years. If Members decide to introduce a term limit, it would be prudent, where the Chairman of the Grand Committee chairs the sub-committee, for any limit to correspond with the term of chairmanship of the relevant Grand Committee.
11. Members should bear in mind that in a number of cases sub-committees are appointed to give more detailed consideration to certain topics and, over time, chairmen can develop an expertise and considerable knowledge of the area. This does, however, need to be balanced against the need for others to be given opportunities to serve and to bring fresh skills and experience to the work of the sub-committee. The loss, through the imposition of a term limit, of an experienced chairman does not necessarily mean that individual and their knowledge of a particular topic need be lost to the sub-committee.

## **Conclusion**

12. The proposed convention agreed by the Policy & Resources Committee for appointing chairmen of sub-committees has been met with mixed views and at the recent informal meeting of all Members it was noted that the Committee would look again at the matter. This report asks Members to review the position and sets out some options that could be considered. It also asks Members for a view on whether a term limit should be introduced for chairmen of sub-committees and, if so, what that term should be.

### **Simon Murrells**

Assistant Town Clerk

T: 020 7332 1418

E: [simon.murrells@cityoflondon.gov.uk](mailto:simon.murrells@cityoflondon.gov.uk)

<b>Committee(s)</b>	<b>Dated:</b>
Licensing	<b>3 May 2017</b>
Port Health & Environmental Services	<b>9 May 2017</b>
<b>Subject:</b> Charity Collections Terms of Reference	<b>Public</b>
<b>Report of:</b> Director of Markets and Consumer Protection	<b>For Decision</b>
<b>Report author:</b> Peter Davenport - Licensing	

## Summary

This report outlines the current legislation for managing charity street collections including those related to the playing or singing of Christmas carols in December.

In 2006 a report was agreed by the Port Health & Environment Services (PH&ES) Committee that matters relating to street charity collections should fall within the terms of reference of the Licensing Committee.

The report was instigated by the expected introduction of a new Charities Act which did not then happen and so reference to the Licensing Committee was not effected.

The report suggests that, irrespective of new legislation, the reasoning behind the agreed recommendation in 2006 is still valid today and therefore charity street collections should fall within the terms of reference of the Licensing Committee.

## Recommendation(s)

Licensing Committee Members are asked (subject to the recommendation of the Port Health & Environmental Services Committee and the concurrence of the Court of Common Council) to:

- Agree to the terms of reference of the Licensing Committee being amended to include The Police, Factories and (Miscellaneous Provisions) Act 2016.

Port Health & Environmental Services Members are asked to:

- Make a recommendation to the Court of Common Council that, subject to the prior agreement of the Licensing Committee, The Police, Factories and (Miscellaneous Provisions) Act 1916 be included in the terms of reference of the Licensing Committee.

## **Main Report**

1. The Police, Factories and (Miscellaneous Provisions) Act 1916 (the Act) permit the Common Council of the City of London to make regulations with respect to the places where, and the conditions under which, persons may be permitted to collect money for the benefit of charitable or other purposes (charity collections).
2. Such regulations were made on 22 May 1980 (the Regulations).
3. The Regulations create an offence for any collection to be made unless a permit has been obtained from the City of London's Police Commissioner. Or similarly, a certificate from the City of London's Police Commander where the collection takes place between 1<sup>st</sup> to 24<sup>th</sup> December in any year and relates to the singing or playing of Christmas carols.
4. The functions of the City of London Police, as they relate to charity collections, have been delegated to the Markets and Consumer Protection's Licensing Team. The scheme of delegation has been recently updated and signed by the City of London Police Commissioner Ian Dyson on 6 February 2017.
5. The Licensing service undertakes all administration work involved in the receipt of applications, grant of permits and certificates and post collection requirements. The administration work includes decisions to be taken by the Licensing Manager in relation to the acceptance of 'late' applications and other minor exemptions to the Regulations.
6. In 2016/17 the Licensing team granted 52 Charity Collection Permits and 12 'Carol Singing' Certificates.
7. The legislation concerning charity collections does not include 'face to face' collections colloquially referred to as 'chugging'. Face to face collections do not constitute an offence under either the Act or the Regulations.
8. On 14 November 2006 a report was submitted to this Committee in anticipation of the then new Charities Bill becoming law. Although the Bill received Royal Assent the Charities Act 2006 remains dormant and has never commenced.
9. The Charities Act 2006 if it became law would address face to face collections and include public areas, albeit they may be private areas, within the scope of legislation concerning charity collections e.g. a station concourse.
10. In 2006 Members of the PH&ES Committee agreed that the functions carried out under the Act should be transferred to the Licensing Committee, subject to the concurrence of the Licensing Committee and the Court of Common Council. Reports were never sent to these committees presumably because the Charities Act 2006 did not become law.
11. However, the sentiments behind the 2006 report have not changed and the wishes of Members have not been effected. The main sentiment being that the Licensing Committee has a dedicated role relating to licensing issues and its

Members have experience in the corporate licensing and registration process and systems.

12. Further, matters relating to charity collections rarely come before committee and therefore those Members regularly dealing with licensing matters, albeit under different legislation, will be in the best position to deal with issues arising. Unlike issues that may arise with regards to Massage & Special Treatments and Tables & Chairs, legislation dealing with charity collections have no safety implications.

### **Corporate & Strategic Implications**

13. If PH&ES Committee, and/or Licensing Committee, disagree with their respective recommendation, the Act shall remain within the terms of reference of the PH&ES Committee.
14. If both Committees agree with their respective recommendations the Act, subject to the concurrence of the Court of Common Council, will fall within the terms of reference of the Licensing Committee.

### **Financial Implications**

15. There are no direct financial or risk implications for the Corporation's services associated with this report. There is no direct authorisation for the Corporation to charge a fee for work carried out under the Act however, the work carried out by the Licensing team is recharged to the City of London Police. In 2016/17 the sum recharged was £18,000.

### **Background Papers**

- PH&ES Committee Report – 14 November 2006

### **Peter Davenport**

Licensing Manager

T: 020 7332 3227

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

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<b>Committee(s)</b>	<b>Dated:</b>
Licensing Committee	3 May 2017
<b>Subject:</b> Departmental Business Plan: Markets and Consumer Protection, Licensing Service	<b>Public</b>
<b>Report of:</b> Director of Markets and Consumer Protection	<b>For Decision</b>
<b>Report author:</b> Don Perry, Head of Business Performance	

### Summary

This report presents, for approval, the business plans for 2017/18 for the Department of Markets and Consumer Protection for the year 2017/18.

The high-level summary business plan at Appendix 1 draws together the wide range of services provided, and regulatory functions carried out, by the whole Department.

As the Department reports to three separate Committees (Licensing Committee, Port Health and Environmental Services Committee; Markets Committee) for discrete aspects of its work, separate detailed business plans have been produced for each. The plan at Appendix 2 contains specific key information relating to the Licensing Service.

This report also presents an early draft of the Corporate Plan 2018-23 to give Members an opportunity to provide informal feedback before wider consultation on the plan takes place in the autumn with staff, partners and other external stakeholders.

### Recommendation(s)

Members are asked to:

- Approve the high-level departmental business plan and detailed Licensing Service business plan for the Department of Markets and Consumer Protection
- Note the draft Corporate Plan 2018-23 and provide initial feedback on the content.

## **Main Report**

### **Background**

1. A new framework for corporate and business planning is currently being developed, led by the City Corporation's Head of Corporate Strategy and Performance. The aim is for all the work carried out by or supported by the City Corporation to contribute to one overarching goal. This will be achieved by:
  - Identifying the overarching goal and the specific outcomes that support it in the refreshed Corporate Plan;
  - Ensuring that all the work carried out by departments, including projects and development plans, contributes to delivery of the outcomes in the refreshed Corporate Plan, and is included in their business plans;
  - Enhancing the "golden thread", such that everything we do and develop is captured within appropriate departmental business plans, team plans, and individual work plans;
  - Developing a culture of continuous improvement, challenging ourselves about the economy, efficiency and effectiveness of what we do and the value we add.
2. As this new approach involves parallel changes to a number of high-level processes, it will take 2-3 years to be fully implemented, so how plans are presented to Members is likely to develop during this time.

### **Departmental Business Plans**

3. Revised departmental business planning documentation is being introduced in response to Member requests for consistency of presentation across the organisation, and a desire to see a succinct statement of key ambitions and objectives for every department. For this year, we have introduced new standardised high-level summary departmental plans. These will also allow corporate Committees and Sub Committees to see what is being proposed and delivered across the organisation as a whole.
4. Prior to the March Common Council elections, where meeting dates permitted, departments presented draft high-level departmental plans for discussion with their Service Committees. Following feedback from Members and Chief Officers, the standard template for and content of these high-level plans has been finalised. As well as key information on ambitions, budget and planned outcomes, the template requires departments to include information on their plans for cross-departmental and departmental projects, development of the department's capabilities, and a horizon-scan of future opportunities and challenges.
5. This report presents at Appendix 1 the high-level plan for the Department of Markets and Consumer Protection.
6. The high-level plan is supported by a more detailed plan for the Licensing Service for 2017/18, in the format used in previous years (Appendix 2). This provides

more information on the items highlighted in the high-level plan. During 2017/18, development work will take place on the format of the detailed business plans, with a view to a standard format being introduced for 2018/19 onwards, which will align more closely with the high-level plans.

7. Further work will also take place on monitoring and reporting against the agreed outcomes at both corporate and departmental levels. This responds to Members' demands for more focussed and meaningful performance measures which demonstrate impact on outcomes rather than just outputs and activity. Ways in which reporting can become streamlined will also be considered.

### **Department of Markets and Consumer Protection**

8. The high-level summary business plan (Appendix 1) draws together the wide range of services provided, and regulatory functions carried out, by the whole Department.
9. As the Department of Markets and Consumer Protection reports to three separate Committees (Licensing Committee; Port Health and Environmental Services Committee; Licensing Committee) for discrete aspects of its work, separate detailed business plans have been produced for each. The plan at Appendix 2 contains specific key information relating to the Licensing Service.
10. The Licensing Service Business Plan sets out what the Service aims to achieve this year, the standards it will attain, and where this fits within the wider Departmental and Corporate strategic aims and objectives.
11. The ambitions, objectives and performance measures contained within both the high-level departmental plan and the detailed Licensing Service plan are underpinned by the Department's statutory duties, core functions and its commitment to supporting corporate priorities. Members of staff at all levels were consulted on the content of the plans as were corporate contacts and business partners.

