

Committee(s):	Date(s):	Item no.
Licensing Committee	10 May 2012	
Subject: 2011/12 Licensing Service Plan Update	Public	
Report of: Director of Markets and Consumer Protection	For Information	
<p>Summary:</p> <p>This report updates Members on the progress of the Licensing Team's 2011/12 Service Plan.</p> <p>Recommendations:</p> <p>I recommend that your Committee notes the progress against the Licensing Team's 2011/12 Service Plan.</p>		

Main Report

2011/12

1. The Licensing Service Plan for 2011/12 was put before Members on the 18 April 2011.
2. **Objective 1. Ensure the provisions of the Police Reform and Social Responsibility Bill are complied with.** Although the Bill became an Act on 15 September 2011 the first relevant commencement orders were not made until April 2012. However, although no secondary legislation was in place at the time of writing this report, much preparation has been made in anticipation of its arrival. The detail is the subject of a separate report to this committee.
3. **Objective 2. Ensure the provisions of the City of London (Various Powers) Bill are complied with.** This Bill has not progressed since its second reading in April 2011 and so the objective cannot be completed. The Licensing Team will continue to monitor the situation for any progress in 2012/13.
4. **Objective 3. Review and revise the policies and procedures for premises, gambling, Massage & Special Treatments and Tables & Chairs licences.** This

objective has been largely overtaken by the need to re-write the Licensing pages for the Corporation's new website which has proved problematical and extremely resource intensive. To date, the pages for the Licensing Act 2003 have been re-written which include new guidelines for applicants and advice and information for the public. The procedures for staff to follow have been updated to include any new legislation. The Licensing Policy is in the process of being revised and is an objective for 2012/13.

Procedures have been written for Tables and Chairs and Massage & Special Treatments (MSTs). A new fee structure was introduced for MSTs resulting in an increase of 100% income compared with 2010/11. Procedures have not been written for Gambling but will now be completed in 2012/13. This is a relatively minor aspect of the Licensing Team's work with only forty-six current licences and approximately one new licence issued every twelve months.

5. **Objective 4. Introduce a policy for the receipt of applications and issue of licences for Street Trading.** This objective has not been completed due in part to the City of London (Various Powers) Bill not becoming an Act. The remainder of the objective was not completed due to work carried out on other aspects of licensing albeit the matter has been reviewed and procedures (not yet written) put in place.
6. **Objective 5. Ensure all licensing procedures are incorporated onto the M3 database.** Much of this objective was dependant on the M3 database being upgraded with the latest software release which was delayed until the end of 2011. Changes have now been made to the database and procedures amended to ensure all information pertaining to premises licence applications now goes directly onto M3 within 48 hours of receipt by the Licensing Team. A programme has been drawn up to transfer all relevant information currently stored in a paper filing system to the M3 database over the next twelve months.

All information relating to licensing of tables and chairs on the highway has also now been incorporated onto M3.

Incorporating the remaining processes onto M3, particularly the licensing of MST establishments, is now an objective for 2012/13.

7. **Objective 6. Establish licensing benchmarking criteria in order to compare performance with other local authorities.** This work has not been carried out in a structured manner and there remains more work to do in this area. However, some information has now been received from other local authorities relating to workload, establishment and fees charged. The CIPFA reports continue to be scrutinised looking primarily for areas where we appear to be underperforming. Further, some of our processes, particularly those relating to the work carried out prior to a hearing, has

been reviewed by another Local Authority (Westminster City Council). The results of this review being the subject of another report.

8. **Objective 7. Ensure conditions attached to licences are adhered to.** A protocol was agreed with the Highways section establishing an enforcement regime aimed at stopping the use of un-licensed tables and chairs.

The number of inspections carried out on 'licensed' premises to ensure that any conditions attached to the licence are being adhered to have increased. Two simple cautions have been given during 2011/12 with a further premises the subject of legal proceedings.

9. **Objective 8. Oversee implementation of SEV Policy.** This objective was completed during the year with the policy in place and available for any person to access on the Corporation's web site.
10. **Objective 9. Ensure tasks set within the Police MOU are completed.** The delay in signing the MOU coupled with the volume of work encountered by the Licensing Team with an increase in the number of hearings and the work on the new internet pages has meant that completion of this work has had to be set as an objective for 2012/13.

Work has commenced on a Code of Practice and should be finished in June 2012.

11. **Objective 10. Ensure service is prepared to meet any requirements brought on by the Olympic Games.** Likely additional workload has been documented. Information for 'licensed' premises has been incorporated in a joint service letter to traders and officers have informed market traders of the requirement to only sell 'Olympic' items that have been authorised. Officers are meeting regularly with other authorities in London to share information.

All traders that have a tables and chairs licence, and are on the marathon routes, have been informed of the need to further register with the Olympic Delivery Authority if they wish to use the facility on either of the marathon days.

12. **Objective 11. Ensure all staff are trained in the new policies/procedures and the use of the M3 database software.** All staff have been fully trained in the new policies and procedures and have been instructed in the improved way in which the licensing team are using the M3 database.

Implications

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

14. With the possibility of implementing a new fee structure for premises licences it is likely that revenue can be increased. It is too early to tell at this stage by how much.

Background Papers:

Service Plan put before Members of the Licensing Committee in April 2011.

Contact:

Peter Davenport, 020 7332 3227

peter.davenport@cityoflondon.gov.uk