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Committee Manager Andrew Bishop (Ext. 37984)

14 June 2023

LICENSING COMMITTEE

A meeting of the Licensing Committee will be held in the **Council Chamber at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Friday 23 June 2023 at 9.30 am** and you are requested to attend.

Members: Councillors Blanchard-Cooper (Chair), Haywood (Vice-Chair), Batley, Bence, Cooper, Goodheart, Madeley, McAuliffe, McDougall, Patel 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 15 June 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 - 12)

To approve as a correct record the Minutes of the meeting held on 3 March 2023 and to note the Minutes from the meetings of the Licensing Sub-Committee held on 6 March, 20 March and 27 April 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. START TIMES

The Committee is asked to approve its start times for meetings during 2023/24.

7. LICENSING HEARING PROCEDURES

(Pages 13 - 38)

This report seeks the adoption of revised Licensing Sub-Committee hearing procedures in relation to Taxis and Licensing Act 2003 matters.

8. COUNCIL VISION 2022-2023 ANNUAL REPORT (Pages 39 - 56)

This report updates the Committee on progress towards key objectives within each theme for the year 2022-2023. The full report will be presented to Committees as an important overview of council performance and sits alongside the key performance indicators (KPIs) for 2022-2023 which form the Corporate Plan.

9. Q4/END OF YEAR KEY PERFORMANCE INDICATORS (KPIs) (Pages 57 - 62)

This report updates the Committee on the Q4 and end of year Performance Outturn for the Key Performance Indicators (KPIs) which make up the Corporate Plan, for the period 1 April 2022 to 31 March 2023.

10. WORK PROGRAMME (Pages 63 - 64)

The Committee's Work Programme for 2023-24 is attached for the Committee's information.

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

3 March 2023 at 9.30 am

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

Apologies: Councillors Gregory, Roberts and Worne

742. DECLARATIONS OF INTEREST

There were no declarations of interest made.

743. MINUTES

The Minutes of the previous meeting held on 9 December 2022 were approved by the Committee and signed by the Chair. The Minutes of the Licensing Sub-Committee held on 9 January 2022, 23 January 2023, 30 January 2023, 6 February 2023 and 20 February 2023 were noted by the Committee.

744. 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.

745. PUBLIC QUESTION TIME

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

746. TAXI FARE SETTING

Upon the invitation of the Chair, the Licensing Officer presented the report which sought the Committee's agreement of the table of taxi fares [in Appendix 2 of the Officer report] following consultation, with increases for 2023/24 to come into effect from 1 April 2023, to ensure a balance between taxi drivers making a living and what customers would be willing to pay. It was noted that the emergency increase of 10p in the previous year (which many drivers had not taken advantage of due to the cost of recalibrating their meters) had not kept up with fuel prices and that, due to the cost of living increases, drivers also faced other increased costs associated with insurance and vehicle repairs. It was also remarked that since lockdown the number of taxi journeys had decreased as more things (such as shopping) were done online. The Licensing Officer then outlined some of the increases detailed in the report.

Members noted positively on the significant amount of feedback received during the consultation and thanked the Officers for their work on this item. Members recognised the difficulties for the public in raising fares and the increases in several costs for drivers, but appreciated that these were sensible increases following a

Licensing Committee - 3.03.23

thorough process ensuring things were done in a controlled way. Whether there was a need for fare charging distinctions between diesel, hybrid or electric vehicles to incentivise transition to greener vehicles was also raised. The Group Head of Technical Services explained that a transition of the fleet to electric vehicles was best managed through taxi policy via fees charged to operators. He noted that the taxi policy had recently been consulted on and once Officers had had the opportunity to go through all the responses to the consultation an amended taxi policy would come before the Committee. It was also confirmed that the increases would be communicated on the Council's website. The Chair thanked the Officer team and concluded that the increases struck a good balance to ensure taxis remained in the District for the public to use. The recommendation was then proposed by Councillor Clayden and seconded by Councillor Blanchard-Cooper.

The Committee

RESOLVED

That the table of fares set out in Appendix 2 be agreed with effect from 1 April 2023.

747. LICENSING COMMITTEE PERFORMANCE REPORT QUARTER 3

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 and commended Officers on their performance.