### **Corporate Plan 2018-23**

12. In parallel with the development of the high-level departmental plans, work has continued on developing a refreshed Corporate Plan for 2018-23. This will include a mission statement which is specific and relevant to the City Corporation; ambitious long-term outcomes against which we can measure our performance.
13. Draft 15-year ambitions developed by Chief Officers in the People, Place and Prosperity Strategic Steering Groups have been edited into three broad strategic objectives, aligned with a draft mission. Twelve draft outcomes are grouped under these objectives to form the basis of the refreshed plan. To support the development of this plan a new Corporate Strategy Network of senior officers has

been established. As a first task, this network is mapping activities listed in departmental business plans to draft outcomes in the Corporate Plan so that we can see where our efforts are currently being directed and use this information to help inform future decisions.

14. A draft of the Corporate Plan is presented at Appendix 3 to give Members an opportunity to provide feedback on the plan before it is discussed at the informal meeting of the Resource Allocation Sub Committee in June. The draft mission, strategic objectives and grouped outcomes are on the first page of the draft plan. The second page describes the strategic principles, competencies and commitments that underpin how we will go about delivering the outcomes.
15. Members will have a further chance to comment on the Corporate Plan at Service Committees and in other working groups in the autumn.
16. Formal consultation will also take place with staff, partners and other stakeholders from September.
17. Officers are aiming to seek full Member approval of the Corporate Plan 2018-23 from the Court of Common Council prior to publication before the start of the 2018/19 financial year. Once the refreshed Corporate Plan has been approved, there will be closer alignment between the Corporate Plan and departmental business plans; for example departmental plans will explicitly refer to the relevant outcomes from the Corporate Plan.

## **Conclusion**

18. This report presents the business plans for the Department of Markets and Consumer Protection for approval, and an early draft of the Corporate Plan 2018-23, to give Members an opportunity to provide initial feedback before it is discussed at the informal meeting of the Resource Allocation Sub Committee in June and opened out to wider consultation in the autumn.

## **Appendices**

### For Approval:

1. High level departmental plan – Department of Markets and Consumer Protection
2. Detailed Licensing Service Business Plan – Department of Markets and Consumer Protection

### For Information

3. Draft Corporate Plan 2018-23

## **Contacts**

David Smith, Director of the Department of Markets and Consumer Protection

T: 020 7332 3967

E: [davidahm.smith@cityoflondon.gov.uk](mailto:davidahm.smith@cityoflondon.gov.uk)

Don Perry, Head of Business Performance,  
Department of Markets and Consumer Protection

T: 020 7332 3221

E: [donald.perry@cityoflondon.gov.uk](mailto:donald.perry@cityoflondon.gov.uk)

Simon Owen, Group Accountant (Financial Information)  
Chamberlain's Department

T: 020 7332 1358

E: [simon.owen@cityoflondon.gov.uk](mailto:simon.owen@cityoflondon.gov.uk)

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We advise and regulate a wide variety of businesses in the Square Mile and beyond to protect consumers and communities from bad practice and fraud. We also provide access to fresh produce as a vital link in the food supply chain for London and the South by operating three thriving wholesale food markets.

**Our ambitions are that:**

- We will demonstrate leadership for London by delivering our Air Quality Strategy 2015-2020 and we will work with others to achieve a new Clean Air Act.
- We will operate thriving markets, with modern infrastructure, that meet the needs of buyers, our tenants, and local communities.

We will develop our Port Health service to be the fastest processor of imported food and feed consignments in the UK.

We will develop and expand our Animal Health services to provide world class facilities at Heathrow Animal Reception Centre which accommodate anticipated increases in demand.

- We will set the benchmark nationally for Licensing Policy and other Schemes that promote the Licensing objectives.
- We will meet the current and future needs of our stakeholders by protecting consumers through the enforcement of a wide range of legislation and undertaking appropriate interventions.

**What we do is:**

Our **Port Health and Public Protection Division** is sub-divided into three service areas:

- Public Protection provides a comprehensive and effective environmental health, trading standards and licensing service for the City of London, ensuring that, through monitoring, regulation and enforcement, City residents and businesses can enjoy an environment and services which are, so far as possible, safe and without risk to their health or welfare.
- As London Port Health Authority, the Port Health Service controls imported food and feed, and infectious disease, as well as protecting the environment along 151km of the tidal Thames.
- The Animal Health & Welfare Service provides animal health services to London, including carrying out inspections of pet shops, zoos, dog breeding and riding establishments, and dealing with illegal imports of animals. The service also runs the Animal Reception Centre at Heathrow.

We operate the three City of London **wholesale food markets**:

- As landlords we manage and provide administration, maintenance, cleaning and security services to Billingsgate, New Spitalfields and Smithfield Markets.
- These markets supply fish, fruit, vegetables, flowers, and meat to a host of food service sectors within the South East and beyond.
- Customers range from catering companies, butchers, fishmongers, and greengrocers to restaurants, hotels, schools, street and retail markets and small local businesses.
- The wholesale markets still turnover some 30% of the fresh produce entering London and are a vital link in the food supply chain.

**Our budget is:**

<b>Expenditure</b>	<b>£'000</b>
Public Protection	2,795
Port Health	3,260
Animal Health Markets	2,153
	13,620
	<b>21,828</b>
 <b>Income</b>	
Public Protection	(774)
Port Health	(2,351)
Animal Health Markets	(3,165)
	(12,358)
	<b>(18,648)</b>
 <b>Net Local Risk Expenditure</b> <sup>*1</sup>	<b>3,180</b>

<sup>\*1</sup> Excludes Local Risk amounts spent by the City Surveyor

**Our top line objectives are:**

**Service deliverables**

1. Implement a Low Emission Neighbourhood in the City to improve air quality and mitigate the risk of high air pollution.
2. The Licensing Team will continue to expand the Safety Thirst Award Scheme, which aims to reduce crime and anti-social behaviour.
3. The Trading Standards Team will maintain its focus on protecting City residents from financial fraud.
4. The Pollution Team will implement the Action Plan of the Noise Strategy 2016-2026.
5. Investigate, and begin to implement, new income generation proposals for the Heathrow Animal Reception Centre (HARC).
6. Evaluate the potential impact of leaving the EU on the services provided by Port Health and Public Protection.
7. Implement a new waste and cleaning contract at New Spitalfields Market.
8. Complete the delivery of Service Based Review (SBR) measures and historic repair works at Smithfield Market.
9. Continue to develop the use of technology and mobile working solutions across the department.
10. Carry out a comprehensive strategic review of the three wholesale markets, including transport needs and location.

**Corporate programmes and projects**

- One Safe City Programme: contribute to the development of the Customer Relationship Management (CRM) system as part of delivering the programme's three key initiatives to provide a safer environment for our customers and stakeholders to live and do business in.
- Air Quality Project: ensure that the City Corporation complies with the new statutory requirements for London Local Air Quality Management. Demonstrate leadership for London by implementing the actions set out in the Air Quality Strategy 2015-2020, including introducing a Low Emission Neighbourhood in the City.
- Corporate Apprenticeship Scheme: support the scheme by offering a range of suitable placements for candidates.
- Focus on further reductions in energy usage as part of the Energy Efficiency Programme.

**Departmental programmes and projects**

- Procure and install a multi-lane entry barrier system and pedestrian access control at New Spitalfields Market.
- Identify and take up opportunities to increase income generation in all parts of the department.
- In liaison with the IT Department, continue to develop the use of technology and mobile working solutions.

**How we plan to develop our capabilities this year**

- Improve working relationships with partners, Government Departments and other agencies through collaboration and sharing information and expertise.
- Refresh our Workforce Plan, including consideration of appropriate proposals for succession planning.
- Continue to develop our leadership capabilities through the departmental Leadership Development Programme.

**What we plan to do in the future:**

- Identify the potential impacts and opportunities of the UK's exit from the EU and prepare appropriate strategies to address them.
- Ensure we have the necessary expertise and capability to respond to Government and legislative changes.
- Improve air quality and manage the risk to our residents and stakeholders. Work with third parties to influence London-wide and national strategies.
- Develop extra facilities at Heathrow Animal Reception Centre to meet anticipated increases in demand and thereby increase income.
- Expand our capacity at London Gateway and Tilbury ports in order to accommodate anticipated increased demand.
- Ensure the continued relevance of our wholesale food markets by building on the findings of the comprehensive strategic review.

**What we'll measure:**

1. Levels of air pollution in the City.
2. The number and quality of applications received for the Safety Thirst Award Scheme.
3. The number of reported incidences of City residents experiencing financial fraud.
4. Delivery of key actions.
5. Income levels at the HARC.
6. Completion of mapping of all legislation that may be affected by the EU exit, by April 2019.
7. The number of complaints made about the performance of the cleaning contractor at New Spitalfields Market.
8. Income levels at Smithfield Market.
9. Improvements to working practices as a result of implementing mobile working technologies.
10. Report findings of the review to Markets Committee for consideration by May 2018.





# Licensing Business Plan 2017-2020

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## Director's Introduction

The Department of Markets and Consumer Protection (M&CP) has the widest span of all front-line service departments, employing some 262 staff with a combined local and central risk gross expenditure of £22,349,000 and an overall net local risk budget of £3,180,000 giving a total net budget including central risk and recharges of £1,404,000 for 2017-18. Spread across ten locations, the department ranges from the Heathrow Animal Reception Centre in the West, to Billingsgate and Spitalfields Markets in the East, with Tilbury and London Gateway Ports on the North side of the Thames, and Denton on the South side.

As the department reports to three separate Committees (Markets Committee; Port Health and Environmental Services Committee; Licensing Committee) for discrete aspects of its work, separate plans have been produced for each. This plan contains specific key information relating to the Licensing Service.

The City has, in recent years, been going through a programme of unprecedented transformational change in the way we work, which is likely to continue for the foreseeable future. In delivering the business plan this year we need to ensure that the services we provide, and the way in which we provide them, are Relevant; Responsible; Reliable; and Radical.

As part of the Service Based Review (SBR), we have successfully continued the process of maximising income generation from our assets, and will need to exploit the benefits of modern technology. This will become increasingly important as we endeavour to deliver the high standards that our customers expect with pride, pace, passion, and professionalism. To ensure that we fulfil our obligations to our major customers, we need to satisfy the four perspectives shown on pages 10 to 12, our version of the Balanced Scorecard<sup>1</sup>, while we endeavour to maintain our traditional standards and remain mindful of our corporate, environmental, and social responsibilities.

