

## **Update on the changes to the Licensing Service: March 2014**

Post the Voluntary Redundancy programme the Licensing Team consists of a Public Protection Team Leader and 7 Licensing Officers, although these are not all full time equivalents. Two Licensing Officers will be leaving the team in March and a recruitment process will take place, this will leave the team considerably under resourced for a period of time.

To give the Committee a flavour of the work of the Licensing Team, detailed in the table below are the Licensing transactions from 1 January – 1 March 2014.

Temporary Events Notices	217
Late Temporary Events Notices	23
Licensing Applications ( New /variation/minor variation/Variation of DPS)	222
Personal Licences	47
<b>Total</b>	<b>509</b>

**Licensing and Gambling Acts** – this is seen as a core competency for the Public Protection licensing service which has developed an expertise and knowledge base around this often complex legislation. There is a robust system in place that currently works well. Therefore the team continues to develop this expertise and become in effect a ‘centre of excellence’ for Licensing and Gambling Act functions. The team will operate alongside and integrate with community safety and partnership colleagues to provide a comprehensive response to community issues and outcomes.

**Sex Establishment Licensing** – retained by Licensing Team – there are currently three sex shops licensed in the county.

**Animal Licensing** – this function is being absorbed into existing work delivered by the Animal Welfare Team within Public Protection Services. Most of this has already happened. *(Except Zoo licensing which has been retained by Licensing Team due to their knowledge and expertise on the subject)*

**Hackney Carriages and Private Hire Vehicles** – this function has transferred to Neighbourhood Services as a number of synergies were identified. The handover has taken longer than anticipated due to a number of factors; full handover took place on 1 March 2014. An experienced member of the Licensing Team has been employed as a Taxi Compliance Officer, from 10 March 2014 to aid ongoing progression of the taxi service within Fleet service.

**Street Trading and Street Collections** – has successfully transferred to Neighbourhood Team.

**Scrap metal dealers and the introduction of the new Scrap Metal Dealers Act 2013** – has successfully transferred to Environmental Services.

**Miscellaneous licensing and registration** e.g. skin piercers, tattooists. These services have been absorbed into the existing portfolio of the Public Protection Health and Safety team.

### **Licensing Activity**

The last six months has been busy for the licensing service and Councillors, with a number of licensing hearings taking place. The service has been in transition since VR, we are close to reaching a period of stability, and looking to progress in a positive way by working closely colleagues and partner agencies to continue the improvements in service delivery.

Work is under way to stream line the administrative processes and update the website to improve the customer access.

**Festivals / Events** – a large number of events requiring a significant input from the licensing team.

**Pub watches** – 11 pub watch schemes.

**Community Engagement Meetings** - supporting a number of schemes.

**Enforcement** – carried out on a risk assessed basis, proactive work in conjunction with partner agencies.

### **Contact Details:**

Linda Holland: Public Protection Team Leader – Licensing 01249 706410 ext 21410

Carla Adkins: Public Protection Officer Licensing, (On Maternity Leave)

Hannah Hould: Public Protection Officer Licensing (Temporary Maternity cover)

Teresa Bray: Public Protection Officer Licensing, 01249 706413 ext 21413

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Ian Garrod: Public Protection Officer Licensing, 01722 432484 ext 52484

*Jo Lloyd: Public Protection Officer Licensing (Leaving 19<sup>th</sup> March 2014)*

*Jo Hulbert: Public Protection Officer Licensing (Moved to Fleet 10<sup>th</sup> March 2014)*

Linda Holland  
Public Protection Team Leader  
3 March 2014