



# Public Document Pack

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Committee Manager Andrew Bishop (Ext. 37984)

1 December 2022

## LICENSING COMMITTEE

A meeting of the Licensing Committee will be held in the **Council Chamber at the Arun Civic Centre Maltravers Road Littlehampton on Friday 9 December 2022 at 9.30 am** and you are requested to attend.

Members: Councillors Roberts (Chair), Cooper (Vice-Chair), Blanchard-Cooper, Clayden, Daniells, Gregory, Hamilton, Kelly, Northeast, Oliver-Redgate and Worne

**PLEASE NOTE:** Where public meetings are being held at the Arun Civic Centre, to best manage safe space available, members of the public are encouraged to watch the meeting online via the [Committee's webpage](#).

1. Where a member of the public wishes to attend the meeting or has registered a request to take part in Public Question Time, they will be invited to submit the question in advance of the meeting to be read out by an Officer, but of course can attend the meeting in person.
2. We request members of the public do not attend any face to face meeting if they have Covid-19 symptoms.

Any members of the public wishing to address the Committee meeting during Public Question Time, will need to email [Committees@arun.gov.uk](mailto:Committees@arun.gov.uk) by 5.15 pm on **Thursday 1 December 2022** in line with current Committee Meeting Procedure Rules.

It will be at the Chief Executive's/Chair's discretion if any questions received after this deadline are considered.

For further information on the items to be discussed, please contact [Committees@arun.gov.uk](mailto:Committees@arun.gov.uk).

## AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial
- c) the nature of the interest

3. MINUTES

(Pages 1 - 6)

To approve as a correct record the Minutes of the meeting held on 9 September 2022 and to note the Minutes from the meeting of the Licensing Sub-Committee held on 28 November 2022.

4. ITEMS NOT ON THE AGENDA WHICH THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES

5. PUBLIC QUESTION TIME

To receive questions from the public (for a period of up to 15 minutes).

6. LICENSING FEES AND CHARGES

(Pages 7 - 16)

This report seeks approval from Members for the specified proposed fees and charges to come into effect from 1 April 2023.

7. KEY PERFORMANCE INDICATORS 2022-2026 - QUARTER 2 PERFORMANCE REPORT FOR THE PERIOD 1 APRIL 2022 TO 30 SEPTEMBER 2022

(Pages 17 - 22)

This report updates the Committee on the Q2 Performance Outturn for the Key Performance Indicators (KPIs) which make up the Corporate Plan, for the period 1 April 2022 to 30 September 2022.

8. WORK PROGRAMME

(Pages 23 - 24)

The Committee is requested to note its Work Programme for the remainder of 2022/23.

Note: If Members have any detailed questions, they are reminded that they need to inform the Chair and relevant Director in advance of the meeting.

Note: Filming, Photography and Recording at Council Meetings – The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link - [PART 8 - CP - Section 5 Filming Photographic Protocol](#)

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# Agenda Item 3

Subject to approval at the next Licensing Committee meeting

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## LICENSING COMMITTEE

9 September 2022 at 9.30 am

Present: Councillors Cooper (Acting Chair), Blanchard-Cooper, Clayden, Hamilton, Kelly, Oliver-Redgate and Worne

Councillor Mrs Cooper was also in attendance for all or part of the meeting.

Apologies: Councillors Roberts and Gregory

### 245. INTRODUCTION

The Vice-Chair opened the meeting and explained that the Chair had given his apologies for the meeting, and so in line with the Constitution at Part 5 Section 2 6.2 he would be Acting Chair for this meeting.

Before beginning the formal business of the meeting, the Acting Chair led a two minute silence following the sad news of Her Majesty Queen Elizabeth II's death.

### 246. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

### 247. MINUTES

The Minutes of the previous meeting held on 17 June 2022 were approved by the Committee and signed by the Chair. The Minutes of the Licensing Sub-Committee held on 15 August were noted by the Committee.

### 248. ITEMS NOT ON THE AGENDA WHICH THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES

The Chair confirmed that there were no urgent items.

### 249. PUBLIC QUESTION TIME

The Chair confirmed that there had been no questions from the public submitted for this meeting.