Implementing the SBR measures, and the associated work-streams, was a key element of our activities during the past two years. The department's planned SBR savings have been accomplished so far, and new, more flexible ways of working are underpinning progress in this area. The Mobile Technology project and the corporate Accommodation & Ways of Working project will be vital enablers for improving our efficiency and effectiveness, so that we can 'do more with less'.

As the City continues to transform the way it delivers its services, we recognise the vital importance of having a skilled and highly motivated workforce in order to support this change, and the role good leadership plays. We have shown our commitment to providing this through the inaugural Markets and Consumer Protection Leadership Development Programme for selected middle-rank and senior staff last year. We are running a second programme this year and I hope it will be adopted as a corporate initiative thereafter.

**David A H McG Smith CBE, Director of Markets and Consumer Protection**

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<sup>1</sup> Kaplan R. S. and Norton D. P. (1992). "The Balanced Scorecard: measures that drive performance", *Harvard Business Review*, Jan – Feb pp. 71–80

# Overview of our Services

The **Licensing Service** is part of the **Port Health and Public Protection Division** which is sub-divided into three service areas: Port Health, Public Protection and Animal Health & Welfare. Public Protection provides a comprehensive and effective environmental health and trading standards service for the City of London, ensuring that, through monitoring, regulation and enforcement, City residents and businesses can enjoy an environment and services which are, so far as possible, safe and without risks to their health or welfare. As London Port Health Authority, the Port Health Service provides imported food control and the Animal Health & Welfare service provides the animal health service for London, including the Animal Reception Centre at Heathrow, and undertakes animal health work for 29 London and two Berkshire local authorities.

## Licensing Service

The **Licensing Service** is responsible for ensuring that all city businesses hold the appropriate licences and registrations and comply with the rules and conditions appertaining to those licences.

## Port Health

As the London Port Health Authority (LPHA), the **Port Health Service** is responsible for a district extending for 151 kilometres along the River Thames from Teddington to the outer Estuary. The area includes the new London Gateway port as well as the ports of Tilbury, Thamesport and Sheerness. The area also includes London City Airport as well as the various docks and dockland areas which have now been redeveloped. The Service aims to deliver a high quality, accessible and responsive service to protect, enhance, and improve public, environmental, and animal health by controlling: food and feed imports; food standards, food safety and water quality; infectious disease control; civil contingencies; ship sanitation; environmental protection and shellfish control. The control of imported food and animal feed is an important requirement as the checks take place at ports that are first point of entry into the European Union (EU). The Service is responsible for compliance checks for all food and feed imports from outside the EU that enter via the Border Control Posts at London Gateway, Tilbury, Thamesport, Sheerness and London City Airport.

## Animal Health & Welfare

- The service is the Animal Health Authority for Greater London and also provides **animal health services** across London on an agency basis for 29 London Boroughs and also Unitary Authorities in the Home Counties. Officers carry out inspections of pet shops, zoos, dog breeding and riding establishments, and offer advice on the keeping of dangerous wild animals. The division deals with complaints from the public and welfare matters involving circuses, animal shows, studio work with animals and other cases where animals are used to perform. The team also deal with the increasing number of non-compliant imported dogs and cats which are reported to them.
- The **Heathrow Animal Reception Centre (HARC)** has established itself as a world leader in the care of animals during transport. Open 24 hours a day, 365 days a year, the centre receives and cares for hundreds of thousands of animals of all types - from cats and dogs to baby elephants, horses, reptiles and spiders. The centre has seen a range of unusual animals including a mongoose, a sun bear, a

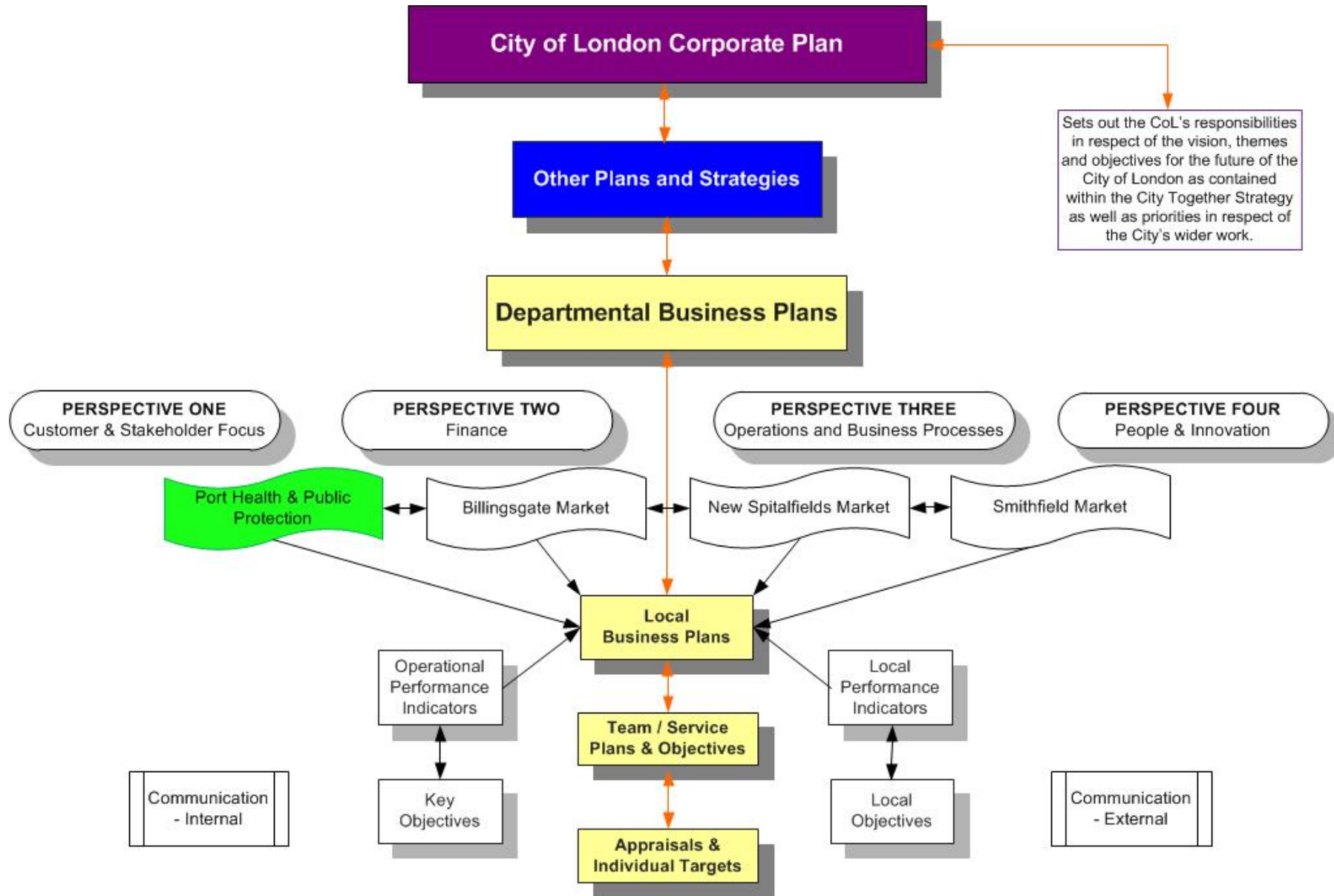
white lion cub, cheetahs and sloths. HARC also has a statutory duty to enforce the legislation as it pertains to animals passing through Heathrow Airport in transit.

### Public Protection

This part of the division is primarily based in the City and teams carry out the following wide range of regulatory work:

- The two **Commercial Teams** are responsible for enforcing a range of legal requirements relating to food safety (standards and hygiene), occupational health and safety, statutory nuisances (other than noise) arising from commercial businesses' activities and the investigation of infectious diseases. Duties include:
  - Undertaking a range of food hygiene, food standards and health and safety interventions across all City food businesses including the provision of advice and information.
  - Enforcing health and safety legislation in all relevant City businesses including the provision of advice and information.
  - Carrying out infectious disease investigations and sampling work and enforcing odour nuisance legislation.
  - At Smithfield Market, enforcing health and safety legislation, food standards and hygiene controls in vehicles that visit the market and investigating any food complaints.
- **Operational Support** are responsible for providing a range of administrative and IT support services to the department including system administration of the Northgate M3 database and the Timemaster time management system.
- **Pollution Control** are responsible for enforcing all noise and nuisance legislation, private sector housing and contaminated land legislation across the Square Mile.
- A new **Air Quality** team was established in September 2016 to reflect the high priority placed on improving air quality in the City and the increased workload to deliver policies in the Air Quality Strategy. The team is responsible for ensuring that the City complies with the new statutory requirements for London Local Air Quality Management and, in the longer term, for implementing a range of agreed measures to reduce the status of the corporate air quality risk from red to amber.
- **Trading Standards** are responsible for enforcing a wide range of legislation to protect consumers and to maintain a level playing field for businesses. They review and prioritise thousands of complaints that are received every year on their behalf by the Citizens Advice Consumer Service and take action where appropriate. This includes working with businesses to bring them into compliance with the law and project based work looking at investment fraud in the City. The team is actively involved with the National Trading Standards Scambuster Team which targets criminals involved with doorstep crime, counterfeiting, consumer and business fraud and other related crime

# Business Planning Process



## Departmental Vision

The overall vision of the Department of Markets and Consumer Protection is to provide high quality, efficient services to our customers and stakeholders by operating three thriving wholesale markets; and by advising, regulating and protecting communities for which we have responsibilities in the fields of Environmental Health, Port Health, Trading Standards, Animal Health and Licensing.

## Ambitions

Our vision is reflected in the Department's ambitions which relate to the Licensing Team:

- Provide the fastest turnaround of uncontested applications of all London Licensing Authorities.
- Set the benchmark nationally for Licensing Policy and other Schemes that promote the Licensing objectives.
- At all times to seek value for money in the activities we undertake so that the highest possible standards are achieved cost effectively.

## **Measuring Performance**

We will measure our performance against five Operational Performance Indicators and nine Key Improvement Objectives, as detailed on the following pages. Progress against these measures will be reported to the Licensing Committee in an annual outturn report at the end of the 2017/18 financial year.

### **Data Quality**

We are satisfied that data collected for the monitoring and reporting of improvement objectives and performance indicators is accurate. Effective systems and procedures are in place to produce relevant and reliable information to support management decision-making and to manage performance.

