

<b>REPORT TO</b>	<b>DATE OF MEETING</b>
<b>GENERAL LICENSING COMMITTEE</b>	<b>21 March 2017</b>

Report template revised February 2007



<b>SUBJECT</b>	<b>PORTFOLIO</b>	<b>AUTHOR</b>	<b>ITEM</b>
<b>DRAFT ANNUAL REVIEW OF APPLICATIONS AND ENFORCEMENT ACTIVITY</b>	<b>PUBLIC HEALTH, SAFETY AND WELLBEING</b>	<b>PETER HAYWOOD</b>	<b>10</b>

## **SUMMARY AND LINK TO CORPORATE PRIORITIES**

This report summarises the enforcement activity (including the type and number of applications) undertaken by the Licensing Authority between 1 April 2016 and 31 March 2017. The report is in a draft format and (subject to members' approval) will be submitted in a final form to the June meeting of the General Licensing Committee.

## **RECOMMENDATIONS**

That the General Licensing Committee:

1. notes the draft information relating to enforcement activity over the previous municipal year;
2. comments upon the proposed format and content of the draft; and
3. agrees to receive a final version of the annual report at its June meeting.

## **DETAILS AND REASONING**

In previous years the GLC has received an annual report setting out the work of the Licensing Authority over the previous 12 months. However, this may have lapsed in recent times. As part of the authority's attempts to strengthen the approach to Licensing moving forward, it is proposed to resurrect the presentation of information to the GLC for members' consideration.

The information is in draft format as the 2016-17 year is not yet finished; however, presentation of this initial data will allow members to comment upon the data and feed back in time for a final version to be produced for the June meeting.

## **CONTEXT**

2016-17 has been a challenging year for the Licensing Section, with staff shortages and the Section being the subject of considerable external interest. Two officers with minimal previous regulatory experience have stepped into the enforcement role and (it is submitted) have done an excellent job in difficult circumstances. Members are requested to bear this in mind when considering the level and range of enforcement activity undertaken.

## **OUTLINE OF ANNUAL REPORT**

It is proposed that the annual report for 2016/17 will contain the following information to be placed before the Committee:

- 1) A numerical summary of enforcement activity undertaken in the following areas:

- Number of licences granted for Hackney Carriage and Private Hire drivers and vehicles
  - Number of licences granted for operators
  - Number of inspections carried out on licensed vehicles
- 2) Summary of investigations undertaken:
- Number of drivers / applicants placed before GLC for member consideration
  - Outcome of those hearings
  - Summary of matters heard to be presented in a table format, so as to enable conclusions to be drawn and any lessons learned which will help in ensuring the future consistency of decision-making
  - Number / details of any appeals against the Committee's decisions
  - Details of any joint initiatives undertaken with other agencies (such as the police) or progress made on the prospects for future initiatives
- 3) Policy issues:
- Discussion of existing policies revisited or new ones introduced
- 4) Proposed Operator scheme
- This is potentially a flagship initiative and consideration will be given to work undertaken this year / how such a scheme may be implemented in 2017/18
- 5) Social Media
- Increasing the positive image of the Licensing Section on social media

Please note that – at this stage – the proposed report will only relate to Hackney Carriage and Private Hire vehicles; moving forward, the report will be compiled to cover activity on the Licensing Act 2003, gambling premises etc.

## CONCLUSIONS

Given the constraints under which the Section has operated for over 12 months, the report will not be as comprehensive or wide-ranging as officers would wish members to see in future (as the Section develops and moves forward). However, the data will provide a useful benchmark against which the work of the Section can be measured / compared in future years, as well as providing a guide for members on areas within their remit.

## WIDER IMPLICATIONS

In the preparation of this report, consideration has been given to the impact of its proposals in all the areas listed below, and the table shows any implications in respect of each of these. The risk assessment which has been carried out forms part of the background papers to the report.

<b>FINANCIAL</b>	There are no financial implications arising from this report.		
<b>LEGAL</b>	There are no legal implications in this report.		
<b>RISK</b>	No risks identified		
<b>OTHER (see below)</b>			
<i>Asset Management</i>	<i>Corporate Plans and Policies</i>	<i>Efficiency Savings</i>	<i>Equality, Diversity and Community Cohesion</i>
<i>Freedom of Information/ Data Protection</i>	<i>Health and Safety</i>	<i>Human Rights Act 1998</i>	<i>Implementing Electronic Government</i>

<i>Respect Agenda</i>	<i>Staffing</i>	<i>Sustainability</i>	<i>Training and Development</i>
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**BACKGROUND DOCUMENTS**

None