### 250. KEY PERFORMANCE INDICATORS 2022-2025 - QUARTER 1 PERFORMANCE REPORT FOR THE LICENSING COMMITTEE FOR THE PERIOD 1 APRIL TO 30 JUNE 2022

The Chair confirmed that the report was an information paper with no recommendations for the Committee to consider and was taken as read by Members. The Committee noted the report.

Licensing Committee - 9.09.22

## 251. TAXI POLICY REVISION

Upon the invitation of the Chair, the Group Head of Technical Services presented the report which explained that the Hackney Carriage and Private Hire Licensing Policy was last reviewed and approved in 2017 and should be reviewed periodically and at least every five years, over which time several pieces of statutory and non-statutory guidance had been released and new pieces of relevant legislation introduced. It was also explained that, because of the policy revision, a requirement to amend the current Hackney Carriage Byelaws so that they aligned with the policy proposals was needed and therefore the report sought the Committee's approval to publish the draft revised policy for consultation and agree to advertise and consult regarding amending the Hackney Carriage Byelaws. Proposed changes to the policy highlighted in the meeting included:

- wheelchair accessible vehicle requirements
- vehicle livery and requirements to display large stickers on the side of vehicles to better indicate whether they were taxis/private hire
- changes to the emissions policy to encourage the transition to lower emission vehicles, including proposals to discount licences of ultra low emission vehicles for a period of time
- revisions to the convictions policy in order to bring it in line with the Institute of Licensing's conviction guidance to ensure consistency across Local Authorities
- updates to the dress code to ensure a high standard of attire and presentation from drivers
- a proposal to introduce and mandate the use of CCTV in taxis for the prevention and detection of crime
- revisions to the penalty points system
- clarifications around decision making

The Acting Chair thanked the team for the hard work involved in this project. Another Member of the Committee spoke in support of proposals and in particular the green features being proposed and introduced.

The recommendations were then proposed by Councillor Clayden and seconded by Councillor Blanchard-Cooper.

The Committee

RESOLVED – That

1. The draft revised policy be published for public consultation for a period of six weeks beginning 19 September 2022 until 31 October 2022. Comments will be brought back to Committee for consideration;
2. The proposed Byelaws be advertised and consulted upon and brought back to Committee for consideration.

Subject to approval at the next Licensing Committee meeting

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Licensing Committee - 9.09.22

252. WORK PROGRAMME

The Committee noted the Work Programme.

(The meeting concluded at 9.43 am)

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Subject to approval at the next Licensing Sub-Committee meeting

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## LICENSING SUB-COMMITTEE

28 November 2022 at 10.00 am

Present: Councillors Cooper, Gregory and Roberts

Andrew Burrows, Licensing Officer  
Peter Aston, Trading Standards  
Nadia Begdouri, Trading Standards  
Holly Yandell, Public Health  
Barzan Aubin, Licence Holder  
James Brotherton, Licence Holder's Solicitor  
Daniel Shing, Council Lawyer  
Andrew Bishop, Committee Services Officer  
Helen Burt, Committee Services Officer

### 16. ELECTION OF THE CHAIR

Prior to commencement of the meeting it had been agreed that Councillor Roberts would chair the meeting.

### 17. DECLARATIONS OF INTEREST

No declarations of interest were made.

### 18. ITEMS NOT ON THE AGENDA WHICH THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES

The Chair confirmed there were no urgent items.

### 19. EXEMPT INFORMATION

The recommendation to enter into exempt business was proposed by Councillor Roberts and seconded by Councillor Gregory.

The Subcommittee

RESOLVED

That under Section 100a (4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

Licensing Sub-Committee - 28.11.22

20. LICENSING ACT 2003 S51 APPLICATION FOR A REVIEW OF A PREMISES LICENCE - EXEMPT PARAGRAPH 7 OF PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972

Prior to commencement of consideration of this item, the Chair requested that those in attendance introduce themselves. Once this was completed, the Licensing Officer presented the report which outlined the detail of the case for an application from West Sussex Trading Standards Service (with representations from Public Health England and Sussex Police) to review the Premises Licence of Baltic Bognor Ltd (trading as Baltic), 3 Richmond Road, Bognor Regis on the basis that the licensing objectives 1) prevention of crime and disorder and 2) public safety within the Licensing Act 2003 had been undermined.

