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Committee Manager Andrew Bishop (Ext. 37984)

23 February 2023

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 3 March 2023 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 by 5.15 pm on **Thursday 23 February 2023** 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.

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 - 20)

To approve as a correct record the Minutes of the meeting held on 9 December 2022 and to note the Minutes from the meetings of the Licensing Sub-Committee held on 9 January, 23 January, 30 January, 6 February and 20 February 2023.

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. TAXI FARE SETTING

(Pages 21 - 36)

This report seeks the Committee's approval of the table of fares, which ensure that a suitable maximum amount is set for charges to be made to the travelling public, with the increases for 2023/24 as advertised. The table of fares would come into effect on 1 April 2023.

7. LICENSING COMMITTEE PERFORMANCE REPORT QUARTER 3

(Pages 37 - 42)

This report updates the Committee on the Q3 Performance Outturn for the Key Performance Indicators (KPIs) which make up the Corporate Plan, for the period 1 April 2022 to 31 December 2022.

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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LICENSING COMMITTEE

9 December 2022 at 9.30 am

Present: Councillors Cooper (Vice-Chair, in the Chair), Blanchard-Cooper, Clayden, Daniells, Hamilton, Kelly, Northeast and Worne

Apologies: Councillors Roberts, Gregory and Oliver-Redgate

509. DECLARATIONS OF INTEREST

There were no declarations of interest made.

510. MINUTES

The Minutes of the previous meeting held on 9 September 2022 were approved by the Committee and signed by the Chair. The Minutes of the Licensing Sub-Committee held on 28 November 2022 were noted by the Committee.

511. 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.

512. PUBLIC QUESTION TIME

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

513. LICENSING FEES AND CHARGES

Upon the invitation of the Chair, the Environmental Health Team Manager presented the report which sought Committee approval for specified proposed fees and charges to come into effect from 1 April 2023. It was noted that several processes undertaken by the licensing function were chargeable and that fees and charges were annually reviewed to ensure that they were set at the correct level and calculated considering relevant statute and guidance. A typographical error in the proposed fees schedule [on page 13 of the agenda pack] was brought to the attention of Members, the recommended charge for a new licence for hiring out horses should have read '484' rather than '284' as printed. The Chair sought clarity on how often the fees were reviewed if calculated on a cost recovery basis given the current economic climate. The Environmental Health Team Manager responded that it was considered most appropriate for fees to be reviewed on an annual basis in order to level them out and avoid them fluctuating throughout the year. The recommendation was then proposed by Councillor Blanchard-Cooper and seconded by Councillor Clayden.

Licensing Committee - 9.12.22

The Committee

RESOLVED

That the licensing fees set out in appendix 1 be approved to be effective from 1 April 2023.

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

515. WORK PROGRAMME

The Committee noted the Work Programme.

(The meeting concluded at 9.37 am)

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Subject to approval at the next Licensing Sub-Committee meeting

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LICENSING SUB-COMMITTEE

9 January 2023 at 9.30 am

Present: Councillors Blanchard-Cooper, Daniells and Hamilton

Also in attendance for all or part of the meeting were:

Glenn James – Licensing Officer

Andrew Burrows – Licensing Officer

Louise Dewberry – Licensing Officer

Daniel Shing – Council Lawyer

Amanulla Masakhaila, Applicant for Perfect Pizza (accompanied by friend)

Roy Allen, Local Resident

Karen Rogers, Local Resident

Councillor Glyn Mathias, East Preston Parish Council

Sgt. Daniel Burt, Neighbourhood Policing Team, Sussex Police

Andrew Bishop – Committee Services Officer

Carley Lavender – Committee Services Officer

21. ELECTION OF CHAIRMAN

Prior to commencement of the meeting, it had been agreed that Councillor Blanchard-Cooper would chair the meeting.

22. DECLARATIONS OF INTEREST

There were no declarations of interest made.

23. 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.

24. APPLICATION FOR PREMISES LICENCE - PROVISION OF LATE NIGHT REFRESHMENT - PERFECT PIZZA, 9 THE PARADE, WILLOWHAYNE CRESCENT, EAST PRESTON WEST SUSSEX BN16 1NS

The Chair asked if any representations had been received to enable the hearing to be dispensed with and was advised by the Licensing Officer that none had been received. The hearing was then formally commenced.

The Licensing Officer outlined the detail of the case for an application for fast food takeaway with late night refreshment off the premises after 2300 hours each day [the hours of opening being Sunday to Thursday 1200 hours to 0200 hours and Friday and Saturdays 1200 hours to 0300 hours]. Representation from Sussex Police, which was for conditions to be attached to the licence, was received and had been agreed to by the applicant. Two representations from the public (Mr Allen and Ms Rogers) and one from East Preston Parish Council had also been received.

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. Questions revolved around the themes of when had the applicant become aware he was operating without a licence, the evidence logs of the Council, Police and members of the public for the claimed disruption and anti-social behaviour, the ability of the Council to enforce a new licence, and the proportion of delivery drivers to car-using customers for late night food collections. 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 Subcommittee

RESOLVED

That the licence be granted but that the scope of the application be reduced by amendment of the timings and subject to conditions:

1. Conditions requested by Sussex Police in their letter of 29 November 2022, which have been accepted by the applicant;

2. The hours of operation to be:

Shop opening hours for collection
Sunday – Thursday 12:00 – 23:00
Friday – Saturday 12:00 - 23:00

Delivery from rear of premises
Sunday – Thursday 12:00 – 01:00
Friday – Saturday 12:00 - 03:00

3. All collections must be collected by 23:00 and last orders for in shop collection accepted no later than 22:30.

25. EXEMPT INFORMATION

The recommendation to enter into exempt business was proposed by Councillor Blanchard-Cooper and seconded by Councillor Hamilton.