The Department complies with the Corporate Data Quality Policy and Protocol and has its own Departmental Data Quality Policy (available upon request).



## Operational Performance Indicators 2017-2018

The five **Operational Performance Indicators** for the Licensing Team for 2017-2018 are shown here.

- PI 1.** Ensure that, within 12 months, 90% of premises entering the red or amber zone of the Traffic Light Scheme are brought back to the amber or green zone respectively.
- PI 2.** 100% of licences to either be renewed or appropriate legal action taken (in accordance with the PH&PP Enforcement Policy) within one month of the licence renewal date.
- PI 3.** Receive more than 70 applications for the annual Safety Thirst Award Scheme from licensed premises, by the deadline of 31 May 2017 (i.e. an increase on the number received in 2016/17).
- PI 4.** Achieve an overall sickness absence level of no more than 6 days per person by 31 March 2018, and a total of no more than 42 days.<sup>2</sup>
- PI 5.** 90% of debts to be settled within 60 days and 100% of debts settled within 120 days.

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<sup>2</sup>. Target based upon Full Time Equivalent (FTE) members of Licensing Team staff at 31 December 2016 (no. 7).

## Key Improvement Objectives 2017-2018

The nine **Key Improvement Objectives** for the Licensing Team for 2017-2018 are listed here under the broad perspectives, or themes, which run across the whole of the Department of Markets and Consumer Protection.

<b>Customer and Stakeholder Focus</b>			
Deliver statutory and non-statutory services to a high quality with regulatory services being increasingly intelligence and risk-based, in line with the Government's Deregulation agenda and the risks accepted by Members in the Service Based Review.			
<b>Action</b>	<b>Outcome</b>	<b>Measure</b>	<b>Responsibility</b>
Produce and publish a revised Statement of Licensing Principles under the Gambling Act 2005.	<p>The statutory requirement to have an up to date Statement of Licensing Principles in place under the Gambling Act 2005 will be met.</p> <p>The revised Principles will accurately reflect legislative changes and corporate policy on licensing matters.</p>	<p>Redraft the Statement of Licensing Principles by July 2017.</p> <p>Carry out a public consultation on the draft Principles during June 2017.</p> <p>Gain Committee approval and publish the revised version by September 2017.</p>	<p>Assistant Director, Public Protection</p> <p>Licensing Team Manager</p>
<p>Ensure provisions relating to the further amendment of the Licensing Act 2003 and other relevant legislation are complied with.</p> <p>Monitor relevant legislation for amendments, particularly those contained within the Policing and Crime Act 2017, The Immigration Act 2016, and those relating to Street Trading.</p> <p>Ensure all team members are aware of changes to legislation.</p>	<p>The Team will be compliant with relevant legislation, fulfilling its statutory functions.</p> <p>All policies/procedures will be updated as necessary.</p>	<p>All relevant policies and procedures, as well as our web pages, will be up to date and reflect any legislative changes.</p>	<p>Assistant Director, Public Protection</p> <p>Licensing Team Manager</p>
Review and update relevant Licensing Policies to provide clarity and ease of use for applicants/customers.	<p>The application process will be quicker and less complex.</p> <p>Applicants/customers will be provided with clear advice.</p>	<p>All relevant Licensing Policies will be reviewed and updated by February 2018.</p>	<p>Assistant Director, Public Protection</p> <p>Licensing Team Manager</p>

**Customer and Stakeholder Focus**

Deliver statutory and non-statutory services to a high quality with regulatory services being increasingly intelligence and risk-based, in line with the Government’s Deregulation agenda and the risks accepted by Members in the Service Based Review.

Action	Outcome	Measure	Responsibility
Introduce a Policy, and associated procedures, for the issue of permits for charitable street collections and related street activities.	<p>The requirements of the relevant legislation will be met.</p> <p>The Licensing Service will be able to provide a consistent, high quality service to applicants for charitable collection permits and to those involved in related activities (e.g. street performers).</p>	<p>Approval for the new Policy will be obtained from the October 2017 Licensing Committee.</p> <p>The new Policy will be implemented by December 2017.</p>	Licensing Team Manager
Revise the Street Trading Policy to make appropriate exemptions for the redevelopment areas around Aldgate and Middlesex Street.	Stakeholders in these two areas of the City will have a more flexible system in place to permit street trading activities.	<p>Policy to be in place by November 2017.</p> <p>New Middlesex Street pitches will be in place and trading under enhanced hours will commence by February 2018.</p> <p>Street Trading Events will be ready to run by February 2018.</p>	Licensing Team Manager
Consult Late Night Levy payers for their views as to how the Levy monies should be spent.	Payers of the Late Night Levy will be given the opportunity to have their views on the allocation of Levy income taken into consideration.	The final decision, made by the Chairman and Deputy Chairman of the Licensing Committee, on how Late Night Levy income will be spent will incorporate the views of Levy payers.	<p>Assistant Director, Public Protection</p> <p>Licensing Team Manager</p>

## People and Innovation

Enhance the quality of our leadership and management.  
Further embed the corporate values of "Lead, Empower, Trust".  
Encourage the development of all of our staff.

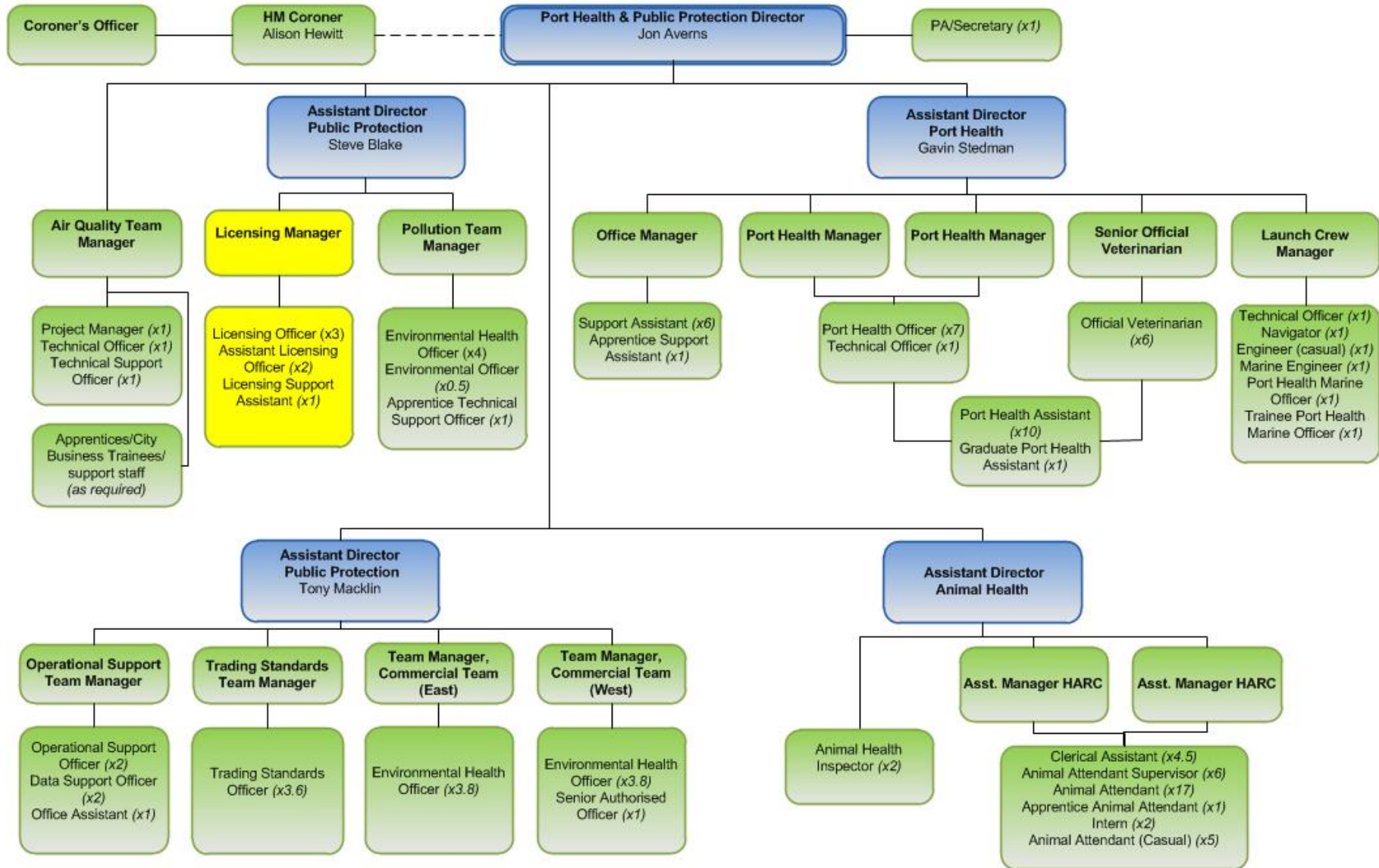
Action	Outcome	Measure	Responsibility
Enhance the M3 database to enable all remaining paper files to be disposed of and data relating to all licensing activities to be accessed electronically.	<p>Paper records will no longer be required.</p> <p>Faster and more efficient assessment of licensing activities.</p>	<p>By February 2018:</p> <ul style="list-style-type: none"> <li>Anomalies in data entry within M3 will be eradicated.</li> <li>Paper files for small lotteries and charity collections will be eliminated.</li> <li>M3 will contain full data in relation to Table and Chairs licences.</li> <li>All licences will be produced directly from M3.</li> </ul>	Licensing Manager
Enhance systems to permit members of the public to apply for licences online.	<p>Members of the public will be able to make online applications without the need to go through the Gov.UK website.</p> <p>The process of applying for a licence will be clearer and more efficient for applicants. The software will reduce the workload of officers within the Licensing Team.</p>	Members of the public will be able to apply online, other than through Gov.Uk, for all licences appertaining to the Licensing Act 2003 by September 2017.	<p>Licensing Manager</p> <p>M&amp;CP IS Business Manager</p>
Refresh the current workforce plan to include upcoming proposed staff changes over the next two years.	Our workforce will be adequately resourced and experienced, enabling the service to fulfil the objectives set in its departmental business plan and local service plans.	<p>Proposed staff changes will be mapped, including any required new posts, impending retirements, team moves etc.</p> <p>Succession plans and proposals will be agreed and implemented. They will include arrangements for suitable training, job shadowing and coaching.</p>	<p>Chief Officer</p> <p>Departmental Workforce Planning Group</p> <p>HR Business Partner</p>

## Looking ahead

As part of our ongoing business planning process, it is essential that we remain aware of future events that may impact the department. Such forward thinking will help us to ensure that we allocate resources effectively in order to provide services that are relevant and meet the changing needs of our stakeholders. We will be able to make the most of opportunities to innovate, collaborate, work more efficiently, and, where appropriate, remain competitive and maximise income.