Following the Council's procedure for Licensing Sub-Committees, detailed representations were heard from the relevant parties in attendance, followed by questions from the Sub-Committee which were responded to at the meeting. The Licence Holder's Solicitor made representations on behalf of the Licence Holder and the Licence Holder also made representations and answered the Sub-Committee's questions. The panel then retired to consider its decision.

On reconvening the meeting, the Chair advised that the Sub-Committee had taken into account all the representations made before them, both written and oral in respect of this matter, and also had due regard to the Statutory Guidance, the Council's own Licensing Policy and licensing objectives. The decision of the Sub-Committee was then delivered to all present.

The Sub-committee

RESOLVED

That the license be revoked.

..... Chair

(The meeting concluded at 12.10 pm)

<b>REPORT TO:</b>	<b>Licensing Committee - 9 December 2022</b>
<b>SUBJECT:</b>	<b>Licensing Fees and Charges</b>
<b>LEAD OFFICER:</b>	<b>Karl Roberts, Director of Growth/Nat Slade, Group Head of Technical Services</b>
<b>LEAD MEMBER:</b>	Councillor Grant Roberts
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
Delivering licensing functions will assist business within the district and contribute to the aim of fulfilling Arun’s economic potential.	
<b>DIRECTORATE POLICY CONTEXT:</b>	
Fees to be levied for services in accordance with the relevant provisions.	
<b>FINANCIAL SUMMARY:</b>	
Where possible, fees are calculated on a cost recovery basis. This does not mean that the service can operate at zero cost as many activities sit outside the scope of what can be charged for. Setting the fees at cost recovery prevents burden on the taxpayer.	

**1.        PURPOSE OF REPORT**

- 1.1.     This report seeks approval from Members for the specified proposed fees and charges to come into effect from 1 April 2023.

**2.        RECOMMENDATIONS**

- 1.2.     The licensing fees set out in appendix 1 are approved to be effective from 1 April 2023.

**2.        EXECUTIVE SUMMARY**

- 2.1.     Several processes undertaken by the licensing function are chargeable. The licensing fees and charges specified in this report are presented for approval on an annual basis. Fees and charges are calculated considering relevant statute and guidance. It is recommended that fees and charges are regularly reviewed to ensure that they are set at the correct level.

**3.        DETAIL**

- 3.1.     Several licensing regimes allow for calculation and setting of fees at a local level. This report provides information to Members regarding how specified fees have been calculated and asks them to set them to agree fees for specified regimes to take effect on 1 April 2023.

- 3.2. The general principle is that the council should seek to recover its costs in relation to the authorisation procedures and formalities of each regime.
- 3.3. Some fees regimes are set on a national basis which the District Council has no power to amend. Some regimes allow for the charge of a reasonable fee to cover costs up to a capped limit set by government. Some statute permits for the setting of local fees to recover costs.
- 3.4. When setting fees locally, calculations can consider any surplus or deficit and adjust proposed fees accordingly. This means that fees may fluctuate year on year based on income and costs associated with each regime. This can be steadied by taking incremental approaches to increases or decreases.
- 3.5. The continued development of software allows the delivery of the service in more efficient ways and helps to temper some of the rising costs to the authority.
- 3.6. The European Union Services Directive – 2006/123/EC was given effect in UK law via the Provision of Services Regulations 2009 (SI2009/2999). The Directive and Regulations contain provisions about the fees which may be charged under relevant licensing regimes within the scope of the Directive. In particular licensing authorities may not set fees which are dissuasive, and any fees must be reasonable and proportionate to the cost of the licensing process and the issuing of a licence. The provisions have been considered with the proposals in this paper. The Group Head for Technical Services has requested full cost recovery for each regime where the costs are set locally and not capped.
- 3.7. In addition to the above a Supreme Court judgement has provided clarification that for regimes that fall within scope of the Directive, application costs must be split so that charges for the application through to determination are charged separately from the costs of ongoing operating and compliance costs of regimes. Where fees fall within scope of the relevant Directive, the costs have been divided into parts.
- 3.8. In response to customer demand, it is proposed to introduce a new street trading consent for single stalls for one off events. This is proposed in the charging structure. This should better support small community events, the number of which have dramatically increased recently within the district.
- 3.9. Fees that are set by central government that are not required to be part of a decision-making process are omitted from this paper.
- 3.10. Stray dog charges are also included with this paper as this work sits within the remit of the service area.