The Sub-Committee

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 items of business on the grounds that they may 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 items.

26. APPLICATION FOR A HACKNEY CARRIAGE/PRIVATE HIRE DRIVER LICENCE - EXEMPT PARAGRAPH 1 OF PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972

The Sub-Committee received a report from the Licensing Officer which set out the detail of an application for a hackney carriage/private hire driver licence from an applicant with previous relevant convictions. It was explained that this was the first time the applicant had applied for a licence with Arun District Council. Following a request for information under the Data Protection Act 2018 by the Licensing Officer to Chichester District Council, it was confirmed that the applicant had previously had a licence for that authority but that this had since been revoked. The applicant had been requested to provide a Disclosure and Barring Service (DBS) certificate and this had established that there were no other convictions. Due to the nature of the offences and Council Policy, the application had to be presented to this Sub-Committee for consideration.

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 by the applicant at the meeting. The panel then retired to consider its decision.

The Chair noted that the meeting was nearly at its 3 hour limit unless an extension as per Part 5, Section 2, 8.1 of the Constitution was voted for. Councillor Blanchard-Cooper proposed a 30 minute extension to the meeting. This was seconded by Councillor Daniells.

The Committee

RESOLVED

That the meeting be extended for a further 30 minutes at which time the meeting would stand adjourned.

The meeting was then reconvened and 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.

Licensing Sub-Committee - 9.01.23

The Sub-Committee

RESOLVED

To refuse the application on the grounds that the convictions were very recent and that the Committee found no good reason to depart from the Council's policy.

The Chair informed the Committee that the meeting would then be adjourned and the remaining item on the agenda would be heard at the next Licensing Sub-Committee on 23 January 2023. The meeting was then adjourned.

..... Chair

(The meeting concluded at 12.48 pm)

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Subject to approval at the next Licensing Sub-Committee meeting

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LICENSING SUB-COMMITTEE

23 January 2023 at 9.30 am

Present: Councillors Blanchard-Cooper, Clayden and Kelly

Louise Dewberry, Licensing Officer
Andrew Burrows, Licensing Officer
Daniel Shing, Council Lawyer
Neil Williamson, Environmental Health Team Manager
Andrew Bishop, Committee Services Officer

27. WELCOME

The Chair welcomed all to the meeting and explained that the meeting had been convened to complete the business of the adjourned meeting on 9 January 2023.

28. ELECTION OF CHAIRMAN

Prior to commencement of the meeting, it had been agreed that Councillor Blanchard-Cooper would chair the meeting.

29. DECLARATIONS OF INTEREST

There were no declarations of interest made.

30. 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.

31. EXEMPT INFORMATION

The recommendation to enter into exempt business was proposed by Councillor Blanchard-Cooper and seconded by Councillor Clayden.

The Sub-Committee

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 items of business on the grounds that they may 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 items.

Licensing Sub-Committee - 23.01.23

32. OUTSTANDING BUSINESS OF THE ADJOURNED MEETING ON 9 JANUARY 2023 - APPLICATION FOR A HACKNEY CARRIAGE/PRIVATE HIRE DRIVER LICENCE - EXEMPT PARAGRAPH 1 OF PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972

The Sub-Committee received a report from the Licensing Officer which set out the detail of an application for a hackney carriage/private hire driver licence from an applicant with a previous relevant conviction. This was the first time the applicant had applied for a licence with Arun District Council. Due to the nature of the offence and Council Policy, the application had to be presented to this Sub-Committee for consideration and was duly presented before the Licensing Sub-Committee for their consideration on 15 August 2022. The decision of that Sub-Committee was to allow the application to continue but with a strict warning for 6 months from the date of grant of the licence. It had come to light that at that meeting the applicant had failed to mention further relevant information that could have impacted the decision of the Sub-Committee and therefore the application was returned to the Sub-Committee for consideration.

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 by the applicant at the meeting. The applicant apologised for not disclosing the additional information and explained that they did not realise the significance of not disclosing it. The panel then retired to consider its decision.

The meeting was then reconvened and 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

To allow the application to continue and grant the licence, subject to a new DBS check with no convictions other than those stated but with a strict warning for a 12-month period from the date of the licence when granted. Officers to reject the application if other convictions are found. Full reasons for departing from the relevant parts of the Taxi Policy were provided.

..... Chair

(The meeting concluded at 10.20 am)

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Subject to approval at the next Licensing Sub-Committee meeting

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LICENSING SUB-COMMITTEE

23 January 2023 at 11.00 am

Present: Councillors Blanchard-Cooper, Clayden and Kelly

Andrew Burrows, Licensing Officer
Peter Aston, Trading Standards
Laura Derby, Trading Standards
David Bateup, Sussex Police
PC Marvin Lucas, Sussex Police
Krasimir Adamov, Licence Holder
Daniel Shing, Council Lawyer
Neil Williamson, Environmental Health Team Manager
Louise Dewberry, Licensing Officer
Joanne Lewis, Senior Environmental Health Officer
Andrew Bishop, Committee Services Officer

33. ELECTION OF CHAIRMAN

Prior to commencement of the meeting it had been agreed that Councillor Blanchard-Cooper would chair the meeting.

