

Committee Licensing Committee	Date: 7 July 2023
Subject: Licensing Service Business Plan 2022/23: Progress Report	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 2, 5, 6
Does this proposal require extra revenue and/or capital spending?	N
Report of: Executive Director Environment	For Information
Report author: Joanne Hill, Business Planning and Compliance Manager	

Summary

In February 2022, this Committee approved the elements of the 2022/23 high-level Business Plan of the Port Health and Public Protection Division which fell within the remit of the Licensing Committee. The high-level Business Plan was supported by a more detailed Licensing Service Plan which set out the Licensing Team's key strategic and operational business objectives for 2022/23.

This report provides a summary of the progress made by the Licensing Team in the delivery of its key strategic and operational objectives during 2022/23.

Recommendation(s)

Members are asked to note the content of this report.

Main Report

Background

1. In February 2022, this Committee approved the elements of the 2022/23 high-level Business Plan of the Port Health and Public Protection Division which fell within the remit of the Licensing Committee. The high-level Business Plan was supported by detailed plans for each area of service, including the Licensing Team.
2. The 2022/23 Licensing Team's Plan included a number of strategic and operational business objectives against which performance would be monitored throughout the year. The objectives were selected to be representative of the key elements of work carried out by the Licensing Team. Progress was regularly reviewed and discussed by Senior Management to ensure any issues could be resolved at an early stage.

Current Position

3. To keep your Committee informed, updates on progress made by the Licensing Team against key strategic and operational objectives during 2022/23 are summarised below.

4. **Recovery of the hospitality sector**
The Licensing Team continued to work with the hospitality sector, aiding their post-pandemic recovery by enabling them to trade more flexibly and helping them to manage their costs. This was achieved through a streamlined, free of charge pavement licence renewal process, and by facilitating payment plans for businesses struggling to pay their statutory licence fees without suspending their licences. The team worked closely with licensees to reduce all aged debt accrued during the Covid-19 pandemic.

5. **Licence fees**
The financial implications for licensing income due to the pandemic were determined and used to inform the review of fees for Gambling, Sex Establishments, Street Trading and Massage and Special Treatment licences. Fees for tables and chairs were not reviewed due to the impending government plans to repeal the relevant section of the Highways Act 1980 and permanently replace it with pavement licences, under the Business and Planning Act 2020.

6. **Licensing policies**
The City of London's Gambling Statement of Licensing Principles was reviewed; a revised three-year policy commencing in July 2022 was produced and approved by your Committee in May 2022. The City of London's Code of Good Practice for Licensed Premises was reviewed, and a revised code was approved by your Committee in October 2022. The new code incorporates the latest guidance on CCTV; counter terrorism; drink spiking; drugs on premises; vulnerabilities, including women's safety; information sharing; and collaborative partnership working.

7. **Petticoat Lane Market and temporary street trading**
The Licensing Team continued to play an active role in the regeneration of Petticoat Lane Market by advising the project team on operational matters and facilitating the allocation of vacant pitches. This gives the market greater visibility and helps to drive more people there. The team also facilitated the issue of temporary street trading licences and there is now a regular food market at Paternoster Square and at Monument. This is consistent with the wider aims of Destination City and attracting people to the Square Mile.

8. **Implementation of new software (Uniform)**
The team seconded one officer to work on the Uniform Implementation

Project. The team fully supported the project, taking responsibility for the implementation of the licensing module, reviewing and streamlining the processes of the team, and worked collaboratively with other teams to ensure a consistent approach to workflows and smooth migration of data.

9. **Operational objectives**

The team met the statutory requirements for the administration of new/renewal applications and associated enforcement activity in relation to the following licence types: Alcohol and entertainment premises; Massage and Special Treatment (MST); Tables and Chairs; Pavement licences; Gambling; Street Trading; and charity collections. The team worked collaboratively with Environmental Health and Planning Officers to provide a holistic approach to the licensing of premises and supported the City of London Police Operation Reframe campaign in providing advice and training, and the regulation of the Night Time Economy.

Corporate & Strategic Implications

- **Strategic implications** – The monitoring of key business objectives links to the achievement of the aims and outcomes of the Corporate Plan 2018-23.
- **Financial implications** - The full end of year financial position for 2022/23 will be detailed in the Chamberlain's Revenue Outturn Report which will be presented to your Committee separately.
- **Resource implications** - None
- **Legal implications** - None
- **Risk implications** - Risk is reviewed regularly by the Senior Management Team as part of the ongoing management of operations. In addition to the flexibility for emerging risks to be raised as they are identified, a process exists for in-depth periodic review of the risk register. The Department's Risk Register currently includes no Red or Amber risks specifically related to the Licensing Service.
- **Equalities implications** – None
- **Climate implications** - None
- **Security implications** - None

Background Papers

'Draft high-level Business Plan 2022/23' (*Licensing Committee 2 February 2022*)

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