#### **4. OPTIONS / ALTERNATIVES CONSIDERED**

- 4.1. There are not viable alternatives identified. Fees must be approved before they can be levied.

## **5. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER**

6.1 The proposed fees are set on a cost recovery basis as per guidance. I have no comment to make.

## **6. RISK ASSESSMENT CONSIDERATIONS**

6.1. Not applicable

## **7. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER**

8.1 The Council has statutory responsibility for the administration and enforcement of a wide range of licences, registrations and permits. Many of these schemes allow the Council to charge a fee, payable by an applicant for a licence, in order to cover the costs (or a proportion thereof) of the administration of those licence types. In some cases, costs are also permitted to cover other aspects of providing the regulatory scheme.

8.2 The basis in setting such fees is generally to ensure full cost recovery, or as close to it as possible. Numerous legal cases over the years have confirmed that licensing fees may not be used to generate a profit for councils, and that fees should be reviewed annually to ensure that neither a significant surplus nor deficit is created. Surpluses or deficits may be carried forward to future years to be redistributed (within the ring-fenced licensing budget), or recouped, as applicable.

8.3 Many licensing schemes fall within the definition of 'services', under the EU Services Directive, as incorporated by the Provision of Services Regulations 2009. For such schemes, fees and charges must "be reasonable and proportionate to the cost of the procedures and formalities under the scheme and must not exceed the cost of those procedures and formalities". This principle was affirmed by the courts in *R (on the application of Hemming (t/a Simply Pleasure Ltd)) v Westminster City Council*. Fees must reflect administrative, policy and compliance costs, but cannot include the costs of enforcement action against unlicensed operators.

## **8. HUMAN RESOURCES IMPACT**

8.1. Not applicable

## **9. HEALTH & SAFETY IMPACT**

9.1. Not applicable

## **10. PROPERTY & ESTATES IMPACT**

10.1. Not applicable

## **11. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

11.1. Not required

## **12. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

12.1. Not applicable

## **13. CRIME AND DISORDER REDUCTION IMPACT**

13.1. Not applicable

## **14. HUMAN RIGHTS IMPACT**

14.1. No comments

## **15. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

15.1. No comments

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### **CONTACT OFFICER:**

Name: Sarah Meeten

Job Title: Licensing Manager

Contact Number: X37680

### **BACKGROUND DOCUMENTS:**

Proposed fees and charges with current costs

Open for Business: LGA Guidance on Locally Set Licence Fees

[https://www.local.gov.uk/sites/default/files/documents/5%2013%20%20OpenForBusiness\\_02\\_web.pdf](https://www.local.gov.uk/sites/default/files/documents/5%2013%20%20OpenForBusiness_02_web.pdf)

Provision of Services Regulations 2009

[http://www.legislation.gov.uk/uksi/2009/2999/pdfs/uksi\\_20092999\\_en.pdf](http://www.legislation.gov.uk/uksi/2009/2999/pdfs/uksi_20092999_en.pdf)

Proposed licensing fees and charges  
effective 1 April 2023

Licence	Type	Duration of licence	recommended part A	recommended part B	total recommended charge/ or stat fee	Current cost	additional info	Additional Charges Applicable
<b>Dangerous Wild Animals</b>								
	Grant	2 years	214.00	338.00	£338.00	£322.00		Vets
	Renewal	2 years	163.00	124.00	£287.00	£287.00		Vets
<b>Taxis</b>								
Vehicles (inc horse drawn)	New	1 year			£145.00	£130.00	Pay on grant	
	Renewal	1 year			£128.00	£118.00	Pay on grant	
Operator	New	5 years			£593.00	£580.00	Pay on grant	
	Renewal	5 years			£559.00	£550.00	Pay on grant	
	New	1 year			£189.00	£160.00	Pay on grant	
	Renewal	1 year			£154.00	£130.00	Pay on grant	
Drivers	New	1 year			£280.00	£280.00	Pay on grant	
	Renewal	1 year			£167.00	£165.00	Pay on grant	
		3 years			£385.00	£385.00	Pay on grant	
Replacement badge	one off	n/a			£16.00	£15.00	Pay on application	
Replacement plate	one off	n/a			£33.00	£30.00	Pay on application	
Additional charge for late renewal	one off	n/a			£35.00	£30.00	Pay on grant	
Change of address	one off	n/a			£15.00	£15.00	Pay on grant	
Change of vehicle ownership (same as COA)	one off	n/a			£15.00	£15.00	Pay on grant	
Change of vehicle registration	one off	n/a			£39.00	£35.00	Pay on grant	
30 day replacement vehicle licence	one off	n/a			£51.00	£40.00	Pay on grant	

