

7 July 2021

<b>Committee</b>	Licensing
<b>Date</b>	Thursday, 15 July 2021
<b>Time of Meeting</b>	2:30 pm
<b>Venue</b>	Tewkesbury Borough Council Offices, Severn Room

## **ALL MEMBERS OF THE COMMITTEE ARE REQUESTED TO ATTEND**

### **Agenda**

#### **1. ANNOUNCEMENTS**

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the visitors' car park at the front of the building and await further instructions (during office hours staff should proceed to their usual assembly point; outside of office hours proceed to the visitors' car park). Please do not re-enter the building unless instructed to do so.

In the event of a fire any person with a disability should be assisted in leaving the building.

#### **2. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

To receive apologies for absence and advise of any substitutions.

#### **3. DECLARATIONS OF INTEREST**

Pursuant to the adoption by the Council on 26 June 2012 of the Tewkesbury Borough Council Code of Conduct, effective from 1 July 2012, as set out in Minute No. CL.34, Members are invited to declare any interest they may have in the business set out on the Agenda to which the approved Code applies.



	<b>Item</b>	<b>Page(s)</b>
<b>4.</b>	<b>MINUTES</b>	1 - 6
	To approve the Minutes of the meetings held on 18 February and 4 May 2021.	
<b>5.</b>	<b>GENERAL UPDATE ON THE LICENSING FUNCTION AND PROGRESS ON THE SERVICE REVIEW</b>	7 - 10
	To consider the general update on the licensing function and progress on the service review.	
<b>6.</b>	<b>REVIEW OF CONSULTATION PERIOD FOR STREET TRADING LICENCES</b>	11 - 13
	To approve a further extension of the reduced time period for consultations on street trading licences until 19 July 2021 in line with the Government road map for the lifting of COVID-19 restrictions and to delegate authority to the Head of Community Services, in consultation with the Chair and Vice-Chair of the Licensing Committee, to make any further amendments to the consultation time period which may be necessary beyond 19 July 2021 should the government road map for the lifting of COVID-19 restrictions change.	

**DATE OF NEXT MEETING**

**THURSDAY, 14 OCTOBER 2021**

**COUNCILLORS CONSTITUTING COMMITTEE**

Councillors: G F Blackwell, G J Bocking (Chair), C L J Carter, P A Godwin, D W Gray, E J MacTiernan (Vice-Chair), J W Murphy, P W Ockelton, C Reid, J K Smith, R J G Smith, C Softley, R J Stanley, M G Sztymiak and M J Williams

**Substitution Arrangements**

The Council has a substitution procedure and any substitutions will be announced at the beginning of the meeting.

**Recording of Meetings**

In accordance with the Openness of Local Government Bodies Regulations 2014, please be aware that the proceedings of this meeting may be recorded and this may include recording of persons seated in the public gallery or speaking at the meeting. Please notify the Democratic Services Officer if you have any objections to this practice and the Chair will take reasonable steps to ensure that any request not to be recorded is complied with.

Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the public and press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.

## TEWKESBURY BOROUGH COUNCIL

**Minutes of a Meeting of the Licensing Committee held remotely on  
Thursday, 18 February 2021 commencing at 2:30 pm**

**Present:**

Chair  
Vice Chair

Councillor G J Bocking  
Councillor E J MacTiernan

**and Councillors:**

G F Blackwell, C L J Carter, P A Godwin, D W Gray, J W Murphy, P W Ockelton, C Reid,  
J K Smith, R J G Smith, R J Stanley, M G Sztymiak and M J Williams

**LIC.20 ANNOUNCEMENTS**

20.1 The Chair advised that the meeting was being held under the emergency provisions of the Coronavirus Act 2020 and, specifically, the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. The meeting was being broadcast live via the internet, it was not being recorded by the Council but, under the usual transparency rules, it may be being recorded by others.