Over the coming years we will work to mitigate the potential impacts of exit from the EU on the services provided by the Licensing Service.

**Department of Markets and Consumer Protection**  
**Port Health and Public Protection Division**  
 Management Structure



# Workforce Capability

## Workforce planning

A departmental Workforce Plan was developed in 2015. A Workforce Planning Group was set up to be responsible for delivering the objectives set out within the Plan and to prepare for the future in relation to sourcing, developing and retaining knowledge and expertise. This year the Workforce Plan will be refreshed.

## Learning and Development

Learning and Development is a priority for the department as a whole. In addition to mandatory training, the individual development needs of all members of staff are identified at performance appraisals and progress is monitored at review stages.

Improving the quality of our leadership and management is an ongoing departmental objective. During 2016/17 we initiated and successfully delivered a Leadership Development Programme for 16 people at the Assistant Director and Team Leader level with the specific aim of encouraging them to find different ways of thinking about leading their areas of business. The programme will be repeated in 2017/18 with a further group of staff, drawn from a wider range of Grades.

## Investors in People

In September 2015, the City of London Corporation met 118 evidence requirements and achieved recognition as a SILVER Investor in People but it was decided by the Summit Group to put working towards attaining the Investors in People Gold level on hold until 2018. To maintain our 'Silver' accreditation a light touch review with one day on site and written evidence will take place in May 2017.

## Equalities and Diversity

The Department supports the City of London's four Equality Objectives for 2016-2020, which are:

1. Increase community engagement and improve cohesion within our communities so that people feel safe.
2. Support the City's most disadvantaged groups and develop our understanding of our communities' needs.
3. Improve the way we listen to our communities and respond to their feedback to improve our services.
4. Promote staff development and career progression to ensure equality of opportunity for promotion and the development of a workforce that reflects the make-up of our communities.

The Department provides services in line with the Public Sector Equality Duty (PSED) of the Equality Act 2010, which requires public authorities to have 'due regard' to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between those who share a protected characteristic and those who do not
- Foster good relations between those who share a protected characteristic and those who do not

We have named 'Departmental Equalities Representatives' who represent the Department and provide support and advice to colleagues on equality and diversity issues relating to service delivery.



# Risk Management

## Business Continuity and Emergency Planning

The City has an overarching Business Continuity Strategy and Framework, as well as a Corporate Business Continuity Plan for large scale disruptions that affect more than one business area or location. The Department also has its own business continuity arrangements aimed at dealing with localised disruptions.

Both corporate and departmental arrangements are regularly reviewed to ensure they align with the relevant risk registers and business objectives. The Department's Technical Officer shares best practice and attends the Resilience Steering Group, which meets on a quarterly basis.

## Business Risks

The Department's key business risks are actively managed using the Covalent Risk Management software package in line with corporate policies and procedures. Risks and mitigating actions are identified, analysed, assessed and addressed on an ongoing basis by named representatives across the department.

The Departmental Risk Tracker is regularly updated and reported to the Markets Committee.

## Health and Safety Risks

The Department's Top X Register comprises a list of our main Health and Safety risks. The Register is managed using the Covalent Risk Management software package and a report is presented to the Corporate Health and Safety Committee annually.

The Department complies with the Corporate Health and Safety Policy, including having its own Departmental Health and Safety Policy Statement. There is a Departmental Health & Safety Committee with a Markets sub-Committee, as well as local Health & Safety Groups at each market. Named individuals have specific health and safety responsibilities including carrying out risk assessments and accident/incident reporting.

A copy of the Summary Risk Register is at Appendix A along with a diagram showing the structure of health and safety management and reporting within the Department.

## Financial summary

We will continue to build on the close working relationships that have been successfully developed between our budget managers and our finance partners in the Chamberlain's Department. There will be collaboration between Chamberlain's and budget managers to make effective use of Oracle Business Intelligence, improve budget profiling and enter updated year end forecasts into Oracle, in order to enable greater self-service of budget monitoring information. This will be supported through regular meetings between budget managers and accountants and our Head of Finance's attendance at Senior Management Group meetings.

Over the coming year we will continue our drive for efficiencies in support of the City's agreed efficiency plan from 2018/19. Additionally, we will continue to liaise annually with the Chamberlain on reviewing the licensing fees to ensure these meet the latest CIPFA rules on cost neutrality.

### Financial Information - Markets & Consumer Protection Licensing Committee

	2015/16	2016/17	2016/17	2016/17		2017/18	N.B.
	Actual	Original Budget	Revised Budget (latest approved)	Forecast	Outturn	Original Budget	
	£'000	£'000	£'000	£'000	%	£'000	
Employees	411	447	448	428	95.5%	447	
Premises	45	45	45	45	100.0%	45	
Transport	0	0	0	0	0	0	
Supplies & Services	15	18	18	30	166.7%	18	
Third Party Payments	0	0	0	84	0	0	
Transfer to Reserve	0	0	0	0	100.0%	0	
Contingencies	0	99	99	98	99.0%	99	
Unidentified Savings	0	0	0	0	0	0	
Total Expenditure	471	609	610	685	<b>112.3%</b>	609	
Total Income	(529)	(689)	(689)	(793)	115.1%	(690)	
<b>Total Local Risk</b>	<b>(58)</b>	<b>(80)</b>	<b>(79)</b>	<b>(108)</b>	<b>136.7%</b>	<b>(81)</b>	<b>1.</b>
Central Risk	0	0	0	0	0	0	
Recharges	154	161	161	161	100.0%	171	
<b>Total Expenditure (All Risk)</b>	<b>96</b>	<b>81</b>	<b>82</b>	<b>53</b>	<b>64.6%</b>	<b>90</b>	

N.B.

1. Excludes Local Risk amounts spent by the City Surveyor

## Consultation

The following Corporate contacts have been consulted in the preparation of this plan:

- Town Clerk's Department – Human Resources Business Partner
- Chamberlain's Department – Finance Business Partner
- Chamberlain's Department – Information Systems Business Partner
- Corporate Project and Equality Manager
- City Surveyor's Department
- Corporate Programme Office
- Town Clerk's Policy Officer
- Corporate Risk Manager

In addition, members of staff in the Licensing Team have been invited, via local team meetings and briefings, to make suggestions and comments as to the content of the plan, including the identification of Service Improvement Objectives and Operational Performance Indicators.

The final version of the Plan will be published on the Department's intranet pages and a link to this will be emailed to all members of staff. Line Managers will make hard copies available to those members of staff who do not have regular access to a computer.

## Licensing Service Summary Risk Register

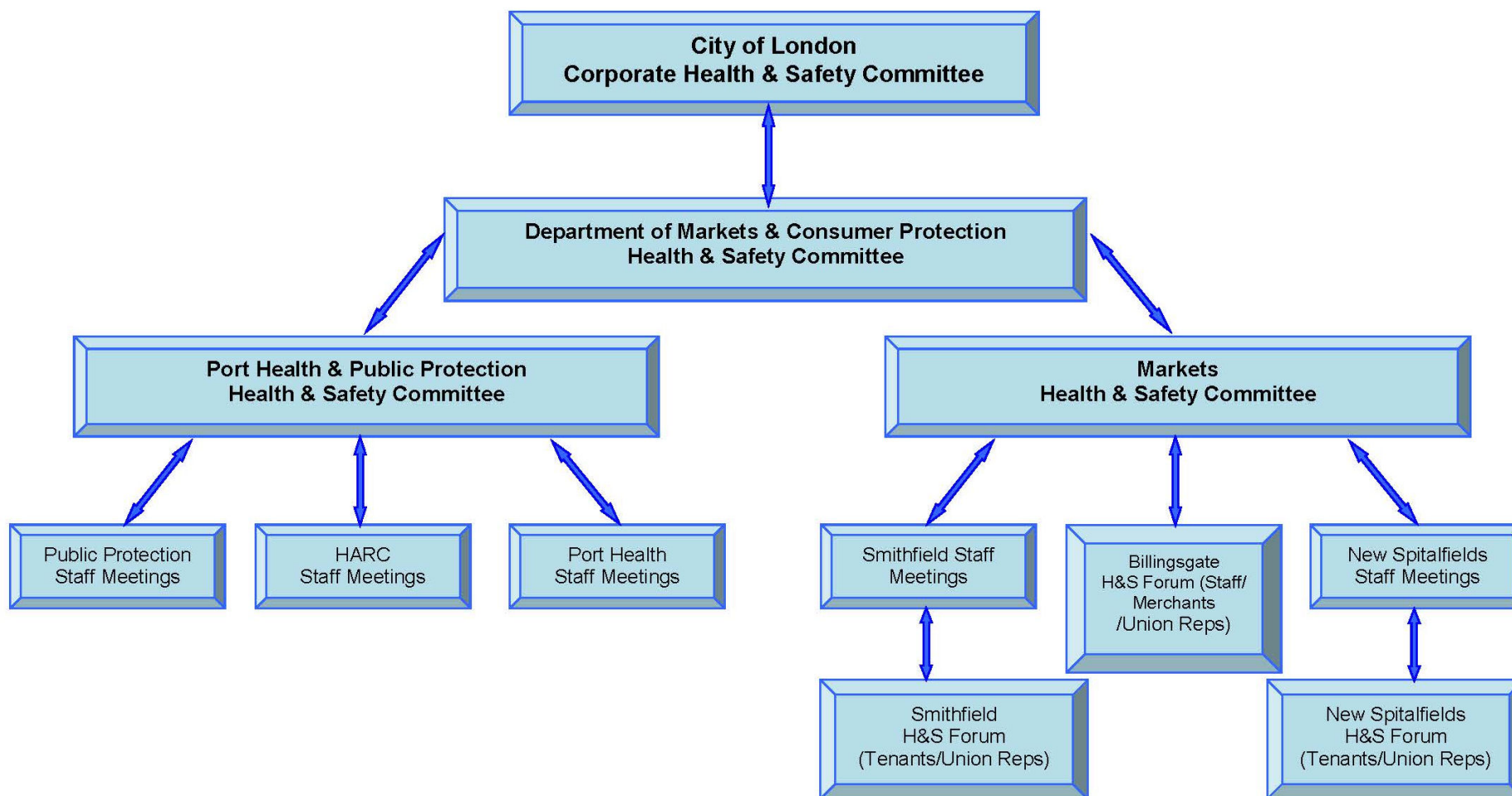
**Report Type:** Risks Report

**Report Author:** John Smith

**Generated on:** 31 March 2017

Code	Description (Cause, Event, Impact)	Risk owner	Current Risk Matrix	Target Risk Matrix	Target Date
MCP-PP 002	<p><b>Cause:</b> Incorrect legal process/ advice followed for environmental health (excluding commercial teams) and licensing matters.</p> <p><b>Event:</b> That a major prosecution case fails with costs not being awarded back to the CoLC/Judicial Review/civil claim associated with adverse publicity in the general and professional / technical media.</p> <p><b>Effect:</b> Reputational and financial loss.</p>	Steve Blake			29-Apr-2016
MCP-PP 003	<p><b>Cause:</b> Incorrect legal process/ advice followed for licensing matters.</p> <p><b>Event:</b> Incorrect suspension of Premises Licence resulting in civil claim for loss of business.</p> <p><b>Effect:</b> Reputational loss.</p>	Jon Averbs			29-Apr-2016

# Departmental Health and Safety Management Structure



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# Draft Corporate Plan 2018 - 23

The City of London Corporation is the governing body of the Square Mile dedicated to a thriving City, supporting a strong, sustainable and diverse London within a globally-successful UK.