Knowledge Test	one off	n/a			£75.00	£62.00	pay on app	Initial test is included in application fee - subsequent tests are chargeable
Replacement licence document	one off	n/a			£15.00	£10.00	pay on app	
Knowledge Test Pack in hard copy (free from website)	one off	n/a			£15.00	£15.00	pay on app	Payable direct to supplier
DBS	application	n/a					pay on app	
<b>Street Trading</b>								
Annual STC	new/renew	1 year	85.00	334.00	£419.00	£401.00		
Occasional STC (up to 30 days)	One-Off	up to 30 days	67.00	125.00	£192.00	£190.00	fees waived for non-profit basis	
Occasional Events (up to 4 days, min 5 stalls)	One-Off	up to 4 days	126.00	53.00	£179.00	£173.00	fees waived for non-profit basis	
Markets - annual	New/renew	1 year	153.00	1,449.00	£1,602.00	£1,569.00		
Markets - max 12 occasions	new/renew	1 year	113.00	579.00	£692.00	£685.00		
One off event (up to 4 days, one stall)	new/renew	1 year	60.00	68.00	£128.00	n/a		
<b>Scrap Metal</b>								
Site	New	3 year	231.00	181.00	£412.00	£374.00		
	Renewal	3 year	231.00	181.00	£412.00	£374.00		
Collector	New	3 year	65.00	145.00	£210.00	£200.00		
	Renewal	3 year	65.00	145.00	£210.00	£200.00		
<b>Zoo</b>								
	New	5 year	550.00	590.00	£1,140.00	£998.00	plus vets fees	
	Renewal	6 year	550.00	590.00	£1,140.00	£998.00	plus vets fees	
<b>Piercing etc</b>								
Premises (inc one operative)	Registration	One-off	131.00	15.00	£146.00	£139.00		
Operative	Registration	One-off	37.00	35.00	£62.00	£52.00		
<b>Boats</b>								
Vessel		1 year	127.00	55.00	£182.00	£172.00	marine surveyor inspection and certificate	
Navigator		1 year	45.00	36.00	£81.00	£75.00		



Animals	Licence	1-3 years (dependant on rating)			
Animal Boarding	New	236.00	254.00	£490.00	£463.00
	Renewal	161.00	254.00	£415.00	£393.00
	Variation	119.00		£119.00	£136.00
	As an Additional Activity	43.00		£43.00	£41.00
	Re-score	174.00		£174.00	£181.00
	Appeal	86.00		£86.00	£83.00
Pet Shop	New	217.00	254.00	£471.00	£446.00
	Renewal	154.00	254.00	£408.00	£386.00
	Variation	194.00		£194.00	£199.00
	As an Additional Activity	121.00		£121.00	£116.00
	Re-score	161.00		£161.00	£169.00
	Appeal	86.00		£86.00	£83.00
Hiring out horses	New	230.00	254.00	£284.00	£453.00
	Renewal	156.00	254.00	£410.00	£383.00
	Variation	207.00		£207.00	£211.00
	As an Additional Activity	130.00		£130.00	£124.00
	Re-score	174.00		£174.00	£181.00
	Appeal	86.00		£86.00	£83.00
Dog day care	New	164.00	254.00	£418.00	£395.00
	Renewal	125.00	254.00	£379.00	£358.00
	Variation	142.00		£142.00	£149.00
	As an Additional Activity	69.00		£69.00	£66.00
	Re-score	113.00		£113.00	£124.00
	Appeal	86.00		£86.00	£83.00
Home Boarding	New	179.00	254.00	£433.00	£393.00
	Renewal	126.00	254.00	£381.00	£344.00
	Variation	160.00		£160.00	£150.00
	As an Additional Activity	95.00		£95.00	£91.00
	Re-score	126.00		£126.00	£120.00
	Appeal	86.00		£86.00	£83.00
Breeding	New	230.00	254.00	£484.00	£425.00
	Renewal	152.00	254.00	£406.00	£359.00
	Variation	207.00		£207.00	£186.00
	As an Additional Activity	117.00		£117.00	£111.00
	Re-score	160.00		£160.00	£143.00
	Appeal	87.00		£87.00	£83.00
Provision Boarding (franchises)	New	307.00	254.00	£561.00	£515.00