**LIC.21 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

21.1 Apologies for absence were received from Councillor C Softley.

**LIC.22 DECLARATIONS OF INTEREST**

22.1 The Committee's attention was drawn to the Tewkesbury Borough Council Code of Conduct which was adopted by the Council on 26 June 2012 and took effect from 1 July 2012.

22.2 There were no declarations of interest made on this occasion.

**LIC.23 MINUTES**

23.1 The Minutes of the meeting held on 19 November 2020, copies of which had been circulated, were approved as a correct record.

**LIC.24 LICENSING UPDATE**

24.1 The report of the Interim Environmental Health Manager, circulated at Pages No. 4-10, provided the Committee with an update on the licensing service including the impact of COVID-19, implementation of the audit action plan and approval of a revised Hackney Carriage Tariff for 2021/22.

- 24.2 The Interim Environmental Health Manager explained that there was continued sickness in the full-time permanent Licensing Team with the Senior Officer unlikely to return to work for some months. Interim arrangements had been put into place but both of those Officers had since left; further recruitment had resulted in the appointment of two Officers in January 2021 who were contracted for a 12-month period. Those Officers were currently dealing with the backlog of applications and working with the Business Transformation Team for the implementation of online applications to commence from April 2021.
- 24.3 The Hackney Carriage Tariff had been reviewed and consultation undertaken to agree the proposed revised charges for 2021/22 – those charges were detailed at Appendix 2 to the report. In addition, the consultation period for street trading applications was reduced to five working days with the agreement of the Chair and Vice-Chair and this had been extended to 31 March 2021 by the Licensing Committee in November, it was recommended that this was extended and reviewed at each Committee in line with the government's road map which it was anticipated would detail the gradual reopening of businesses. In terms of the audit action plan there were four actions outstanding which all related to the Uniform system. Two of those actions were now completed and work was ongoing in relation to the remaining two items. One of those, which was in respect of the driver safeguarding test, had been completed today with online training now available and being delivered by Cheltenham Borough Council.
- 24.4 A Member expressed concern that there was a retention issue with staff in the Licensing service and questioned whether the two Officers which had left had received exit interviews to determine their reasons for leaving and what the Council might be able to do to make the posts more attractive. In response, the Interim Environmental Health Manager explained that they were agency staff to cover for sickness absence in the permanent team; neither had felt able to continue for varying reasons so the Council had needed to undertake new contracts.
- 24.5 Having considered the report, it was unanimously
- RESOLVED**
1. That the impacts of COVID-19 on the service, including the implementation of the audit action plan, be **NOTED**.
  2. That the revised Hackney Carriage Tariff for 2021/22, as set out in Appendix 2 to the report, be **APPROVED**.
  3. That the extension of the consultation period on street trading applications being reduced to five days be **APPROVED** to be reviewed in line with the government's road map at the Committee's next meeting in June 2021.

## **LIC.25 ANIMAL LICENSING FEES AND CHARGES**

- 25.1 The report of the Interim Environmental Health Manager, circulated at Pages No. 11-14, sought to review and approve revised charges for animal licensing in accordance with the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. The proposed fees and charges were attached to the report at Appendix 1.
- 25.2 The Committee was advised that the Regulations had come into force in 2019 and whilst the team had registered applications over the last two years the fees had not been looked at in detail. The fees charged should be a reflection of the amount of work undertaken covering both administration and enforcement. A detailed review had been undertaken which had led to the proposed revised fees. In addition to this, it was a legal requirement for local authorities to carry out inspections on animal licensing premises; previously this had been undertaken by the Environmental

Health team under grandfather rights – those rights had now expired so there was a need to ensure the Council had a sufficient number of trained staff within the service area (either Licensing or Environmental Health) in order to carry out the function.

