

MAIDSTONE BOROUGH COUNCIL

LICENSING ACT 2003 COMMITTEE

23 JUNE 2011

REPORT OF HEAD OF DEMOCRATIC SERVICES

Report prepared by Anthony Garnett

1. LICENSING PARTNERSHIP ANNUAL REPORT

1.1 Issue for Decision

1.1.1 To receive the Annual Report of the Licensing Partnership.

1.2 Recommendation of Head of Democratic Services

1.2.1 That the Annual Report of the Licensing Partnership be noted.

1.3 Reasons for Recommendation

1.3.1 The licensing team processes and grants licences and notices for the Licensing Act 2003, the Gambling Act 2005 (including Small Society Registrations), Taxis, Charity Collections and Sexual Entertainment Venues. Maidstone Borough Council's licensing team is responsible for administering some 3,400 licences, with revenue for Licensing in year 2010 – 2011 of £314,427 compared with a budget of £288,330.

1.3.2 Sevenoaks District Council and Tunbridge Wells Borough Council formed a Licensing Partnership in 2006, where one manager looked after two separate teams. From 1st January 2010 Sevenoaks District Council, Tunbridge Wells and Maidstone Borough Councils formed an expanded Licensing Partnership to manage the statutory licensing functions. The Licensing Partnership has a central administration based at Sevenoaks, with Licensing Officers located at each authority, together with administrative support to deal with customers visiting the Gateways at Tunbridge Wells and Maidstone and the reception at Sevenoaks.

1.3.3 The Licensing Partnership is responsible for administering some 8,933 licences, with revenue for Licensing in year 2010 – 2011 of £737,736 compared with a budget of £634,980.

1.3.4 This partnership working arrangement represents an innovative approach to shared service delivery of a licensing service for three councils. The Licensing Partnership initiative is being monitored by the Local Better Regulation Office (LBRO), Institute of Licensing and is attracting interest from other licensing authorities around the country.

1.3.5 The centralisation of a back office challenges the way each council currently works by establishing a central licensing administration team based at Sevenoaks, which offers a flexible, multi-skilled resource (with high levels of knowledge and experience), embracing unified working practices exhibiting best working practice, whilst maintaining a high service delivery with excellent customer service.

1.3.6 The partnership is responsible for the administration of the service with residents / licensing applicants in the three council areas applying to the Licensing Partnership for a licence/permit. All policy is the responsibility of each authority which in Maidstone resides in the Licensing Committees. Licensing hearings are also dealt with locally by the Licensing Committee or Licensing 2003 Sub-committee.

1.4 Alternative Action and why not Recommended

1.4.1 The report is for information only.

1.5 Impact on Corporate Objectives

1.5.1 None.

1.6 Risk Management

1.6.1 All Licensing Enforcement Officers risk assess all licensed premises prior to entering to undertake enforcement duties.

1.7 Other Implications

1.7.1

1. Financial
2. Staffing
3. Legal
4. Equality Impact Needs Assessment
5. Environmental/Sustainable Development
6. Community Safety

X

- 7. Human Rights Act
- 8. Procurement
- 9. Asset Management

1.7.2 The financial details are described in the body of the report.

1.8 Relevant Documents

1.8.1 Appendices

1.8.2 Appendix A - Licensing Partnership Annual Report.

1.8.3 Background Documents

1.8.4 None.

<u>IS THIS A KEY DECISION REPORT?</u>			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, when did it first appear in the Forward Plan?			
.....			
This is a Key Decision because:			
.....			
Wards/Parishes affected:			
.....			