34. DECLARATIONS OF INTEREST

No declarations of interest were made.

35. 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.

36. EXEMPT INFORMATION

The recommendation to enter into exempt business was proposed by Councillor Blanchard-Cooper and seconded by Councillor Clayden.

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.

37. 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 a representation from Sussex Police) to review the Premises Licence of Best Mini Market, 25 Station Road, Bognor Regis, West Sussex, PO21 1QD 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 and other parties present which were responded to at the meeting. The Licence Holder 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 licence be revoked.

..... Chair

(The meeting concluded at 12.41 pm)

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Subject to approval at the next Licensing Sub-Committee meeting

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LICENSING SUB-COMMITTEE

30 January 2023 at 9.30 am

Present: Councillors Blanchard-Cooper, Clayden and Worne

Andrew Burrows, Licensing Officer
Louise Dewberry, Licensing Officer
Neil Williamson, Environmental Health Team Manager
Peter Aston, Trading Standards
David Bateup, Sussex Police
PC Marvin Lucas, Sussex Police
Rawa Ahmed, Licence Holder
Graham Hopkins, Licence Holder's Consultant
Linda Potter, Licence Holder's Consultant
Daniel Shing, Council Lawyer
Andrew Bishop, Committee Services Officer

38. ELECTION OF CHAIRMAN

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

39. DECLARATIONS OF INTEREST

No declarations of interest were made.

40. 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.

41. EXEMPT INFORMATION

The recommendation to enter into exempt business was proposed by Councillor Clayden and seconded by Councillor Blanchard-Cooper.

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.

42. 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 representation from Sussex Police) to review the Premises Licence of Pop In, 14 High Street, Littlehampton, West Sussex, BN17 5EE on the basis that the following licensing objectives within the Licensing Act 2003 had been undermined:

- prevention of crime and disorder
- public safety
- the protection of children from harm

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 and other parties present which were responded to at the meeting. Sussex Police whilst making their representation presented supplementary evidence from the recent visit by Sussex Police to the premises on 27 January 2023 that the Licence Holder had not been notified of in advance of the meeting. After adjourning the meeting for 30 minutes to seek legal advice, the Panel decided to continue with the hearing and disregard this new evidence. The Licence Holder's Consultant then made representations on behalf of the Licence Holder and the Licence Holder and his Consultant answered questions from the Sub-Committee and responsible authorities. Upon the invitation of the Chair, Trading Standards as Applicant and the Licence Holder summed up their cases. The panel then retired to consider its decision.

The Chair noted that the meeting was nearly at its 3 hour limit unless an extension as per Part 5, Section 2, 8.1 of the Constitution was voted for. Councillor Blanchard-Cooper proposed a 30 minute extension to the meeting. This was seconded by Councillor Worne.

The Committee

RESOLVED

That the meeting be extended for a further 30 minutes at which time the meeting would stand adjourned.

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.

Subject to approval at the next Licensing Sub-Committee meeting

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Licensing Sub-Committee - 30.01.23

The Sub-Committee

RESOLVED

That the license be revoked.

..... Chair

(The meeting concluded at 12.56 pm)

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Subject to approval at the next Licensing Sub-Committee meeting

17

LICENSING SUB-COMMITTEE

6 February 2023 at 9.30 am

Present: Councillors Gregory, Daniells and Hamilton

Andrew Burrows, Licensing Officer presenting report
Neil Williamson, Environmental Health Team Manager
(Responsible Authority)
Richard Sargeant, Trading Standards (Responsible Authority)
David Bateup, Sussex Police (Responsible Authority)
PC Marvin Lucas, Sussex Police (Responsible Authority)
Krasimir Adamov, Company Director representing the applicant
Daniel Shing, Council Lawyer
Louise Dewberry, Licensing Officer
Glenn James, Licensing Officer
Jane Fulton, Committee Services Manager
Andrew Bishop, Committee Services Officer

43. ELECTION OF CHAIRMAN

Prior to commencement of the meeting, it had been agreed that Councillor Gregory would chair the meeting. The Chair then invited all parties present to introduce themselves.

44. DECLARATIONS OF INTEREST

There were no declarations of interest made.

45. 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.

46. LICENSING ACT 2003 S17 APPLICATION FOR A PREMISES LICENCE

The Chair asked if any representations had been received to enable the hearing to be dispensed with and was advised by the Licensing Officer that none had been received. The hearing was then formally commenced.

The Licensing Officer outlined the detail of the case for an application for a premises licence under Section 17 of the Licensing Act 2003 from Todor Dimitrov Stavrev on behalf of Best Bulgarian Shop Ltd, Unit 7, Durban Road Business Centre, Durban Road, Bognor Regis, West Sussex, PO22 9FE. The application was contested, with representations having been received from Arun District Council Licensing Authority, West Sussex County Council Trading Standards Service and Sussex Police. A representation had also been received from the applicant. It was explained that Best Bulgarian Shop Ltd was a registered company with one listed director, Krasimir

Adamov, who was also the sole director for the Best Mini Market Ltd, 25 Station Bognor Regis, West Sussex, PO21 1QD which had its premises licence revoked at the Licensing Sub-Committee meeting on 23 January 2023.