- 25.3 A Member questioned how many dog breeding establishments there were in the Borough. In response, the Interim Environmental Health Manager indicated that there were five or six registered establishments but it was an unfortunate consequence of the COVID-19 pandemic that theft of dogs and disreputable breeding of dogs was increasing and there were a number of complaints that Officers were currently dealing with in that regard. In terms of shortages of Officers to cover the Licensing team and enforcement, the Interim Environmental Health Manager explained that there was not currently a post in the establishment for licensing enforcement and this was being considered as part of the licensing service review. In the short term, she was arranging for three members of the Environmental Health team to undertake the training on animal licensing so they could carry out the inspections. The service review needed to consider all essential parts of the licensing service – it should be impacted by the introduction of online applications which would change the workload of the service significantly so there were some areas that would be left until later in the review to ensure the impacts could be properly taken into account - however, enforcement was something that would need to be considered early in the review. The government had flagged up regulatory responsibilities and priorities for the next 12 months and licensing featured in that so it was essential the Council had sufficient enforcement staff to look at all aspects, particularly as things reopened after the pandemic. In terms of animal licensing enforcement, the Regulations specified the enforcement levels – normally the Council would give a warning and then take action. To date, Tewkesbury Borough Council had not taken any action but it worked closely with the RSPCA and Police to investigate allegations of poor welfare of animals and it was then the RSPCA that normally took any action required. In terms of dog breeding, this was defined in the Act as either having up to three litters within a 12-month period or someone operating breeding as a business for profit.
- 25.4 A Member questioned whether kennels and catteries that had been inspected would have something on their website to say they were licensed by Tewkesbury Borough Council. In response, the Interim Environmental Health Manager advised that this would not necessarily be the case. The Council did not currently display a register on the website – although people could ask to see it – but once all privacy notices were up to date the register of animal licences would be made available on the Council's website. In terms of the fee increases, the Committee was advised that consultation would be undertaken but, as the Council was required to have fees based on how long it took to carry out the functions, there would not be much that could be said about the level of fees.
- 25.5 Upon being proposed and seconded, it was
- RESOLVED** That the revised fees and charges for animal licensing under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, as set out in Appendix 1 to the report, be **APPROVED**.

## **LIC.26 THE MOBILE HOMES AND CARAVAN SITES LICENSING POLICY**

- 26.1 The report of the Interim Environmental Health Manager, circulated at Pages No. 15-57, asked the Committee to approve the draft revised Mobile Homes and Caravan Sites Licensing Policy 2021-2024 for public consultation.
- 26.2 The Interim Environmental Health Manager explained that the policy had been considered by the Licensing Committee in 2018 but at that point there was a discussion nationally about whether the Regulations would change, so consultation

on the Policy at that time had been deferred. There had since been no changes to the Regulations so it was felt the policy, which had been refreshed, should go out to consultation. The Council currently registered around 61 premises with residential use; the majority of which were single caravan sites but it also had some fairly large sites - the regulations aimed to improve residents rights; give local authorities more enforcement powers to tackle rogue site owners; and to protect residents from fees by site owners when they wanted to sell their home.

- 26.3 A Member expressed concern about the ability to be open, transparent and accountable if the consultation period was only 12 weeks given the fact that the COVID-19 pandemic may make it more difficult for people to engage. He also questioned whether the Mobile Homes and Caravan Sites Licensing Policy would impact on the National Planning Policy Framework, the ongoing Tewkesbury Borough Plan or the review of the Joint Core Strategy and the Interim Environmental Health Manager advised that she did not think it would but she would confirm.
- 26.4 There was concern raised about the current lack of resources in the team - and the work not currently being undertaken - combined with the further resources which were obviously needed. The Interim Environmental Health Manager confirmed that there was not much spare capacity within the Environmental Health team and none in the Licensing team. She undertook to bring a report to the next meeting of the Licensing Committee on resource implications
- 26.5 Referring to the fire notices for sites, a Member questioned whether it was necessary to include information on them about where the nearest telephone was situated given that most people had mobile phones and there were not many public telephone boxes left. In response, the Interim Environmental Health Manager advised that all conditions attached to the caravan site licences were set down in the standards produced in 2008 and there was nothing more up to date at the moment. In each instance the conditions set were specific to the site and when the site licence was issued it applied from the date it was approved until the site changed hands. This meant the current conditions were probably out of date but when new conditions were set for a site the individual circumstances would be taken into account so the fire notices could be considered then. In terms of traveller sites, the Interim Environmental Health Manager advised that if the site was a County Council approved site then it was not covered by the policy but if it was a private site it would. This also included private travelling showpeople sites.
- 26.6 It was proposed and seconded that the consultation period be extended by not commencing until 1 April 2021 rather than 1 March 2021, upon being put to the vote, it was