We aim to...

## **Benefit society**

By fostering a culture of inclusivity, opportunity and responsibility

## **Shape the future City**

By strengthening its connectivity, capacity and character

## **Secure economic growth**

By promoting the City as the best place in the world to do business

Everything we do supports the delivery of these three strategic objectives. We measure our performance by tracking our impact on twelve outcomes:

### **People**

- People live enriched lives and reach their potential
- People enjoy good health and well-being
- People enjoy our thriving and sustainable public spaces
- People are safe and feel safe

### **Place**

- The Square Mile is the ultimate co-working space: flexible, secure and inspiring
- The Square Mile is digitally and physically well-connected and responsive
- The Square Mile is known for world-leading culture and creativity
- The Square Mile has outstanding public spaces, retail, leisure and hospitality

### **Prosperity**

- The City has the world's best access to global markets and regulatory framework
- The City is the global hub for business innovation – new products, new markets and new ways of doing business
- The City nurtures and has access to the skills and talent it needs to thrive
- The City's activities at home and abroad are known to benefit society and business

## What we are responsible for...

London's world-leading financial and business centre, the Square Mile's local authority services, City of London Police, national economic security, London's Port Health Authority, five Thames bridges, London's biggest independent grant-maker, the UK's highest performing group of secondary Academies, three independent schools, Europe's largest multi-arts centre, numerous cultural and educational institutions, three wholesale markets, safe UK animal trade, housing, landholdings and historic green spaces

## We want to...

Deliver far more for the City, the capital and the country by collaborating with our unique breadth and depth of partners and stakeholders

## Our unique selling points are...

Our independent voice

Our convening power and reach

Our long-held traditions yet ability to be a catalyst for change

Our long-term view and local, regional, national and global perspectives

Our private, public and voluntary sector expertise

## We commit to...

Unlocking the potential of our many assets – our people, our stakeholders, our relationships, our buildings and the valued cultural, educational, environmental and commercial assets we oversee

Championing diversity and London's cosmopolitan nature

Listening to our customers and providing excellent services

Being active partners, open to challenge, leading and learning

Innovation, always looking for ways to deliver more and add value through new technologies and smart approaches

Good governance, by driving the relevance, responsibility, reliability and radicalism of everything we do

Upholding our values – Lead, Empower, Trust - and displaying passion, pace, pride and professionalism in everything we do



<b>Committee(s)</b>	<b>Dated:</b>
Licensing	3 May 2017
<b>Subject:</b> Delegated decisions of the Director of Markets and Consumer Protection pertaining to premises licences.	<b>Public</b>
<b>Report of:</b> Director of Markets and Consumer Protection	<b>For Information</b>
<b>Report author:</b> Peter Davenport - Licensing	

## Summary

This report details the premises licences, and variations to premises licences, granted under the Licensing Act 2003 by the Licensing Service from 1 January 2017 to 31 March 2017. It does not include any premises where Members have been involved in the decision making process i.e. decisions made at licensing sub-committee hearings.

The report gives a summary of the enforcement action taken under the Licensing Act 2003 between 1 January 2017 to 31 March 2017. This report also presents data from the 'traffic light' risk scheme introduced within the City of London on 1 April 2013. The data covers the period 1 September 2016 to 28 February 2017.

## Recommendation(s)

Members are asked to:

Note the report

## Main Report

1. Pursuant to the instructions from your committee, I attach for your information a list detailing 'premises licence' applications (Appendix I) and variations (Appendix II) granted by the Licensing Service between 1 January 2017 to 31 March 2017. Each of these appendices contain details of any conditions attached to the premises licences.
2. The report also contains information appertaining to the number of personal licences issued. This information is also contained in Appendix II.
3. Any questions of detail concerning premises licences can be obtained from the Corporation's public register which can be found on:

<http://www.cityoflondon.gov.uk/business/licensing/alcohol-and-entertainment/Pages/Search-the-public-register.aspx>.

or by contacting Peter Davenport, Licensing Manager, on extension 3227 or by email to the Licensing Team at [licensing@cityoflondon.gov.uk](mailto:licensing@cityoflondon.gov.uk).

4. This report also outlines the enforcement activity of the Licensing Service in relation to premises with a licence granted under the Licensing Act 2003 (Appendix III). The table in Appendix III shows the number of visits undertaken, number of complaints received and the number of enforcement actions taken. Enforcement actions include warning letters, notices, simple cautions, legal proceedings etc.
5. Appendix III provides data from 1 January 2017 to 31 March 2017.
6. Licensing Officers undertake routine enforcement visits checking on premises licence conditions where there are concerns, e.g. closing times, compliance with Temporary Event Notices and managing numbers of people consuming alcohol outside venues, and also in response to complaints. The Departmental Policy Statement on Enforcement is followed prior to escalating action and taking legal proceedings.
7. The Departmental Policy Statement on Enforcement conforms to the Regulators' Compliance Code and the regulatory principles required under the Legislative and Regulatory Reform Act 2006. It sets out the general principles and approach which Officers are expected to follow and addresses issues of proportionality, consistency, targeting, transparency and accountability.
8. More widely, enforcement arrangements are currently coordinated at the Licensing Liaison Partnership meetings that are held monthly and are attended by representatives from all enforcement agencies. Joint visits are organised via this forum and subsequent reports are used to add to the top level premises list that comprises those premises that have accrued the most points under the 'traffic light' risk scheme. These are then targeted by relevant enforcement officers.
9. This report details data produced from the 'traffic light' risk scheme for the period of 1 September 2016 to 28 February 2017. Six premises have a sufficient number of points to be classified as 'red' and four premises have a sufficient number of points to be classified as 'Amber'. Further details can be seen in Appendix IV.
10. There is a very good working relationship between the Port Health & Public Protection (PH&PP) Licensing Team, The City of London Police Licensing Team and the PH&PP Pollution Control Team, all of whom are based at Walbrook Wharf.
11. The Memorandum of Understanding (MoU) between the City of London Police and the Markets and Consumer Protection Department agreed in November 2011 outlines specific arrangements for cooperation between the Licensing Teams.

12. The other City Corporation Department that is routinely involved in enforcement is the Department of the Built Environment (DoBE). Where it appears that a material change of use has occurred, or there is a failure to comply with any condition attached to a planning permission or a breach of planning controls, when it is expedient to do so, officers from this Department seek authorisation to take the appropriate enforcement action.
13. Any complaints about licensed premises are dealt with by the relevant agency/team, e.g. crime and disorder – Police, fire safety – London Fire Brigade. As far as PH&PP are concerned, complaints relating to the conditions on a licence will be dealt with in the first instance by the Licensing Team, but if there are noise issues the Pollution Team will also be involved.
14. Investigations are undertaken and if there are grounds for a review of the licence in relation to the licensing objectives, then the responsible authorities can apply accordingly. In practice, potential applications are considered at the Licensing Liaison Partnership meetings, and agencies/authorities support one another in providing evidence and making applications.

## **Implications**

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

## **Appendices**

- Appendix 1 – New Licence Applications issued between 1 January 2017 to 31 March 2017
- Appendix 2 – Applications to vary a licence issued between 1 January 2017 to 31 March 2017
- Appendix 3 - Enforcement Action carried out between 1 January 2017 to 31 March 2017 (Including complaints received)
- Appendix 4(Non-Public) – Premises reaching red and amber on the risk scheme between 1 September 2016 and 28 February 2017.

## **Background Papers**

None

**Peter Davenport**  
Licensing Manager

T: 020 7332 3227

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

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## Appendix I

### New Licence Applications Issued by way of Delegated Authority (1 January 2017 –31 March 2017)

Name	Address	Ward	Details	
Sainsbury's	2 America Square	Tower	A	23:00
The Don	20 St Swithin's Lane	Candlewick	A	02:00
CCT Venues Barbican	135-137 Aldersgate St	Farringdon Within	A, L, (e), (f)	00:00
Le Paris Grill	6 Little Britain	Aldersgate	A, L (f)	00:00
The Sign of the Don	21 St Swithin's Lane	Candlewick	A	02:00
Shikumen Investment	9-13 Aldgate High St (Development site)	Portsoken	A, L	00:00
Retail Unit 2	122 Leadenhall St	Lime Street	A, (f)	23:00
Premier Inn	24-30 West Smithfield	Farringdon Without	A, L, (b)	00:30
Bird & Bird LLP	12-14 New Fetter Lane (Development site)	Castle Baynard	A,L	00:00
VQ	Dorset City Hotel	Portsoken	A, L	05:00
Dorsett City Hotel	9-13 Aldgate High St (Development site)	Portsoken	A, L, (b), (f)	05:00
Blacklock	23 Eastcheap	Bridge & Bridge Without	A,L	00:30
London Cocktail Club	206-210 Bishopsgate	Bishopsgate	A,L,(b),(e),(f)	02:00
Black Sheep Coffee	2 Plough Place	Castle Baynard	A	22:00

Total Licences Issued = 14

#### Key to Details:

- |                            |                           |
|----------------------------|---------------------------|
| A Sale of Alcohol          | (e) Live Music            |
| L Late Night Refreshment   | (f) Recorded Music        |
| (a) Plays                  | (g) Performances of Dance |
| (b) Films                  | (h) Making Music          |
| (c) Indoor Sporting Events |                           |
| (d) Boxing or Wrestling    |                           |

Times stated are the latest terminal hour for at least one of the licensable activities.