Following the Council's procedure for Licensing Sub-Committees, the applicant's representative made representations and answered questions from the Sub-Committee and responsible authorities. Detailed representations were also heard from the relevant parties in attendance, followed by questions from the Sub-Committee and other parties present which were responded to at the meeting. Questions revolved around the following themes:

- the absence of the applicant from the hearing
- how the licensing objectives would be observed and whether the applicant was aware of them
- what research had been undertaken to identify and mitigate local issues and risks
- the conditions included in the Police representation
- the location of the shop on an industrial estate and its proposed business model
- the management of the shop and who would supply cover during times of absence or be involved in the hiring of new staff
- the experience of the applicant running a licenced premises
- the formal or informal training received and ongoing by the applicant and manager of the shop
- what the shop would be selling and whether the business could survive without the sale of alcohol

Following the summing up of the responsible authorities present and the applicant's representative, the panel 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 application be refused.

..... Chair

(The meeting concluded at 11.33 am)

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Subject to approval at the next Licensing Sub-Committee meeting

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LICENSING SUB-COMMITTEE

20 February 2023 at 9.30 am

Present: Councillors Blanchard-Cooper, Cooper and Hamilton

Glenn James, Licensing Officer
Andrew Burrows, Licensing Officer
Daniel Shing, Council Lawyer
Neil Williamson, Environmental Health Team Manager
Andrew Bishop, Committee Services Officer

The reviewee was present and not represented.

47. ELECTION OF CHAIRMAN

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

48. DECLARATIONS OF INTEREST

There were no declarations of interest made.

49. 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.

50. EXEMPT INFORMATION

The recommendation to enter into exempt business was proposed by Councillor Cooper and seconded by Councillor Blanchard-Cooper.

The Sub-Committee

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 items of business on the grounds that they may 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 items.

51. REVIEW OF A HACKNEY CARRIAGE/PRIVATE HIRE DRIVER LICENCE - EXEMPT PARAGRAPH 1 OF PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972

The Sub-Committee received a report from the Licensing Officer which set out the detail of a review of a hackney carriage/private hire driver licence for a driver disqualified from driving for a TT99 offence [the totting up of 12 points in a 3 year period]. Due to Council Policy, the application had to be presented to this Sub-Committee for consideration.

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 by the reviewee at the meeting. The reviewee apologised and stressed his remorse to the panel, explaining that customers were never onboard at the time of committing the SP30 [exceeding statutory speed limit on a public road] offences. The panel then retired to consider its decision.

The meeting was then reconvened and 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

To allow the licence to continue after the disqualification date but subject to:

1. A driving assessment undertaken with the Council's agreed test centre and completed to the satisfaction of the officers. This must be carried out not later than seven days after the end of the disqualification period (subject to availability of the examiners). The hackney carriage driver licence shall not be granted until such time as the driving assessment has been received. The fee for the test shall be paid by the driver.
2. No points, for any reason, shall be registered on the DVLA driver licence for a period of 24 months from the end of the disqualification period, except those already known. Officers shall be delegated by the Licensing Sub-Committee to revoke the licence if any are found during the 24 month period.

3. No convictions of any type, including driving convictions shall be found for a period of 24 months from the date the disqualification ends, except those that are already known. Officers shall be delegated by the Licensing Sub-Committee to revoke the licence if any are found during the 24 month period.
4. There shall be no pending motoring convictions, criminal convictions, cautions, warnings, court appearances or other legal actions, within 24 months from the date the disqualification ends. Officers shall be delegated by the Licensing Sub-Committee to revoke the licence if any are found during the 24 month period.

..... Chair

(The meeting concluded at 10.43 am)

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Arun District Council

REPORT TO:	Licensing Committee - 3 March 2023
SUBJECT:	Taxi Fare Setting
LEAD OFFICER:	Nat Slade, Group Head of Technical Services
LEAD MEMBER:	Councillor Grant Roberts
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: Fulfilling Arun's economic potential by ensuring taxi fares are set an appropriate level to maintain this important transport option across the district, with fares that are still accessible to the public and viable as a business.	
DIRECTORATE POLICY CONTEXT: The Hackney Carriage and Private Hire Licensing Policy and Handbook sets out Arun's arrangements for setting and reviewing of taxi fares. The local authority sets the maximum fare which can be negotiated downwards by the hirer. Reviews should be carried out to enable new fares to come into effect in April.	
FINANCIAL SUMMARY: There is no direct financial impact to the Council. This relates to what drivers may charge customers.	

1. PURPOSE OF REPORT

- 1.1. The authority should consider and set a table of fares to ensure that a suitable maximum amount is set for charges to be made to the travelling public.
- 1.2 To recommend to Licensing Committee to agree the table of fares with the increases for 2023/24, as advertised. The table of fares shall come into effect 1st April 2023.

2. RECOMMENDATIONS

- 1.2. That the Licensing Committee agrees the table of fares set out in Appendix 2, with effect from 1st April 2023.

2. EXECUTIVE SUMMARY

- 2.1. The fares charged to customers using Hackney Carriages (Taxis) are reviewed and set each year. This report provides information to be considered for the setting of fares for the period of 1st April 2023 to 31st March 2024. It is recommended that the Licensing Committee set taxi fares to be effective from 1st April 2023.

