

TEWKESBURY BOROUGH COUNCIL

Report to:	Licensing Committee
Date of Meeting:	18 October 2018
Subject:	Licensing Audit Action Plan
Report of:	Environmental Health Manager
Corporate Lead:	Head of Community Services
Lead Member:	Lead Member for Clean and Green Environment
Number of Appendices:	One

Executive Summary:

This report provides an update on the progress made against the actions arising from the internal audit of the licensing function, carried out in October 2017.

Recommendation:

To CONSIDER progress made against the Licensing Audit Action Plan.

Reasons for Recommendation:

To update Members on progress.

Resource Implications:

There are no significant resource implications arising from this report

Legal Implications:

There are no significant legal issues arising from this report.

Risk Management Implications:

The actions relate to general procedural improvements that, when implemented, would reduce risk.

Performance Management Follow-up:

Progress against the Action Plan will be reported at subsequent Licensing Committees.

Environmental Implications:

None.

1.0 INTRODUCTION/BACKGROUND

- 1.1** In October 2017, an internal audit of the Council's licensing function was carried out. The internal audit report made a number of recommendations and an action plan was subsequently put in place to deliver these recommendations.

2.0 PROGRESS AGAINST THE LICENSING AUDIT ACTION PLAN

- 2.1** The Licensing Audit Action Plan is attached at Appendix 1 and set out progress to date.

- 2.2** Whilst the majority of actions have been completed, there are four actions that require further, work. These are as follows:

- **The requirement to provide LOLER certificates** - This requires an amendment to the Council's Hackney Carriage (Taxi) and Private Hire Policy which is currently being reviewed.
- **Safeguarding Training for Taxi Drivers** - Safeguarding training was provided for the majority of the taxi drivers in March and April. Further training sessions are being arranged for November in order to accommodate any drivers who were unable to attend the initial sessions, and for new drivers. More regular training options are also being considered with Cheltenham Borough Council.
- **Cost recovery of fees associated with animal boarding establishments** - Since the original audit was carried out in October 2017, the Animal Welfare Regulations have come into force. These regulations introduce a new inspection and rating regime and a new charging scheme is currently being developed as a result.
- **Requirement to carry out inspections of licensed premises and introduce risk rating to these premises** - It had been intended to incorporate the inspection regime into the food inspection regime; however, the Environmental Health Team has been under-resourced for much of the year and has relied had on contractors at various points throughout the year. A review of Community Services has just been completed and the new structured introduced. There are a number of vacant posts which are currently being recruited to; as soon as the vacant posts are filled, the inspection regime will be incorporated into the food inspection regime.

3.0 OTHER OPTIONS CONSIDERED

- 3.1** N/A

4.0 CONSULTATION

- 4.1** N/A

5.0 RELEVANT COUNCIL POLICIES/STRATEGIES

- 5.1** N/A

6.0 RELEVANT GOVERNMENT POLICIES

- 6.1** N/A

7.0 RESOURCE IMPLICATIONS (Human/Property)

- 7.1** None

8.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)

8.1 None arising out of this report.

9.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)

9.1 None arising out of this report.

10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

10.1 None arising out of this report.

Background Papers: None

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Appendices: Appendix 1 – Licensing Audit Action Plan