### Number of Licences by Ward

WARD	No.		
Aldersgate	1	Farringdon Within	1
Bishopsgate	1	Farringdon W/out	1
Bridge & Bridge W/O	1	Lime Street	1
Candlewick	2	Portsoken	3
Castle Baynard	2	Tower	1

### Conditions Applied to Licences Granted by way of Delegated Authority

#### **Sainsbury's**

None

#### **The Don**

1. Promoted events will not be held at the premises. A promoted event is an event involving music and/or dancing where the musical entertainment is provided at any time by a disc jockey or disc jockeys one or some of whom are not employees of the licensee (premises licence holder) and/or the event is (independent of the licensee) promoted to the general public.

#### **CCT Venues Barbican**

1. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.

2. A 'Challenge 25' Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age shall only comprise a passport, a photo card driving licence, an EU/EEA national ID card or similar document, or an industry approved proof of age identity card.

#### **Le Paris Grill**

1. The doors opening onto the courtyard be used in the event of emergencies and deliveries only.

2. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.

#### **The Sign of the Don**

1. Promoted events will not be held at the premises. A promoted event is an event involving music and/or dancing where the musical entertainment is provided at any time by a disc jockey or disc jockeys one or some of whom are not employees of the licensee (premises licence holder) and/or the event is (independent of the licensee) promoted to the general public.

### **Shikumen Investment**

1. The premises shall install and maintain a comprehensive digital colour CCTV system. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.

2. An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log will record the following:

- (a) any attempted underage alcohol purchase
- (b) any theft or attempted theft of alcoholic drinks
- (c) any acts of violence or criminal damage
- (d) any other incidents involving crime and disorder

3. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.

### **Retail Unit 2**

None

### **Premier Inn**

1. The premises shall remain open to permit the sale of alcohol to hotel residents 24 hours a day.

2. Children under the age of 16 shall not be permitted to enter the premises after 21:00 unless dining with an adult or attending a pre-booked function or resident in the hotel.

### **Bird & Bird LLP**

1. The provision of licensable activities shall be restricted to employees and officers of the premises licence holder, their associated companies; bona fide guests of the said employees, officers and companies; and persons attending any bona fide private event at the premises hosted by the premises licence holder.

2. The premises shall install and maintain a CCTV system. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping.

3. There shall be no sale of alcohol in unsealed containers for consumption off the premises.

### **VQ**

1. Promoted events will not be held at the premises. A promoted event is an event involving music and dancing where the musical entertainment is provided at any time between 23:00 and 07:00 by a disc jockey or disc jockeys one or some of whom are not employees of the licensee (premises licence holder) and the event is promoted to the general public.

2. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street

environment, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.

### **Dorsett City Hotel**

1. An additional hour may be added to all standard and non-standard times permitted by this licence on the day that British Summertime commences.
2. The external roof terrace will only be open for licensable activities between the hours of 07:00 and 22:00 daily.
3. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street environment, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.
4. Promoted events will not be held at the premises. A promoted event is an event involving music and/or dancing where the musical entertainment is provided at any time by a disc jockey or disc jockeys one or some of whom are not employees of the licensee (premises licence holder) and the event is (independent of the licensee) promoted to the general public.

### **Blacklock**

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street environment, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.
2. Promoted events will not be held at the premises. A promoted event is an event organised by an external promoter not employed by the premises licence holder involving music and dancing where the musical entertainment is provided at any time.
3. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.



### **London Cocktail Club**

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street environment, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.

2. An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log will record the following:

- (a) all crimes reported to the venue
- (b) all ejections of customers
- (c) any incidents of disorder (disturbance caused either by one person or a group of people)
- (d) seizures of drugs or offensive weapons
- (e) any faults in the CCTV system or searching equipment or scanning equipment
- (f) any refusal of the sale of alcohol during the hours the premises is licensed to sell it.

3. A written dispersal policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours.

4. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.

5. Customers permitted to temporarily leave and then re-enter the premises e.g. to smoke, shall not be permitted to take drinks or glass containers with them.

6. The Licence holder shall make available a contact telephone number to nearby residents and the City of London Licensing Team to be used in the event of complaints arising.

7. A 'Challenge 21' Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 21 shall provide documented proof that he/she is over 21 years of age. Proof of age shall only comprise a passport, a photo card driving licence, an EU/EEA national ID card or similar document, or an industry approved proof of age identity card.

8. When the hours authorised by the licence extend to a time later than 1am, then in relation to the morning on which British Summer Time begins, the hours will be extended to one hour after the authorised hour on the licence.

### **Black Sheep Coffee**

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street environment, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to

the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.

2. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.

## Appendix II

### Licence Variations Issued by way of Delegated Authority (1 Jan 17 -31 Mar 17).

Name	Address	Ward	Variation
AIG Europe	58 Fenchurch St	Tower	<ul style="list-style-type: none"> <li>• Extension of premises to include 13<sup>th</sup> floor.</li> </ul>
London Cocktail Club	2 Eastcheap	Bridge & Bridge Without	<ul style="list-style-type: none"> <li>• Increase of terminal hour for alcohol sales from 00:00 to 01:00 Sun-Tue and 02:00 Wed-Sat. Variation of plans.</li> </ul>
Temper	1 Angel Court	Broad Street	<ul style="list-style-type: none"> <li>• To provide vertical drinking on the mezzanine level.</li> </ul>
Black Sheep Coffee	35 Coleman Street	Coleman Street	<ul style="list-style-type: none"> <li>• Addition of Late Night Refreshment until 00:00. Increase in terminal hour for alcohol from 22:00 to 00:00.</li> </ul>

Total Number of Variations = 4

#### Number of Licences by Ward

WARD	No.
Bridge/Bridge Without	1
Broad Street	1
Coleman Street	1
Tower	1

#### Conditions Applied to Licences Granted by way of Delegated Authority

##### AIG Europe

None

##### London Cocktail Club

1) The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street environment, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and

time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.

2) Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.

3) A 'Challenge 21' Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 21 shall provide documented proof that he/she is over 21 years of age. Proof of age shall only comprise a passport, a photo card driving licence, an EU/EEA national ID card or similar document, or an industry approved proof of age identity card.

**Temper**

1). All alcohol shall be supplied only to persons seated at tables by waiter/waitress service, save that vertical drinking may be permitted on the mezzanine level to customers attending private pre booked functions and to whom food is also made available.

**Black Sheep Coffee**

None

**Personal Licences Issued by way of Delegated Authority**

1 January 2017 – 31 March 2017

2

**Enforcement Action Carried out Under the Licensing Act 2003  
1 January 2017 – 31 March 2017**

Total Number of Inspections	39
Number of Warning Letters	4
Number of Premises advised	15
Number of simple cautions	1
Number of suspension notices	14
Licence lapsed*	1
‘Dead’ Suspensions**	1
‘Live’ Suspensions***	12
Under determination	0

\*Licences are deemed lapsed in circumstances where the licence holder no longer exists e.g. a company has gone into liquidation.

\*\*A ‘dead’ suspension is where the premises is closed but there is no evidence to suggest that the licence holder is still in existence. If the licence holder returns to the premises the outstanding fee will have to be paid in order for the licence to be resurrected.

\*\*\*A ‘Live’ suspension is where the premises is still trading and can now no longer carry on licensable activities until the licence fee has been paid.

**Number of Complaints received between 1 January 2017 and 31 March 2017**

**Outcome Code**

**No action possible** - Complaint unsubstantiated

**Resolved Informally** - Complaint justified but not statutorily actionable - informal action taken results in satisfactory outcome.

**Resolved / Compliance** - Complaint justified and statutorily actionable; formal or informal action taken results in satisfactory outcome.

**Unresolved** - Noise not reduced or controlled, nor have preventive measures to prevent recurrence been implemented.

Number of complaints received between

01/01/2017 and 31/03/2017

Total number of complaints: 11

Details	Date	Time	Outcome	Ward
<b>Bird of Smithfield, 26 Smithfield Street, London, EC1A 9LB</b>				
Loud noise coming from two extraction fans.	01/03/2017	13:09	No action possible	Farringdon Without
<b>Joe's Kitchen, 34-36 Ludgate Hill, London, EC4M 7DE</b>				
Noise from extractor equipment.	07/03/2017	11:00	Resolved informally	Farringdon Within
<b>Merchant House of Fleet Street, 8 Bride Court, London, EC4Y 8DU</b>				
Excess noise.	31/01/2017	09:32	Resolved informally	Castle Baynard
Excess noise.	24/03/2017	22:29	Resolved informally	Castle Baynard
Excess noise.	17/03/2017	22:37	No action possible	Castle Baynard
<b>Natural Kitchen, 171-176 Aldersgate Street, London, EC1A 4HT</b>				
Excess noise.	28/02/2017	12:50	Case still in progress	Farringdon Within
<b>Premier Inn, Offices, Dewhurst House, 24-30 West Smithfield, London, EC1A 9HB</b>				
Delivery noise.	04/03/2017	07:30	Resolved informally	Farringdon Without
<b>Slug and Lettuce, Ground Floor Retail Unit, 5-11 Fetter Lane, London, EC4A 1BR</b>				
Music noise.	09/03/2017	21:00	Resolved informally	Castle Baynard
<b>The Butcher's Hook and Cleaver, The Butcher's Hook And Cleaver Public House, 61 West Smithfield, London, EC1A 9DY</b>				
Music noise.	06/02/2017	10:15	No action possible	Farringdon Within
<b>The Grill on the Market, 2-3 West Smithfield, London, EC1A 9JX</b>				
Fan noise.	09/03/2017	13:36	Case still in progress	Farringdon Without
<b>The Sign of The Don at The Courtyard, 21 St Swithin's Lane, London, EC4N 8AD</b>				
Recycling collections noise.	26/01/2017	06:32	Resolved informally	Candlewick

<b>Committee(s)</b>	<b>Dated:</b>
Licensing	<b>3 May 2017</b>
<b>Subject:</b> Review of Safety Thirst Scheme	<b>Public</b>
<b>Report of:</b> Director of Markets and Consumer Protection	<b>For Information</b>
<b>Report author:</b> Peter Davenport - Licensing	

## Summary

Over the past three years the responsibility for overseeing the Corporation's Safety Thirst Scheme has fallen to the Licensing Team.