(The meeting concluded at 9.47 am)

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LICENSING SUB-COMMITTEE

6 March 2023 at 9.30 am

Present: Councillors Blanchard-Cooper, Daniells and Kelly

Louise Dewberry, Licensing Officer presenting the report
Glenn James, Licensing Officer
Joanne Lewis, Senior Environmental Health Officer representing
Arun District Council Environmental Health Service (Responsible
Authority)
Neil Williamson, Environmental Health Team Manager representing
Arun District Council Licensing Authority (Responsible Authority)
Mr S. Boxall, Licence Holder
Ms S. Murphy, Licence Holder and Designated Premises
Supervisor
Daniel Shing, Council Lawyer
Jane Fulton, Committee Services Manager
Andrew Bishop, Committee Services Officer

52. ELECTION OF CHAIRMAN

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

53. DECLARATIONS OF INTEREST

There were no declarations of interest made.

54. 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.

55. LICENSING ACT 2003 S51 APPLICATION FOR REVIEW OF 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. Upon the invitation of the Chair, the Licensing Officer presented the report which outlined the detail of the case for an application from Environmental Health (with representation from Arun District Council acting as the Licensing Authority) to review the Premises Licence of the Fox Inn, Arundel Road, Patching, Worthing, West Sussex BN13 3UJ on the basis that the licensing objective 'Prevention of Public Nuisance' within the Licensing Act 2003 had been undermined.

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Following the Council's procedure for Licensing Sub-Committees, detailed representations were heard from the Responsible Authorities in attendance. This was followed by questions from the Sub-Committee and other parties present which were responded to at the meeting. Upon the Chair's request, an audio recording referenced in the Officer report was played to all parties present. The Licence Holders made representations and answered questions from the Sub-Committee and Responsible Authorities. Representations in support of the pub were also circulated to the Panel and all parties present. Following the summing up of the Responsible Authorities and the Licence Holders, 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 –

1. the Designated Premises Supervisor be removed;
2. the conditions of the licence be modified as proposed by Environmental Health, as follows:
 - i. No live or recorded music or amplified speech shall take place in the marquee or other outside areas until an independent acoustic report has been submitted to and agreed in writing with Arun District Council's Environmental Health Team and the mitigation measures detailed in the acoustic report have been fully implemented.

The acoustic report must include:

- reference to BS 8223:2014 Table 2;
- the noise transmission paths from the marquee;
- the breakout of noise from the marquee via the door(s);
- details of the amplification system and speakers;
- noise insulation measures to be installed in the marquee to prevent noise transmission;
- specific details of the siting of the marquee, including minimum distances from boundaries;
- details of an in-line noise limiter to be installed in the premises which will automatically cut out once the agreed noise level is exceeded;
- before first use of the noise limiter, the system shall be set with a tamper proof seal in the presence of an officer of the Council.

- ii. The noise limiter shall be serviced regularly. A log shall be kept of times when it is tripped, reason for trip and corrective action taken. Records shall be kept for a year. The records must be available at the premises when the premises is open to the public.
- iii. The noise limiter shall be installed using a dedicated tamper proof socket or be wired in directly.
- iv. Once operational the site (and any visiting DJs/bands/musicians) shall only use the amplification system that forms part of the acoustic report and no other. Use of the system will cease by 22.00hrs each day or 21.30hrs on Sundays and bank holidays.
- v. Amplified music and any amplified voices in outdoor areas (including a marquee) shall only take place during the following hours:

12.00 - 22.00hrs Monday to Saturday
12.00 - 21.30hrs on Sundays and bank holidays.
- vi. No live or recorded music shall take place at the premises until a Noise Management Plan has been submitted in writing to, and been agreed in writing by, Arun District Council's Environmental Health Team. Once agreed it shall be fully implemented thereafter. The Noise Management Plan shall include:
 - supervision and management of the noise limiter
 - control of patron noise outside
 - procedure for dealing with complaints of noise and corrective action taken
 - procedure for proactive monitoring
- vii. The details of all the locations, directions and sizes of the speakers on the premises must be submitted in writing for written approval by Arun District Council's Environmental Health Team, no speakers will be permitted outside other than those forming part of the approved system. No alterations to the location, direction or type of speaker shall occur, until written approval has been submitted and agreed by Arun District Council's Environmental Health Team.
- viii. A Designated Premises Supervisor or nominated representative shall be on the premises at all times the premises is open to the public to ensure conditions i - vi are complied with and to take action to resolve any non-compliances with conditions i - vi. If

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there is no personal licence holder at the premises then no music or amplified speech shall be played in the premises.