**RESOLVED** That the draft revised Mobile Homes and Caravan Sites Licensing Policy 2021-24, as attached to the report at Appendix 1, be **APPROVED** for public consultation for a period of 12 weeks commencing on 1 April 2021.

## **LIC.27 TAXI AND PRIVATE HIRE AND COUNTYWIDE CONVICTIONS POLICY**

- 27.1 The report of the Interim Environmental Health Manager, circulated at Pages No. 58-80, advised the Committee of proposals to consult on changes to the Taxi and Private Hire Policy and Countywide Convictions Policy. Members were asked to agree the policies for consultation for a period of 12 weeks commencing on 13 April 2021.
- 27.2 The Committee was advised that, following the publication of the Department for Transport's Statutory Taxi and Private Hire Vehicle Standards in July 2020, the licensing authorities for Gloucestershire were proposing the adoption of common standards for the licensing of hackney carriage and private hire drivers, vehicle

proprietors and operators. The purpose of the common standards would be to set a common basic licensing standard for all licence holders and new applicants to promote best practice, maintain high safeguarding standards and to reduce the burden on licence holders and businesses. The County group had been reviewing the standards and the document attached to the report was the latest draft – it was noted that it may need slight amendment which would be agreed with the Chair and Vice-Chair of the Committee prior to consultation. The Council’s Taxi and Private Hire Policy had initially been reviewed and sent out for consultation in August 2019, however, the outcome of the consultation was never brought back to the Committee for approval. As the principles on common standards underpinned the local policy it was felt pertinent to review the policy and consult on it again.

27.3 The Interim Environmental Health Manager explained that the main impact of the common standards was to assess whether a driver was a fit and proper person to hold a licence and also to ensure there was a common position across the county on convictions. A database was being set up which Tewkesbury Borough Council would be part of to ensure sufficient checking was done to safeguard the public. A Member noted that the common standards would be agreed across Gloucestershire but queried whether any cooperative work was being done to include Worcestershire given it shared a border with Tewkesbury Borough. In response, the Interim Environmental Health Manager indicated that she had not personally been involved in any such discussions, however, the common standards were required by law so there was unlikely to be very much variation from county to county. Another Member questioned whether the Gloucestershire group would accept the addition of a common standard that drivers should have a good knowledge of the roads within their areas. In response, the Interim Environmental Health Manager undertook to ask the group.

27.4 Upon being proposed and seconded, it was

- RESOLVED**
1. That the Borough’s Taxi and Private Hire Policy and Countywide Convictions Policy be consulted upon for a period of 12 weeks commencing on 13 April 2021, as set out in Paragraph 2.5 of the report.
  2. That authority be delegated to the Interim Environmental Health Manager, in consultation with the Chair and Vice-Chair of the Committee, to make any further amendments prior to the commencement of the consultation period.

The meeting closed at 3:15 pm

# TEWKESBURY BOROUGH COUNCIL

**Minutes of a Meeting of the Licensing Committee held remotely on  
Tuesday, 4 May 2021 commencing at 6:45 pm**

## **Present:**

Chair  
Vice Chair

Councillor G J Bocking  
Councillor E J MacTiernan

## **and Councillors:**

G F Blackwell, P A Godwin, D W Gray, J W Murphy, P W Ockelton, C Reid, J K Smith,  
R J G Smith, C Softley, M G Sztymiak and M J Williams

### **LIC.1 ELECTION OF CHAIR**

1.1 The Mayor opened the meeting by seeking nominations for the Chairmanship of the Committee.

1.2 It was proposed and seconded that Councillor G J Bocking be nominated as Chair of the Committee. Upon being put to the vote it was