3. DETAIL

- 4.1 Each year Hackney Carriage license holders are consulted regarding the fares charged to customers. The proposed table of fares is advertised in a local newspaper, inviting comments for a period of fourteen days.
- 4.2 Officers have considered the taxi trade representations, fuel prices and prepared a proposed table of fares.
- 4.3 After the consultation period has ended the proposal and any comments that have been received are brought to the committee for final agreement. If objections to the proposed fares are received and are not withdrawn, the committee shall set a further date, not later than two months after the first specified date (in this case 1st April 2023) on which the table of fares shall come in to force with or without modifications after consideration of the objections.
- 4.4 If no objections are received and the committee does not make any modifications, the table of fares comes into effect on 1st April 2023.
- 4.5 This year officers consulted with members of the taxi trade asking for their comments regarding the taxi fares. A total of 250 drivers were consulted and 70 responses were received. A copy of the responses is included at Appendix 1.
- 4.6 There was no increase in fares between 2018 and 2021. Due to the length of time the fares had not increased there was a 20p increase in the fare from 1st April 2021 to 31st March 2022. The last increase in the fares was in March 2022 when fuel reached the emergency trigger price of £1.50 per litre. It was advertised and agreed that 10p would be added to the first mile and 10p added to each subsequent mile. This increase equated to £4.60 for the first mile and £2.60 for each subsequent mile. Not all drivers recalibrated the taxi meter to the increased fares therefore some drivers continue to operate on previous lower tariffs. Whilst drivers are expected to update meters within one week of fare changes coming into effect or are liable under the council's policy to licence suspension, such action has not been taken where this favours the customer, with the meter rates remaining at lower fare levels.
- 4.7 Officers have monitored fuel prices throughout the year using a fuel comparison website and there was a steady increase from April 2022, with fuel reaching £2.00 per litre, but with a slight decrease to approximately £1.72 per litre, at the time of writing. Having taken into consideration the large increase in fuel prices and the current cost of living crisis, officers have proposed an increase of the fares for the period 2023/24. The proposed fare structure is an increase of 50p on the flag drop (from £3.00 to £3.50); increase on the first mile of 40p (from £4.60 to £5.00) and an increase of 40p on the second and subsequent miles (from £2.60 to £3.00) see Appendix 2.
- 4.8 The proposed table of fares was advertised in a local newspaper, circulating in the district, for a period of not less than 14 days. No other comments or objections were received during the consultation period.
- 4.9 If Committee is minded to agree any modifications to the proposed fare structure,

they may decide a new date, not later than two months after the originally proposed date, this being 1st April 2023, when the modified fares will take effect.

4.10 If no objections or modifications to the fares are agreed the proposed fares will take effect from 1st April 2023.

4.11 The proposed table of fares includes a provision for increasing fares if fuel prices rise significantly within the year. If diesel prices reach the trigger level of £2.30/ltr for a period of one month during the period 1st April 2023 to 31st March 2024, then the fare would increase by 20p on the first and subsequent miles until end of March 2024. To avoid any delay, it was appropriate to advertise that part of the proposed fees at the same time as the normal fees.

4.12 **Local Government (Miscellaneous Provisions) Act 1976 section 65**

(1) A district council may fix the rates or fares within the district as well for time as distance, and all other charges in connection with the hire of a vehicle or with the arrangements for the hire of a vehicle to be paid in respect of the hire of hackney carriages by means of a table (hereafter in this section referred to as a “table of fares”) made or varied in accordance with the provisions of this section.

(2)(a) When a district council make or vary a table of fares they shall publish in at least one local newspaper circulating in the district a notice setting out the table of fares or the variation thereof and specifying the period, which shall not be less than fourteen days from the date of the first publication of the notice, within which the manner in which objections to the table of fares or variation can be made.

(b) A copy of the notice referred to in paragraph (a) of this subsection shall for the period of fourteen days from the date of the first publication thereof be deposited at the offices of the council which published the notice and shall at all reasonable hours be open to public inspection without payment.

(3) If no objection to a table of fares or variation is duly made within the period specified in the notice referred to in subsection (2) of this section, or if all objections so made are withdrawn, the table of fare or variations shall come into operation on the date of the expiration of the period specified in the notice or the date of withdrawal of the objection or, if more than one, of the last objection, whichever is the latter.

(4) If objection is duly made as aforesaid and is not withdrawn, the district council shall set a further date, not later than two months after the first specified date, on which the table of fares shall come into force with or without modifications as decided by them after consideration of the objections.

(5) A table of fares made or varied under this section shall have effect for the purpose of the Act of 1847 as if it were included in hackney carriage byelaws made thereunder.

(6) On the coming into operation of a table of fares made by a council under this section for the district, any hackney carriage byelaws fixing the rates and fares, or any table of fares previously made under this section for the district, as the case may be, shall cease to have effect.

(7) Section 236(8) (except the words “when confirmed”) and section 238 of the Local Government Act 1972 (except paragraphs (c) and (d) of that section) shall extend and apply to a table of fares made or varied under this section as they apply to byelaws made by a district council.

4. CONSULTATION

- 4.1. The taxi trade has been consulted. Their responses can be found in Appendix 1. Members of the public were consulted through advertising in a local newspaper. This exercise is undertaken on an annual basis. The proposed fare structure was advertised in a local newspaper circulating in the district for a period of not less than 14 days. No comments or objections were received during the consultation period.

5. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1 An alternative to the recommendation is for Committee to agree to alter the table of fares, giving full details of any modification and set a date when the modified table of fares comes into effect. This shall not be later than 2 months after 1st April 2023.

6. COMMENTS BY THE INTERIM GROUP HEAD OF FINANCE/SECTION 151 OFFICER

- 6.1. No financial impact for the purpose of this report.

7. RISK ASSESSMENT CONSIDERATIONS

- 7.1. If agreement is not reached on the new fares, the existing fares would remain. Should this be the case it may impact the viability of taxi operations due higher fuel prices, and ultimately the taxi provision across the district.

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

- 8.1. The Local Government (Miscellaneous Provisions) Act 1976 (section 65) allows the Council to set the maximum costs and fares that drivers may charge the public for journeys taken in a hackney carriage (taxi). The regulation of hackney carriage fares is therefore a discretionary power “A district council may fix the rates or fares within the district” All District Councils do regulate taxi fares. The amount charged is also regulated by the Arun Council Hackney Carriage Byelaws.

- 8.2. Detailed provisions of the Act are set out above at 4.12.

9. HUMAN RESOURCES IMPACT

- 9.1. No direct human resource impacts identified.

10. HEALTH & SAFETY IMPACT

10.1. No direct health and safety impacts identified.

11. PROPERTY & ESTATES IMPACT

11.1. None for the purposes of this report

12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

12.1. Taxis are a useful means of transport to service those communities where the transport services are infrequent or difficult to get to. Fares are set to ensure there is a balance between the drivers earning a reasonable income and what would be a reasonable cost to the public to use the service. The fare is the maximum that may be charged for the journey, but this may be discounted by the driver. The charge is for the carriage of the person and so there is no difference in the price for using a normal vehicle or one used for transporting wheelchair users or those passengers who have assistance dogs.

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1 Taxi fares are based on the cost of diesel fuel. There are no additional impacts from the proposals.

14. CRIME AND DISORDER REDUCTION IMPACT

15.1 None for the purposes of this report.

15. HUMAN RIGHTS IMPACT

16.1 None for the purposes of this report.

16. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1 None for the purposes of this report.

CONTACT OFFICER:

Name: Glenn James

Job Title: Licensing Officer

Contact Number: 01903 737 681

BACKGROUND DOCUMENTS:

Appendix 1: Consultation responses

Appendix 2: Proposed Table of Fares

Appendix 3: Equality Impact Assessment

[Hackney Carriage and Private Hire Licensing Policy and Handbook](#)

[Licensing Committee 10 December 2021 - Taxi Fares 2022](#)

[Minutes of Full Council Meeting 26 January 2022 - Item 624 - Taxi Fares](#)

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Responses to Consultation with Taxi Trade

Do you think we should increase the flag drop?	If your answer is yes, by how much should the flag drop be increased by?	Do you think the maximum charge for the first mile should be increased?	If your answer is yes, how much should the maximum charge be increased by?	Do you think the maximum charge for second and subsequent miles should be increased?	If your answer is yes, how much should the maximum charge for second and subsequent miles be increased by?
Yes	£0.50	No		No	
Yes	£1.00	Yes	50p	Yes	40p
Yes	£5 minimum fare	Yes	.	Yes	.
Yes	50p	No		No	
Yes	£3:50	Yes	50p	Yes	50p
Yes	Increase to £3.50	No		Yes	20p
Yes	50% to £4.50	No		No	
Yes	50 pence	Yes	20 pence	Yes	20 pence
Yes	£1	Yes	40p first mile so first mile £5	Yes	20p
No		No		No	
Yes	£1	Yes	50p	Yes	20p
No		No		No	
Yes	50p	Yes	40p	Yes	20p
Yes	50p	No		No	
Yes	50p	Yes	20p if the flag drop isn't raised	Yes	10p
Yes	50p	No		No	
Yes	A little more	Yes	A little more	Yes	A little more
Yes	3.50	Yes	20 p	Yes	10 p
Yes	£ 0.50p	No		Yes	£0.20p

Yes	To at least £4	Yes	20p	Yes	20p
Yes	20 pence	Yes	30 pence	Yes	10 pence
Yes	£4.00	No	0.25	Yes	0.20
Yes	20p	Yes	10p	No	
Yes	50p	Yes	50p	Yes	50p
Yes	£ 4 start	Yes	£5.50	Yes	£3.00
Yes	10% 30p	Yes	10% approx 40p to £5.00	Yes	10% approx 30p to £2.90
No		Yes	0.30	Yes	0.10
Yes	In line with inflation 10 percent.	Yes	Inc line with inflation 10 percent	Yes	In line with inflation. Ten percent
Yes	20%	Yes	20%	Yes	20%
Yes	20pence	Yes	20 pence	Yes	20 pence
Yes	50p	Yes	40p	Yes	40p
Yes	50 Pence	Yes	20 Pence	Yes	20 Pence
Yes	£2.00	Yes	0.40	No	
No		No		No	
No		No		No	
Yes	£5.00	No	N/A	No	N/A
Yes	£4	Yes	40p to £5	No	
Yes	50 p	No		No	
No		No		No	
Yes	20p	Yes	20p	Yes	20p
Yes	£4	No		Yes	£2.70
Yes	£4.60	No		No	
Yes	50p	Yes	10%	No	
Yes	50p.	Yes	20p.	Yes	20p.
No		No		Yes	To £3.00 per mile
Yes	50p	Yes	20p	No	

