

# TEWKESBURY BOROUGH COUNCIL

<b>Report to:</b>	Licensing Committee
<b>Date of Meeting:</b>	13 February 2020
<b>Subject:</b>	Licensing Audit Action Plan
<b>Report of:</b>	Head of Community Services
<b>Corporate Lead:</b>	Deputy Chief Executive
<b>Lead Member:</b>	Lead Member for Clean and Green Environment
<b>Number of Appendices:</b>	1

## **Executive Summary:**

There are two ongoing items on the Licensing Audit Action Plan, those being:

- a review of the fees [for licensing under The Animal Welfare Regulations 2018] to ensure full cost of the service including home visits; and
- a programme of inspections for licensed premises [under the Licensing Act 2003 – alcohol, regulated entertainment and late night refreshment] will be carried out in the 2018 calendar year. Based on the inspections, a risk assessment will then be performed and entered into the Uniform system.

## **Recommendation:**

**To CONSIDER the progress made against the two outstanding actions within the Licensing Audit Action Plan arising from the licensing audit.**

## **Reasons for Recommendation:**

To keep Members apprised of progress relating to two outstanding items on the Licensing Audit Action Plan.

## **Resource Implications:**

There are no significant resource implications arising from this report.

## **Legal Implications:**

None

## **Risk Management Implications:**

None

**Performance Management Follow-up:**

Officers will continue to progress the two outstanding items to completion.

**Environmental Implications:**

None

**1.0 INTRODUCTION/BACKGROUND**

- 1.1** There are two ongoing items on the Licensing Audit Action Plan, those being
- A review of the fees [for licensing under The Animal Welfare Regulations 2018] to ensure full cost of the service including home visits; and
  - A programme of inspections for licensed premises [under the Licensing Act 2003 – alcohol, regulated entertainment and late night refreshment] will be carried out in the 2018 calendar year. Based on the inspections, a risk assessment will then be performed and entered into the uniform system.

**2.0 UPDATE ON OUTSTANDING ITEMS ON THE LICENSING AUDIT ACTION PLAN**

- 2.1** Due to ongoing personnel changes, these two items have not yet been completed; however a Business Transformation Team is currently being recruited by the Council whose initial priority will be the streamlining of the Licensing service and the adoption of new technological solutions for the service, thus releasing officer time to be able to carry out other activities such as inspections, compliance, enforcement and reviewing fee structures.

**2.2 Animal Licensing Fees**

- 2.2.1** Work is underway to determine the cost of providing the animal licensing service under new Regulations introduced at the end of 2018. Officers are recording the time expended on this activity and, once sufficient data has been gathered in relation to the cost of providing the service, the existing fees will be revised accordingly to ensure that the Council is recovering its costs. This work is expected to be completed by October 2020.

**2.3 Risk Rating of Licensed Premises under the Licensing Act 2003**

- 2.3.1** A template has been developed for determining the risk posed by licensed premises to the four licensing objectives (the prevention of crime and disorder, the prevention of public nuisance, the protection of children from harm, and public safety) based on the activities provided by the premises and the opening hours, among other factors. A desktop exercise will be undertaken whereby all of Tewkesbury's licensed premises will be given a rating, and officers will then commence inspections – with other Council officers, Police or other partners as appropriate – based on the risk score given to each premises. The frequency of inspections has yet to be determined. It is anticipated that this programme will be in place by October 2020.
- 2.3.2** A copy of the draft template for assessing the risk to the Licensing Objectives is attached at **Appendix A**.

**3.0 OTHER OPTIONS CONSIDERED**

- 3.1** None

#### **4.0 CONSULTATION**

4.1 None

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

5.1 Licensing Act 2003 - Statement of Licensing Policy

#### **6.0 RELEVANT GOVERNMENT POLICIES**

6.1 The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

The Licensing Act 2003

#### **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

---

**Background Papers:** The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

The Licensing Act 2003

Tewkesbury Borough Council Licensing Act 2003 Statement of Licensing Policy

**Contact Officer:** Senior Licensing Officer  
[phil.cooper@tewkesbury.gov.uk](mailto:phil.cooper@tewkesbury.gov.uk) 01684 272271

**Appendices:** Appendix A – Premises licences: draft template for assessing the risk to the Licensing Objectives.