vet fees may apply to any -  
required for those stated below in  
any case

plus vet  
plus vet

plus vet

Exhibition of Animals	Renewal		307.00	254.00	£561.00	£515.00		
	Variation		119.00		£119.00	£111.00		
	As an Additional Activity		44.00		£44.00	£41.00		
	Re-score		36.00		£36.00	£34.00		
	Appeal		74.00		£74.00	£72.00		
	New	3 years		177.00	254.00	£431.00	£410.00	
	Renewal			115.00	255.00	£370.00	£352.00	
	Variation		184.00		£184.00	£184.00		
Pavement Licence	grant/renewal	1 year			£100.00	£100.00	stat max	
<b>Gambling Act 2005</b>								
<b>Application - standard premises licence</b>								
	Bingo				£562.00	£505.00	Stat max applies	
	Adult GamingCentre (AGC)				£562.00	£505.00	Stat max applies	
	Tracks				£562.00	£505.00	Stat max applies	
	Family Entertainment Centre (FEC)				£562.00	£505.00	Stat max applies	
	Betting Premises				£562.00	£505.00	Stat max applies	
	Casinos				n/a	n/a		
<b>Application - Provisional Statement</b>								
	Bingo				£562.00	£505.00	Stat max applies	
	Adult GamingCentre (AGC)				£562.00	£505.00	Stat max applies	
	Tracks				£562.00	£505.00	Stat max applies	
	Family Entertainment Centre (FEC)				£562.00	£505.00	Stat max applies	
	Betting Premises				£562.00	£505.00	Stat max applies	
	Casinos				n/a	n/a		
<b>Application - Standard Premises by holder of Provisional Statement</b>								
	Bingo				£562.00	£505.00	Stat max applies	
	Adult GamingCentre (AGC)				£562.00	£505.00	Stat max applies	
	Tracks				£562.00	£505.00	Stat max applies	
	Family Entertainment Centre (FEC)				£562.00	£505.00	Stat max applies	
	Betting Premises				£562.00	£505.00	Stat max applies	
	Casinos				n/a	n/a		
<b>Annual fee (payable within 30 days of commencement of licence)</b>								
	Bingo				£610.00	£570.00	Stat max applies	
	Adult GamingCentre (AGC)				£610.00	£570.00	Stat max applies	
	Tracks				£610.00	£570.00	Stat max applies	

	Family Entertainment Centre (FEC)		£610.00	£570.00	Stat max applies
	Betting Premises		£610.00	£570.00	Stat max applies
	Casinos	n/a	n/a	n/a	
<b>Application - vary licence</b>					
	Bingo		£562.00	£505.00	Stat max applies
	Adult GamingCentre (AGC)		£562.00	£505.00	Stat max applies
	Tracks		£562.00	£505.00	Stat max applies
	Family Entertainment Centre (FEC)		£562.00	£505.00	Stat max applies
	Betting Premises		£562.00	£505.00	Stat max applies
	Casinos	n/a	n/a	n/a	
<b>Application - transfer</b>					
	Bingo		£562.00	£505.00	Stat max applies
	Adult GamingCentre (AGC)		£562.00	£505.00	Stat max applies
	Tracks		£562.00	£505.00	Stat max applies
	Family Entertainment Centre (FEC)		£562.00	£505.00	Stat max applies
	Betting Premises		£562.00	£505.00	Stat max applies
	Casinos	n/a	n/a	n/a	
<b>Application - reinstate licence</b>					
	Bingo		£562.00	£505.00	Stat max applies
	Adult GamingCentre (AGC)		£562.00	£505.00	Stat max applies
	Tracks		£562.00	£505.00	Stat max applies
	Family Entertainment Centre (FEC)		£562.00	£505.00	Stat max applies
	Betting Premises		£562.00	£505.00	Stat max applies
	Casinos	n/a	n/a	n/a	
	Copy of licence (all premises)		£25.00	£25.00	Stat max applies
	Change to licence (not variation) (all premises)		£25.00	£25.00	Stat max applies
	Copy of permit		£50.00	£50.00	
<b>Stray Dogs</b>					
	Dog picked up but not kennelled		£80.00	£75.00	
	Up to one day in kennels (includes a dog taken in but not kept overnight)		£100.00	£95.00	
	Up to two days in kennels		£120.00	£120.00	
	Up to three days in kennels		£140.00	£140.00	
	Up to four days in kennels		£160.00	£160.00	
	Up to five days in kennels		£180.00	£180.00	
	Up to six days in kennels		£200.00	£200.00	
	Up to seven days in kennels		£220.00	£220.00	
	Up to eight days in kennels		£240.00	£240.00	

