

LICENSING AND SAFETY COMMITTEE

20 JULY 2011

LICENSING UPDATE

Report from: Deborah Upton, Assistant Director (Housing and Corporate Services)

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Summary

The purpose of this report is to update the Licensing and Safety Committee on work currently being carried out and future proposals for Member training and the new licensing system

1. Budget and Policy Framework

1.1 Most licensing functions are matters for consideration by the Licensing and Safety Committee.

2. Background

The purpose of this report is to provide Members with an update on the work currently being carried out by the team

2.1 Training

Following the local elections in May training was provided in connection with Hearing Panels for determining applications under the Licensing Act. Further training for members is proposed on determination of applications for Sexual Entertainment Venues and Taxi Licensing. Handouts will also be circulated in respect of personal licence holders and Temporary Event Notices (TEN's).

2.2 Licensing Update

Quality Standards – The team continues to be accredited with the ISO 9001:2008 standard following the annual inspection that took place in June. This standard, which is internationally recognised, provides a framework for effectively managing our business and meeting our customers' requirements.

- 2.3 Licensing Enforcement – covered by separate item.
- 2.4 Licensing Administration – Processing a variety of applications that include licensed premises – new and variations, temporary event notices, personal licence, hackney carriage and private hire driver and vehicle and charity collections.
- 2.5 In respect of the taxi trade work is ongoing on drafting a convictions policy, the purpose of which is to provide guidance to ensure that Licensing has a fair, just and transparent approach when determining new and renewal applications for hackney carriage and private hire driver licences and provides clear guidance to applicants.
- 2.6 The policy will address convictions for offences involving violence, possession of a weapon, sex and indecency, dishonesty (including theft), drugs, driving offences involving the loss of life, drink driving/driving under the influence of drugs, minor traffic offences, outstanding charges or summonses, non conviction information, cautions, offences under the taxi legislation, insurance offences. The policy will also cover documentation required from applicants who have spent 6 continuous months or more overseas.
- 2.7 This will be presented to the Committee at a future date for consideration and adoption.

2.8 New Licensing System

The licensing team have procured a new system from Acolaid and are currently carrying out the cleansing of existing data prior to the data mapping exercise. The target is to have the system up and running by the end of the year and to have the public access by the end of March 2012. The new IT system will enable the team to produce more robust and consistent information and will give responsible authorities and members of the public easier access to information concerning licensing applications.

3. Risk Management

- 3.1 There are no risks to report at this time.

4. Financial and legal implications

- 4.1 There are no direct financial or legal implications at this time.

5. Recommendations

- 5.1 That the Committee notes the proposed training, update and progress made by the licensing team.

Lead officer contact

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Background Papers: None