**RESOLVED** That Councillor G J Bocking be elected as Chair of the Licensing Committee for the ensuing Municipal Year.

### **LIC.2 APPOINTMENT OF VICE-CHAIR**

2.1 Councillor G J Bocking took the chair and invited nominations for Vice-Chair of the Committee.

2.2 It was proposed and seconded that Councillor E J MacTiernan be nominated as Vice-Chair of the Committee. Upon being put to the vote it was

**RESOLVED** That Councillor E J MacTiernan be appointed as Vice-Chair of the Licensing Committee for the ensuing Municipal Year.

The meeting closed at 6:50 pm

## TEWKESBURY BOROUGH COUNCIL

<b>Report to:</b>	Licensing Committee
<b>Date of Meeting:</b>	15 July 2021
<b>Subject:</b>	General Update on the Licensing Function and Progress on the Service Review
<b>Report of:</b>	Interim Environmental Health Manager
<b>Corporate Lead:</b>	Head of Community Services
<b>Lead Member:</b>	Lead Member for Clean and Green Environment
<b>Number of Appendices:</b>	None

**Executive Summary:**

This report updates the Committee on the progress of the service review to deliver an effective and responsive licensing service, both as part of the recovery from the impacts of the COVID-19 pandemic and over a longer term.

The Interim Environmental Health Manager has a broad remit which includes the day-to-day management of the Environmental Health, Licensing and Community Safety Teams as well as their response to the COVID-19 pandemic which has increased workload considerably. It has become obvious that the Interim Environmental Health Manager does not have the capacity to carry out a full review of the licensing service on top of their day-to-day responsibilities.

There are capacity issues within the team which needs to be resourced so that it is delivering an effective service. The processes that the Licensing Team work with also need to be reviewed as they are historic and mainly paper-based which is inefficient.

This report sets out the way forward for dealing with these issues to ensure that the team is effective and efficient for the longer term. A number of options will be considered.

**Recommendation:**

**To CONSIDER the general update on the licensing function and progress on the service review.**

**Reasons for Recommendation:**

COVID-19 has had an impact on service delivery and the service requires review to improve efficiency and delivery.

**Resource Implications:**

The Council has received £425,000 of tranche 5 COVID-19 funding from central government. A proportion of this funding will be allocated to the licensing review and support.

**Legal Implications:**

None directly arising from this report

**Risk Management Implications:**

There is a risk that online applications are delayed.

There is a risk that the impacts of COVID-19 will mean that the service is unable to deliver and meet targets.

**Performance Management Follow-up:**

The outcomes of the service review will be reported to the Licensing Committee.

**Environmental Implications:**

Online applications will have a direct impact on environmental considerations by reducing the use of paper

**1.0 INTRODUCTION/BACKGROUND**

- 1.1 This report considers the progress of the service review to deliver an effective and efficient licensing service, both as part of the recovery from the impacts of the COVID-19 pandemic and over the longer term.
- 1.2 The Interim Environmental Health Manager has started a review of the licensing service but does not have the capacity to undertake an effective thorough review on top of their day-to-day duties.
- 1.3 The licensing processes are heavily paper-based; this is inefficient and needs to modernise to enable the team to undertake the full range of tasks necessary for an effective licensing service, including inspections and enforcement.
- 1.4 Historically, when the Licensing Team go through very busy periods, Officers from the Environmental Health Team would support the service. The global pandemic has not only seen additional responsibilities placed onto the Environmental Health Team but also a significant increase in the team's normal day-to-day business meaning it is less able to support the Licensing Team.