Yes	30p	Yes	10 per cent	Yes	10 per cent
Yes	£1	No		No	
Yes	35%	Yes	35%	Yes	35%
Yes	£1.00	Yes	50p	Yes	40p
Yes	£1.00	Yes	50p	No	
Yes	£2.00	Yes	40p	No	
No		No		No	
Yes	At least £3.50	Yes	£5.00	Yes	£3.00
Yes	£1	Yes	20p	Yes	20p
Yes	£00,50	No		Yes	£00.20
Yes	3.50	Yes	20	Yes	10
Yes	+50p	Yes	+10p	Yes	+10p
Yes	50p	Yes	10p	Yes	10p
Yes	20p	No		Yes	10p
Yes	£1.00	Yes	£3.50	Yes	£3.00
Yes	Should be £5 drop.	Yes	First Mile £5	Yes	Increase by 10p
Yes	£0.50	No		No	
Yes	20p	Yes	20p	Yes	20p
Yes	£1	No		No	
Yes	50P	Yes	50P	Yes	50P
Yes	£4	Yes	£5	No	
Yes	50p	Yes	10p	Yes	10p
Yes	3.20	Yes	4.80	Yes	2.80
No		No		No	

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MAXIMUM RATE OF FARES FOR DISTANCE WITHIN THE ARUN DISTRICT

The taximeter must be switched on at the start of each journey. All charges shown below include VAT where applicable. The table of fares will remain in use until such time as the cost of diesel fuel reaches £2.30 or more per litre for a period of one month between 1st April 2023 and 31st March 2024 then the emergency fare will be charged up to 31st March 2024

MILEAGE (Standard fare)

Vehicles carrying up to four passengers (Tariff 1)

If the distance does not exceed 879.99 yards	£3.50
- for each subsequent 58.66 yards or uncompleted part thereof	£0.10

This equates to £5.00 for the first mile and £3.00 for each subsequent mile

Vehicles carrying more than four passengers (MPV's only) (Tariff 4)

If the distance does not exceed 879.99 yards	£5.25
- for each subsequent 58.66 yards or uncompleted part thereof	£0.15

This equates to £7.50 for the first mile and £4.50 for each subsequent mile

WAITING TIME

For each period of 18 seconds or uncompleted part thereof	£0.10
This equates to £20 per hour	

EXTRA CHARGES

For hiring's begun between midnight and 6.00 a.m.	+50% of the above fare
For hiring's on Bank and Public holidays, including Easter Sunday (but excluding Christmas Day, Boxing Day and New Years Day)	+50% of the above fare
For hiring's on Christmas Eve & New Years Eve, after 6.00 p.m.	+50% of the above fare
For hiring's on Christmas Day, Boxing Day, and New Years Day	+100% of the above fare

OPTIONAL EXTRA CHARGES

For vehicles carrying less than five passengers (including MPV's)	
- for each person beyond one up to a maximum of four (per journey)	£0.20

For each dog (carried at drivers' discretion) (per journey)	£0.20
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GUIDE DOGS MUST BE CARRIED FREE OF CHARGE

For each item of luggage carried outside the passenger compartment (per journey) BUT EXCLUDING SHOPPING BAGS, HAND LUGGAGE AND CHILDREN'S PUSHCHAIRS	£0.20
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SOILING CHARGE	£65.00
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A Booking Fee up to a maximum of £4.00 may be charged where: -

- (a) The Hackney Carriage is booked in advance; **and**
- (b) (i) The customer shall be told the cost of the booking fee at the time that the booking is taken, and the amount recorded in the booking log; **and**
(ii) The customer shall be told that the booking fee is in addition to the fare for the journey; **and**
- (c) The hiring involves a separate journey of at least one mile, starting from the taxi rank or the operator's premises, to the pick up point.

If the price of diesel fuel reaches a national average of not less than £2.30 per litre for a period of one month during the period 1st April 2023 to 31st March 2024 the emergency tariff stated below will take effect up to 31st March 2024. All other charges will remain the same.

The taximeter must be switched on at the start of each journey. All charges shown below include VAT where applicable.

MILEAGE (Emergency Fare)

Vehicles carrying up to four passengers (Tariff 1)

If the distance does not exceed 825 yards	£3.50
- for each subsequent 55 yards or uncompleted part thereof	£0.10

This equates to £5.20 for the first mile and £3.20 for each subsequent mile

Vehicles carrying more than four passengers (MPV's only) (Tariff 4)

If the distance does not exceed 825 yards	£4.50
- for each subsequent 55 yards or uncompleted part thereof	£0.15

This equates to £7.80 for the first mile and £4.80 for each subsequent mile

NOTES

1. Fares for distance and waiting time will record automatically on the Taximeter, which will be set and sealed at the above rates.
2. Extra charges will be recorded on the Taximeter by the driver at the **START** of each journey.
3. The Taximeter **MUST NOT** be switched off at any time during the journey.

EQUALITY IMPACT ASSESSMENT

Name of activity:	Taxi fares revision	Date Completed:	12/12/22
Directorate / Division responsible for activity:	Growth	Lead Officer:	Glenn James
Existing Activity	X	New / Proposed Activity	Changing / Updated Activity

What are the aims / main purposes of the activity?

Revision of taxi fares. The fares regulate maximum prices customers are charged for journeys in taxis.