The scheme was revamped in 2014 making it far more rigorous for premises to meet the criteria. The number of applicants has steadily increased, as has the number of premises meeting the criteria which reached a total of 46 accredited premises in 2016.

The Safety Thirst scheme was reviewed to consider whether to continue with it or to replace it with a suitable national scheme.

Following the review there was insufficient evidence to show that changing schemes would be beneficial to the Corporation or the licensed premises applying to the scheme. It was therefore decided to remain with Safety Thirst for 2017 but continue to consider further enhancements and/or alternative options for 2018.

## Recommendation(s)

Members are asked to:

- Note the report.

## Main Report

### Background

1. The Safety Thirst Scheme originally fell within the remit of the Corporation's Safety Team but transferred to the Licensing Team in 2014. During that year the scheme was totally revamped making it more rigorous for premises to meet the

new criteria but at the same time more of an achievement for them when they do. At the same time, the scheme was linked to the Licensing Code of Practice.

2. The aim of the scheme is to promote high standards in reducing crime and antisocial behaviour while also helping to ensure a safe and pleasant environment for people to socialise.
3. The scheme was initially open to bars, pubs and clubs but amended in 2015 to make it available to the majority of premises as the scheme was then linked with the Late Night Levy and 'successful' premises qualified for a 30% reduction in the Levy fee.
4. The scheme criteria was further amended in 2016 with changes to the qualifying criteria making it possible for every licensed premises to apply.
5. Applicants are issued with a toolkit which has been designed to help them meet the criteria which was split into award categories in 2015 namely Pass, Commended and Highly Commended. In addition, an award is available to the premises which, in the opinion of the licensing audit team, is adjudged to be the 'best'.
6. All applicants receive the option of one-to-one advice from either a licensing officer or a member of the City of London Police Licensing Team.
7. In order to try and improve the scheme still further, the licensing team committed themselves to look at future options for 2017.

### **Review of Safety Thirst scheme**

8. Having spoken with a number of stakeholders it became clear that, with the exception of discarding the scheme completely, there were only two options available. Further enhancing the Safety Thirst scheme or amalgamating the scheme with other nationally recognised schemes.

#### Discarding the Safety Thirst scheme

9. The scheme has continued to attract more attention since the revised format began in 2014 and has still to realise its potential. Premises that meet the scheme's criteria do not appear as red on the Licensing risk system and, although no statistical proof is available, it is generally accepted that meeting the Safety Thirst scheme criteria does help to maintain the premises at no higher than green risk.
10. The scheme is currently the only means for premises paying the late night levy to achieve a 30% discount. Irrespective of the above benefit, for this reason alone the scheme cannot be scrapped without a replacement being put in its place.

#### Further enhancing the Safety Thirst scheme

11. For 2017 it was proposed that the audit process would be further streamlined by, for example, making it easier for applicants to prove compliance with training



requirements. The criteria will also be enhanced to include, amongst other things, criteria on the safeguarding of children.

12. Following feedback from applicants at the 2016 awards ceremony, they too requested clear feedback as to how their particular awards were arrived at. Therefore it was intended in 2017 to provide applicants with a short report on how they can improve their rating particularly where their rating has dropped compared with previous audits.
13. In 2016 46 premises achieved the standard necessary in order to be granted a Safety Thirst award. 17 of these were passes, 7 commended and 22 highly commended (a complete list of accredited venues can be seen as Appendix 2). Final awards being scrutinised and agreed by the Licensing Liaison Panel which include Police, Fire Service, Environmental Health and Planning.
14. Finally, the Licensing Team have a 2017 objective to look at ways in which the scheme can attract more applicants particularly by securing commercial benefits for accredited premises e.g. cheaper insurance.
15. It is expected that applications will again increase in 2017 from 60 to around 80 and the number of accredited premises to increase from 46 to 60.

#### Other available schemes

16. The Safety Thirst review considered other national schemes. The majority were too limited in their scope e.g. Business Improvement Districts and Purple Flag Award. The most appropriate national scheme which is similar to Safety Thirst was Best Bar None.
17. Discussions have been held with the Chairman of Best Bar None and earlier this year we received a copy of the criteria that applicants to that scheme would be expected to meet.
18. Best Bar None does not appear to provide any significant benefits for premises in the City although this situation may change as the Best Bar None scheme evolves.
19. A comparison between Safety Thirst and Best Bar None can be seen as Appendix 2.

#### **Corporate & Strategic Implications**

20. There are no Corporate or Strategic implications in this report.

## **Implications**

21. There are no direct financial or risk implications for the Corporation's services associated with this report. Costs for the operation of the Safety Thirst scheme can be met within current budget.

## **Conclusions**

22. Discarding the current Safety Thirst scheme or changing to an alternative scheme are not currently viable options. It has been decided to remain with the Safety Thirst scheme for 2017 and adapt/enhance the scheme as outlined in this report.
23. Alternative options will continue to be monitored for 2018.

## **Appendices**

- Appendix 1 – List of 2016 accredited Safety Thirst premises.
- Appendix 2 – Comparison between Safety Thirst and Best Bar None

## **Background Papers**

None

## **Peter Davenport**

Licensing Manager

T: 020 7332 3227

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

**2016 Safety Thirst Accredited Venues**Pass

Balls Brothers, Minster Court  
 Balls Brothers, Mark Lane  
 East India Arms, Fenchurch Street  
 The Hoop and Grapes, Aldgate High Street  
 The Lord Aberconway, Old Broad Street  
 The Lamb Tavern, Leadenhall Market  
 The Woodins Shades, Bishopsgate  
 The Paternoster, Queens Head Passage  
 The Slug and Lettuce, Fetter Lane  
 The Slug and Lettuce, St. Mary Axe  
 The Gable, Moorgate  
 The Botanist, Broadgate Circle  
 Dirty Martini, Lovat Lane  
 Dirty Martini, Wood Street  
 Dirty Martini, Bishopsgate  
 Reflex, Watling Street  
 Loose Cannon, All Hallows Lane

Commended

Balls Brothers, St. Mary Axe  
 The Blackfriar, Queen Victoria Street  
 The Sugarloaf, Cannon Street  
 Dirty Dicks, Bishopsgate  
 Harrild and Sons, Farringdon Street  
 The Britannia, Monument  
 The Sterling, St. Mary Axe

Highly Commended

The Duke of Somerset, Little Somerset Street  
 The Cheshire Cheese, Crutched Friars  
 The Cannick Tapps Cannon Street  
 The Minories Public House, Minories  
 The Alice, Houndsditch  
 The Slug and Lettuce, Love Lane  
 The Windsor Public House, New London Street  
 The Ship, Talbot Court  
 Balls Brothers, Shoe Lane  
 Roma, New London Street  
 Balls Brothers, Austin Friars  
 Agenda, Mincing Lane  
 Core, Queen Street  
 All Bar One, Byward Street  
 All Bar One, Ludgate Hill  
 The Alchemist, Bevis Marks  
 The Abbey, Minories  
 The Forge, Cornhill  
 Babble City, Old Broad Street  
 Amber Bar, Ropemaker Street  
 Kanaloa, Shoe Lane  
 The Brewery, Chiswell Street

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## Safety Thirst vs Best Bar None

	<b>Safety Thirst</b>	<b>Best Bar None</b>
<b>Background</b>	Safety Thirst is a local award scheme created and managed by the City of London Corporation. The scheme was first introduced in the City of London in 2006 and is now running in its twelfth year.	Best Bar None is a national award scheme. The scheme was first piloted in Manchester in 2003 and has since been adopted by 75 authorities across the country. It currently has 35 active memberships across the country.
<b>Support / Sponsorship</b>	In-house only through Safer City Partnership	Supported by the Home Office and the drinks industry, with its main sponsors being Diageo, Heineken, Molson Coors and Pernod Ricard. Also partnered with Stonegate pub co. and Wetherspoons. There is a national coordinator available to guide and support authorities with their adopted scheme.
<b>Partnership</b>	Local level only: City of London Licensing Authority, Safer City Partnership, City of London Police, London Fire Brigade	Local level in areas where scheme has been adopted: Licensing Authority, Police and Fire authorities. National level: Drinkaware, Home Office, National Pubwatch, Portman Group, Security Industry Authority, ALMR, British Institute of Innkeeping, ATCM, CAP, Purple Flag.
<b>Aims</b>	To reduce alcohol related crime and disorder at licensed premises, to provide a safer environment for customers and to reduce problems for those who live or work nearby. Encourages applicants to reach high operational standards and continuous improvement by adopting a responsible management approach through the promotion of good practice.	To reduce alcohol related crime and disorder and reducing harmful effects of binge drinking at licensed premises. Encourages positive relationship between licensed trade, police and local authority.
<b>Participants</b>	Open to all licensed premises	Open to all licensed premises.

	<b>Safety Thirst</b>	<b>Best Bar None</b>
<b>Criteria</b>	Bespoke local criteria based on the four licensing objectives and City of London corporate and licensing policies.	National set of criteria some of which may not be applicable to City of London.
<b>Assistance to applicants</b>	Application toolkit has been designed to assist applicants in meeting criteria, setting out clear examples of best practice measures that can be adopted. There is also the City of London Code of Good Practice for licensed premises.	Nothing available at national level, any guidance would have to be developed at local level. Policy and procedure templates available via BBN coordinator.
<b>Assessment</b>	Questions structured to ensure consistency in gathering evidence irrespective of who carries out the assessment (licensing authority or police officer). Assessor form provides clear guidance to the assessor on what the answer should be.	Some criteria can only be assessed by an officer with experience in that field e.g. Determining whether an adequate fire detection system is in place can only be done by a fire officer. Some of the criteria have very open ended answers which could lead to discrepancies in evidence gathering. Assessments need to be carried out jointly between licensing authority, fire authority and/or police. CoL doesn't have these resources available.
<b>Accreditations</b>	Informal awards ceremony, free to attend. Awards given at 3 levels: Pass, Commended, Highly Commended with an overall winner.	Usually a formal black tie event, with a cost to be borne by applicant. Category Winners and overall winners.
<b>Benefits for accredited premises</b>	Framed award certificate to be displayed at premises. 30% discount to any accredited venue paying the late night levy.	Accreditation plaque to be displayed at premises. Can be used to give 30% discount to any accredited venue paying the late night levy.

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