**2.0 ISSUES**

- 2.1 The licensing service has continued to be seriously impacted due to COVID-19 with long term sickness which continues to affect one Officer. Therefore, some additional resource has been brought in to support the team in its day-to-day work and ensure that some of the backlog that built up due to the various lockdowns is caught up with; however, the workload of the team remains high.
- 2.2 Of the two replacement contract Officers who commenced in January 2021, one has now left the Council but is in the process of being replaced. The team has progressed the backlog of taxi applications and those areas currently with an outstanding backlog are animal licensing and caravan site licensing which need to be progressed as a priority.
- 2.3 Since the easing of lockdown, the number of applications for Temporary Event Notices (TENs) has increased significantly and, with the good summer we are having, this is not likely to subside. We are also seeing a high number of larger events planned which each need to be considered by the Safety Advisory Group (SAG) which requires input from the Licensing Team.

- 2.4** The service has had limited capacity to carry out enforcement or proactive inspections of premises. This has a direct impact on the government road map for recovery and potential implications post 19 July 2021 when it is anticipated that COVID-19 restrictions will cease. If this happens, we will need to use existing legislation to control the potential ongoing impacts of COVID-19. This is likely to need, or lead to, potential reviews of licenses as well as action by Environmental Health under the Health and Safety at Work Act.
- 2.5** As these things are as a direct result of the lockdown and subsequent easing of restrictions, a funding application has been made to the Covid Outbreak Management Fund held by the County Council. This funding is for two additional Officers for remainder of 2021/22 to work within the team to support the licensing work. We have received verbal agreement from the Director of Public Health and we are awaiting formal confirmation of this.
- 2.6** The Head of Community Services has discussed the situation with the Corporate Leadership Team and highlighted the day-to-day workload and the need for some additional support to carry out the licensing review. An allocation from the unallocated fifth tranche of COVID-19 funding from central government will be allocated to this.

### **3.0 GENERAL UPDATE**

#### **3.1 Applications**

- 3.1.1** Online applications have been prioritised by the Business Transformation Team and work on these is due to commence shortly. The Team has commenced reviewing the procedures for all applications in order to facilitate this.
- 3.1.2** Applications for new private hire drivers are being dealt with by appointment within the Council Offices.

#### **3.2 Policy Consultation**

- 3.2.1** Consultation has commenced on the Taxi and Private Hire and Countywide Convictions Policy (Common Standards Policy) and is due to end on 6 July 2021.
- 3.2.2** There has been a delay in consultation on the Mobile Homes and Caravan Sites Licensing Policy as it was identified that new regulations have now been put in place relating to the assessment of the site owner as a fit and proper person. These requirements are being incorporated and consultation will commence in July 2021.

#### **3.3 Public Health as a Licensing Objective**

- 3.3.1** Public Health is not included under the Licensing Act 2003 priorities which are:
- The Prevention of Crime and Disorder
  - Public Safety
  - The Prevention of Public Nuisance
  - The Protection of Children from Harm
- 3.3.2** This can create an issue when dealing with infectious diseases such as COVID-19 within licensed premises which are deemed to be a cause of transmission of the disease; however, The Police Reform and Social Responsibility Act 2011 made provision for the inclusion of health bodies as responsible authorities which means they can ask for a review of a licence and also form part of the Safety Advisory Group Process to advise on large events.

**3.3.3** Formal inclusion of Public Health as a fifth priority has been considered by government but it has chosen not to incorporate public health as a licensing objective.

#### **4.0 OTHER OPTIONS CONSIDERED**

**4.1** None

#### **5.0 CONSULTATION**

**5.1** Contained within the body of the report.

#### **6.0 RELEVANT COUNCIL POLICIES/STRATEGIES**

**6.1** The Council's Corporate Plan  
The Council's Statement of Licensing Policy

#### **7.0 RELEVANT GOVERNMENT POLICIES**

**7.1** Government COVID-19 Road Map and related guidance.

#### **8.0 RESOURCE IMPLICATIONS (Human/Property)**

**8.1** Additional temporary resources for licensing enforcement are being sought from the Control Outbreak Management Fund.

Resource implications will be considered as part of the licensing review.