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## **Arun District Council**

<b>REPORT TO:</b>	<b>Licensing Committee – 9 December 2022</b>
<b>SUBJECT:</b>	<b>Key Performance Indicators 2022-2026 – Quarter 2 performance report for the period 1 April 2022 to 30 September 2022.</b>
<b>LEAD OFFICER:</b>	<b>Jackie Follis</b>
<b>LEAD MEMBER:</b>	Councillor Grant Roberts
<b>WARDS:</b>	<b>N/A</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b> The Key Performance Indicators support the Council's Vision and allows the Council to identify how well we are delivering across a full range of services.	
<b>DIRECTORATE POLICY CONTEXT:</b> This report is produced by the Group Head of Organisational Excellence to give an update on the Q2 Performance outcome of the Key Performance Indicators.	
<b>FINANCIAL SUMMARY:</b> Not required.	

### **1. PURPOSE OF REPORT**

- 1.1. This report is to update the Committee on the Q2 Performance Outcome for the Key Performance Indicators (KPIs) which make up the Corporate Plan, for the period 1 April 2022 to 30 September 2022. The process is described in section 4. of this report.

### **2. RECOMMENDATIONS**

- 1.2. As this report is an information paper, there are no recommendations for the Committee to consider. This report is to be taken as read only with Members having the opportunity to ask questions at the meeting on service performance. Members can also submit questions or comments on the indicators relevant to their Committee and these will be considered by the Policy and Finance Committee on 13 December 2022.

### **2. EXECUTIVE SUMMARY**

- 2.1. This report sets out the performance of the Key Performance indicators at Quarter 1 for the period 1 April 2022 to 30 September 2022.

### **3. DETAIL**

- 3.1. The Council Vision 2022-2026 was approved at Full Council in March 2022. To support the Vision we need a comprehensive and meaningful set of performance measures which allow us to identify how well we are delivering across a full range of services. Two kinds of indicators were agreed at the Policy and

Finance Committee on 17 March 2022. The first of these are annual indicators and will primarily update the progress against strategic milestones. In addition to this 'key performance indicators' (KPIs) will be reported to committees every quarter. These KPIs are known as our Corporate Plan.

- 3.2. A short report and appendix will go to each of the other Committees in the cycle of meetings after each quarter has ended. This appendix will only contain the indicators which are relevant to each Committee.
- 3.3. A full report showing quarterly performance against all indicators (which are measured at that quarter) will go to the relevant Policy and Finance Committee meeting at the end of the cycle of the other Committee meetings. Members of the other Committees will be able to give comments or ask questions of officers about the KPI indicators that are relevant to their Committee and these can be referred to the Policy and Finance Committee for consideration if deemed necessary.
- 3.4. The Committee meetings that will receive Q2 KPI reports are as follows:

<b>Committee meeting dates</b>	<b>Indicators to receive report on</b>
Corporate Support Committee - 10 November 2022	9 (CP1, CP2, CP3, CP4, CP5, CP6, CP7, CP8, CP9)
Environment Committee - 17 November 2022	10 (CP12, CP13, CP37, CP38, CP39, CP40, CP22, CP23, CP24, CP25)
Economy Committee - 22 November 2022	2 (CP41, CP42)
Planning Policy Committee - 24 November 2022	1 (CP36)
Planning Committee – 30 November 2022	10 (CP26, CP27, CP28, CP29, CP30, CP31, CP32, CP33, CP34, CP35)
Housing & Wellbeing Committee - 6 December 2022	8 (CP11, CP15, CP16, CP17, CP18, CP19, CP20, CP21)
Licensing Committee – 9 December 2022	1 (CP14)
<b>Policy &amp; Finance Committee - 13 December 2022</b>	<b>41 indicators - not CP10 (only at Q4)</b>

- 3.5. This is the second quarterly report covering performance from 1 April 2022 to 30 September 2022 and will cover only those indicators that are due to be measured at this point.
- 3.6. Thresholds are used to establish which category of performance each indicator is within.