What are the main actions and processes involved?

The fare structure ensures a consistent approach to the maximum prices for the use of taxis.

Who is intended to benefit & who are the main stakeholders?

The taxi trade and users of Arun taxis

Have you already consulted on / researched the activity?

Direct consultation with the taxi trade and consultation through advertisement in a local newspaper

Impact on people with a protected characteristic (What is the potential impact of the activity? Are the impacts high, medium or low?)

Protected characteristics / groups	Is there an impact (Yes / No)	If Yes, what is it and identify whether it is positive or negative
Age (older / younger people, children)	no	

Disability (people with physical / sensory impairment or mental disability)	yes	Report establishes a maximum fare levels, regardless of whether a standard or Wheelchair Accessible Vehicle is used, and ensures no additional charge is incurred for carriage of an assistance dog or wheelchairs
Gender reassignment (the process of transitioning from one gender to another.)	no	
Marriage & civil partnership (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognized for same-sex couples)	no	
Pregnancy & maternity (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	no	
Race (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	no	
Religion & belief (religious faith or other group with a recognised belief system)	no	
Sex (male / female)	no	
Sexual orientation (lesbian, gay, bisexual, heterosexual)	no	
Whilst Socio economic disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	yes	Positive - Some people of low income or people without means of transport or living in isolated areas may need to use taxis regularly and therefore the fare structure makes it clear to them how much they will be charged for each journey. Whilst the fares are determined as the maximum, the companies and drivers may, if they wish, offer discounts.

What evidence has been used to assess the likely impacts?

Officer insight and experience. Cost of living and fuel prices and any relevant comments from consultation were considered. Prices ensure drivers can keep vehicles in a safe condition bearing in mind they have high outgoings to maintain the vehicle

Decision following initial assessment

Continue with existing or introduce new / planned activity

Y

Amend activity based on identified actions

N

Action Plan

Impact identified

Action required

Lead Officer

Deadline

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Monitoring & Review

Date of last review or Impact Assessment:

Date of next 12 month review:

Date of next 3 year Impact Assessment (from the date of this EIA):

Date EIA completed:

12/12/22

Signed by Person Completing:

GJ

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Arun District Council

REPORT TO:	Licensing Committee – 3 March 2023
SUBJECT:	Key Performance Indicators 2022-2026 – Quarter 3 performance report for the period 1 April 2022 to 31 December 2022
LEAD OFFICER:	Jackie Follis, Group Head of Organisational Excellence
LEAD MEMBER:	Councillor Grant Roberts
WARDS:	N/A
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: The Key Performance Indictors support the Council's Vision and allows the Council to identify how well we are delivering across a full range of services.	
DIRECTORATE POLICY CONTEXT: This report is produced by the Group Head of Organisational Excellence to give an update on the Q3 Performance outturn of the Key Performance Indicators.	
FINANCIAL SUMMARY: Not required.	

1. PURPOSE OF REPORT

- 1.1. This report is to update the Committee on the Q3 Performance Outturn for the Key Performance Indicators (KPIs) which make up the Corporate Plan, for the period 1 April 2022 to 31 December 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 7 March 2023.

2. EXECUTIVE SUMMARY

- 2.1. This report sets out the performance of the Key Performance indicators at Quarter 3 for the period 1 April 2022 to 31 December 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. The Committee meetings that will receive Q3 KPI reports are as follows:

Committee meeting dates	Indicators to receive report on
Corporate Support Committee - 19 January 2023	9 (CP1, CP2, CP3, CP4, CP5, CP6, CP7, CP8, CP9)
Housing & Wellbeing Committee - 25 January 2023	8 (CP11, CP15, CP16, CP17, CP18, CP19, CP20, CP21)
Planning Policy Committee - 26 January 2023	1 (CP36)
Environment Committee - 31 January 2023	10 (CP12, CP13, CP37, CP38, CP39, CP40, CP22, CP23, CP24, CP25)
Economy Committee - 2 February 2023	0
Planning Committee – 8 February 2023	10 (CP26, CP27, CP28, CP29, CP30, CP31, CP32, CP33, CP34, CP35)
Licensing Committee – 3 March 2023	1 (CP14)
Policy & Finance Committee – 7 March 2023	39 indicators - not CP41, CP42 (only at Q2 and Q4) and CP10 (only at Q4)

3.4. This is the third quarterly report covering performance from 1 April 2022 to 31 December 2023 and will cover only those indicators that are due to be measured at this point.

3.5. 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

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

3.7. This report gives the status of all indicators at Q3. Appendix A gives full commentary for each indicator. This appendix shows the figures Q2 and the figures and commentary for Q3. The end column which shows the direction of travel of the status for each 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
TOTAL	1

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.


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	September 22 Outturn - Q2 (April-Sept)	Q2 status	December 22 Outturn	December 22 Outturn - Q3 (April-Dec)	Q3 Commentary	December 22 Status	Q3 status	Better or worse since Q2 figure (Q3 compared to Q2)
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%	99.70%	Achieving	No December figure, see Q3 figure	98.21%	Maintaining performance above target. There are three outstanding applications, with one subject to an Appeal, one extended due to incorrect newspaper advertising by the applicant. The remaining application requires an inspection prior to determination which is scheduled for 6/1/23	No December figure, see Q3 figure	Achieving	Down by 1.49% on Q2 but note this is over achieving the target anyway 

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