#### **9.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)**

**9.1** None

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

**10.1** Will form part of the licensing review.

#### **11..0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS**

**11.1** None

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**Background Papers:** None

**Contact Officer:** Interim Environmental Health Manager  
01684 272155 [Kath.Stent@tewkesbury.gov.uk](mailto:Kath.Stent@tewkesbury.gov.uk)

**Appendices:** None

## TEWKESBURY BOROUGH COUNCIL

<b>Report to:</b>	Licensing Committee
<b>Date of Meeting:</b>	15 July 2021
<b>Subject:</b>	Review of Consultation Period for Street Trading Licences
<b>Report of:</b>	Interim Environmental Health Manager
<b>Corporate Lead:</b>	Head of Community Services
<b>Lead Member:</b>	Lead Member for Clean and Green Environment
<b>Number of Appendices:</b>	None

**Executive Summary:**

At the meeting of the Licensing Committee on 18 February 2021, the Committee agreed to extend the reduction of the consultation period for street trading licences. The Committee agreed to review this at each of its meetings.

This report sets out the reasoning for continuing with the reduction in the consultation period in line with the Government road map until the 19 July 2021 and allows for the Head of Community Services, in consultation with the Chair and Vice-Chair of this Committee, to amend further if the timescales set out in the Government road map changes further.

**Recommendation:**

- 1. To APPROVE a further extension of the reduced time period for consultations on street trading licences until 19 July in line with the current government road map for the lifting of COVID-19 restrictions.**
- 2. To DELEGATE AUTHORITY to the Head of Community Services, in consultation with the Chair and Vice-Chair of the Licensing Committee, to make any further amendments to the consultation time period which may be necessary beyond 19 July 2021 should the government road map for the lifting of COVID-19 restrictions change.**

**Reasons for Recommendation:**

To enable small business to start-up with minimal delay whilst the government's COVID-19 restrictions are still in place.

**Resource Implications:**

None arising from this report

**Legal Implications:**

None arising from this report

<p><b>Risk Management Implications:</b></p> <p>None arising from this report</p>
<p><b>Performance Management Follow-up:</b></p> <p>None required</p>
<p><b>Environmental Implications:</b></p> <p>None</p>

## **1.0 INTRODUCTION/BACKGROUND**

**1.1** At the start of the COVID-19 pandemic, there was a need to facilitate small business start-up via street trading licensing in order to enable them to commence working without delay. With the agreement of the Chair and Vice-Chair of the Licensing Committee, the consultation period for street trading applications was reduced from 28 days to five working days in order to facilitate this. At its meeting on 19 November 2020, the Licensing Committee subsequently agreed this should be extended until 31 March 2021 and, at the Licensing Committee meeting on 18 February 2021, it was agreed that should be further in line with the government road map for the easing of COVID-19 restrictions and reviewed at each Licensing Committee.

## **2.0 CURRENT POSITION**

**2.1** Whilst applications for street trading licences have reduced, there are still certain COVID-19 restrictions in place following the government's decision to delay the easing of restrictions. It is therefore recommended that the dispensation in respect of the consultation period for street trading applications remain in place until 19 July 2021 in line with the current government road map.

**2.2** As Members will be aware, circumstances in respect of the COVID-19 pandemic can change rapidly and, in order to ensure that Officers are able to react accordingly, it is recommended that authority be delegated to the Head of Community Services, in consultation with the Chair and Vice-Chair of the Licensing Committee, to make any further amendments to the consultation time period which may be necessary beyond 19 July 2021 should the government road map for the lifting of COVID-19 restrictions change.

## **3.0 OTHER OPTIONS CONSIDERED**

**3.1** None

## **4.0 CONSULTATION**

**4.1** None

## **5.0 RELEVANT COUNCIL POLICIES/STRATEGIES**

**5.1** The Council's Corporate Plan

## **6.0 RELEVANT GOVERNMENT POLICIES**

**6.1** None

**7.0 RESOURCE IMPLICATIONS (Human/Property)**

7.1 None

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

8.1 None

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

9.1 None

**10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS**

10.1 None

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**Background Papers:** Licensing Update Report - Licensing Committee 18 February 2021.

**Contact Officer:** Environmental Health Manager

**Appendices:** None