	Achieved target	100% or above target figure
	Didn't achieve target but within 15% range	85%-99.9% below target figure
	Didn't achieve target by more than 15%	85% or less target figure

- 3.7. There are 42 Key Performance indicators. 1 of these indicators is reportable to the Licensing Committee.

3.8. This report gives the status this indicator at Q2. Appendix A gives full commentary. This appendix shows the figures and commentary for both Q1 and Q2 and a column which shows the direction of travel of the status for this indicator.

Status	Number of Key Performance indicators in this category
Achieved target	1
Didn't achieve but within 15% range	0
Didn't achieve target by more than 15%	0
<b>TOTAL</b>	<b>1</b>

3.9. The table at 4.4 sets out the reporting structure for Q2 KPIs. Members will see that relevant indicators have been presented to the listed committees prior to this meeting. A separate appendix will be presented to the Policy and Finance Committee, should any items be forwarded on from the other Committees.

#### **4. CONSULTATION**

4.1. No consultation has taken place.

#### **5. OPTIONS / ALTERNATIVES CONSIDERED**

5.1. To review the report

5.2. To request further information and/or remedial actions be undertaken

#### **6. COMMENTS BY THE GROUP HEAD OF CORPORATE SUPPORT/SECTION 151 OFFICER**

6.1. None required.

#### **7. RISK ASSESSMENT CONSIDERATIONS**

7.1. None required

#### **8. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER**

8.1. None required

#### **9. HUMAN RESOURCES IMPACT**

9.1. Not applicable.

#### **10. HEALTH & SAFETY IMPACT**

10.1. Not applicable.

#### **11. PROPERTY & ESTATES IMPACT**

11.1. Not applicable.

## **12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

12.1. Not applicable.

## **13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

13.1. Not applicable.

## **14. CRIME AND DISORDER REDUCTION IMPACT**

14.1. Not applicable.

## **15. HUMAN RIGHTS IMPACT**

15.1. Not applicable.

## **16. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

16.1. Not applicable.

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### **CONTACT OFFICER:**


Name: Jackie Follis

Job Title: Group Head of Organisational Excellence

Contact Number: 01903 737580

**BACKGROUND DOCUMENTS:** *None*



No.	Indicator	Council Vision Theme	Service Committee	CMT Member	Frequency data collected	Assess by	Target 2022-2026	June 22 Outturn - Q1 (April-June)	Q1 Status	September 22 Outturn - Q2 (April-Sept)	Q2 Commentary	Q2 status	Improved or not since Q1 figure (Q2 compared to Q1)
CP14	% of licence applications determined within the various statutory or service time limits	Improving wellbeing of Arun	Licensing	Karl Roberts	Quarterly	Higher is better	90%	98.95%	Achieving	99.70%	One failure owing to a taxi matter requiring referral to Committee which took the application over deadline. The team have ensured everything else has been dealt with within time.	Achieving	Up by 0.75% 

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# Agenda Item 8

Licensing Committee Karl Roberts Nat Slade	Report Title	Report Author	Date of Meeting	Full Council Meeting Date
	Review of Mobile Homes – Licensing Fees Policy  Caravan Site Licensing Determination Policy	Neil Williamson  Neil Williamson	<b>17 June</b>	13 July
	Taxi Policy Review  Q1 KPI Reporting	Sarah Meeten	<b>9 Sep</b>	9 Nov
	Licensing Fee Setting  Q2 KPI Reporting	Neil Williamson	<b>9 Dec</b>	18 Jan
	Taxi Fare Setting  Taxi Policy Revision & Hackney Carriage Byelaws  Q3 KPI Reporting	Neil Williamson  Neil Williamson	<b>10 March</b>	TBC

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