

Committee:	Date:
Licensing Committee	03 February 2021
Subject: Draft Markets and Consumer Protection High-Level Business Plan 2021/22	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 2, 5, 6, 8, 11
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Director of Markets and Consumer Protection	For Decision
Report author: Donald Perry, Department of Markets and Consumer Protection	

Summary

This report presents for approval the High-Level Business Plan for the Port Health and Public Protection (PH&PP) Division of the Department of Markets and Consumer Protection for 2021/22.

Recommendation

Members are asked to:

- Approve, subject to the incorporation of any changes sought by this Committee, the High-Level Business Plan for the Port Health and Public Protection (PH&PP) Division of the Department of Markets and Consumer Protection for 2021/22 (or the elements therein that fall within this committee's Terms of Reference).

Main Report

Background

1. Business Plans for 2021/22 are being presented based on current departmental structures. These will be adjusted, alongside budgets, when any changes to these structures are implemented.

Current Position

2. The draft High-Level Business Plan being presented to your Committee is for the Port Health & Public Protection (PH&PP) Division of the Department of Markets and Consumer Protection. The financial information presented within the Business Plan reflects the PH&PP budget rather than the Licensing Committee budget.
3. The elements of the Business Plan presented that are relevant to this committee are those that refer to the work of the Licensing Service.
4. This draft High-Level Plan includes the key areas of work that will be undertaken during 2021/22 across PH&PP, all of which are focused on the need to continue to deliver statutory regulatory services in an efficient and compliant manner.
5. In 2021/22 the Licensing Team will need to be reviewed in light of the new Target Operation Model. This will include reviewing the Team's structure and responsibilities, maximising opportunities to reduce expenditure and generate additional income. Actions and options arising from the review will be reported back to this Committee.
6. Our major workstreams include supporting City businesses to recover from the COVID-19 pandemic; implementing more efficient methods of service delivery to make the required savings; and implementing actions arising from the new Target Operating Model.
7. The Licensing Team business plan for 2021/22 will be prepared in February 2021 and will contain the detail of the major workstreams. This will include the COVID-19 recovery workstream which utilises licensing as a tool for recovery primarily through the implementation of the City's Al-Fresco Eating and Drinking Policy to facilitate the return to the City when it is safe to do so.
8. This High-Level Business Plan does not include the specific service-level Key Performance Indicators (KPIs) which the Licensing Team will be working to during 2021/22. However, these are shown in the following table, and details of the progress made against them will be reported to your Committee at the end of the year. The hospitality sector has been affected by successive lockdowns and these KPIs will be revised as the timing of the lifting of the associated restrictions is understood.

Licensing Service - Key Performance Indicators 2021/22		
Performance measure	2020/21 Performance	2021/22 Direction of travel
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. (Annual)	Annual measure – data not yet available	Maintain
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.	100%	Maintain
Safety Thirst Award Scheme. The Scheme has been put on hold until the sector reopens more permanently. A KPI will be set if it becomes feasible to run the Scheme in 2021/22.	Not applicable – the Scheme was not run in 2020/21	To be determined

Proposal

9. The draft High-Level Business Plan for the PH&PP Division of the Department of Markets and Consumer Protection is presented at **Appendix 1**.
10. This committee is recommended to approve the Business Plan in respect of the elements relevant to its Terms of Reference (listed in paragraph 3).

Corporate & Strategic Implications

11. Strategic implications – Strategic priorities and commitments are expressed in **Appendix 1**.
12. Financial implications – The draft High-Level Business Plan at **Appendix 1** has been drawn up on the basis of a reduction in the departmental budget of circa 12% compared to 2020/21. This is to support the achievement of the required savings.
13. Risk implications – Key risks managed by the department and their flightpaths are included in the draft High-Level Business Plan at **Appendix 1**.
14. Resource implications – Any changes to resources will be identified and delivered through the move to the Target Operating Model.
15. Equalities implications – Equalities, Diversity and Inclusion self-assessment scores for the department are included in the draft high-level summary Business Plan at **Appendix 1**. Where we develop new policies, strategies, service

provision and capital projects we will undertake 'tests of relevance' and, where appropriate, a full equalities analysis.

16. Climate Implications – The Department of Markets and Consumer Protection will be contributing to the delivery and success of the City's Climate Action Strategy.

17. Security implications – There are no security implications arising from this report relevant to the Department of Markets and Consumer Protection

Conclusion

18. This report presents the draft High-Level Business Plan for the PH&PP Division of the Department of Markets and Consumer Protection. This committee is recommended to approve it in respect of the elements relevant to its Terms of Reference (listed in paragraph 3).

Appendices

- Appendix 1 –Draft High-Level Business Plan 2021/22 for the PH&PP Division of the Department of Markets and Consumer Protection

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