..... Chair

(The meeting concluded at 11.25 am)

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LICENSING SUB-COMMITTEE

20 March 2023 at 9.30 am

Present: Councillors Kelly, Blanchard-Cooper, Hamilton and Kelly

Glenn James, Licensing Officer
Neil Williamson, Environmental Health Team Manager
Daniel Shing, Council Lawyer
Miguel Lincan, Trainee Council Solicitor
Andrew Bishop, Committee Services Officer

The applicant was present and not represented.

56. ELECTION OF CHAIRMAN

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

57. DECLARATIONS OF INTEREST

There were no declarations of interest made.

58. 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.

59. EXEMPT INFORMATION

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

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 - 20.03.23

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

After the Council Lawyer outlined the procedure the hearing would follow, 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 application. It was noted that on the application it stated the applicant was not licensed with another authority, but following a Request for Information under the Data Protection Act 2018 it was confirmed that the applicant had had a licence revoked by Chichester District Council in November 2022 for speeding offences. A typographical error on this information request was identified; the date of conviction should have read 05/12/2021 rather than 05/12/2024 as printed. Due to Council Policy and in light of the nature of the offence and the revocation of the Chichester District driver licence, the application had to be presented to this Sub-Committee for consideration. References in support of the Applicant were circulated to all parties present.

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, stressed his remorse and spoke of the impacts of the revocation on his life and livelihood. 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 public safety as to whether the Applicant was a fit and proper person. 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 10.51 am)

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LICENSING SUB-COMMITTEE

27 April 2023 at 9.30 am

HELD IN LITTLEHAMPTON TOWN HALL

Present: Councillors Gregory, Kelly and Northeast

Louise Dewberry, Licensing Officer presenting the report
Peter Aston – West Sussex County Council – Trading Standards
(Responsible Authority)
Mr Sanjay Patel – Director of Justin Retail Ltd
Mr Surindra Panchal of Personal Licence Courses UK Ltd,
representing Justin Retail Ltd
Daniel Shing, Council Lawyer
Chris Arm – Principal Licensing Officer
Glenn James, Licensing Officer
Jane Fulton, Committee Services Manager
Helen Burt, Committee Services Officer

61. ELECTION OF CHAIR

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.

62. DECLARATIONS OF INTEREST

There were no declarations of interest made.

63. ITEMS NOT ON THE AGENDA WHICH THE CHAIR 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.

64. LICENSING ACT 2003 S51 APPLICATION FOR REVIEW OF 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.

Licensing Sub-Committee - 27.04.23

The Licensing Officer outlined the detail of the case for an application to review a premises licence for a premises known as Premier, 220-222 Chichester Road, Bersted, Bognor Regis, West Sussex, PO21 5BE under Section 51 of the Licensing Act 2003. The application had been made by West Sussex Trading Standards Service, a responsible authority, who contended that the licensing objectives of the Protection of Children from Harm and Prevention of Crime and Disorder had been seriously undermined.

A representation had also been received from the Licence Holder's consultant, Mr S Panchal of Personal Licence Courses UK Ltd, which Members of the Sub-Committee had been supplied with in advance of the hearing.

Following the Council's procedure for Licensing Sub-Committees, detailed representations were heard from West Sussex Trading Standards Service, acting as the Responsible Authority. This was followed by questions from the Sub-Committee and other parties present which were responded to at the meeting.

The Licence Holder's representative made representations and the Licence Holder answered questions from the Sub-Committee and other parties present.

During the hearing, Members of the Sub-Committee were also presented with a press release from Trading Standards; and training records of the staff employed at Justin Retail from the Licence Holder.

Following the summing up of Trading Standards and the Licence Holder's representative, the Sub-Committee 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

- 1) The licence be suspended for a period for two months with immediate effect
- 2) The Premises Licence conditions be updated to include those suggested by Sussex Police in their written representation, they relate to the operation and use of CCTV, the Challenge 25 Policy and conditions for an alcohol delivery service at pages 20 – 23 of the report.

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Licensing Sub-Committee - 27.04.23

..... Chair

(The meeting concluded at 12:28 pm)

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Agenda Item 7

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| REPORT TO: | Licensing Committee - 23 June 2023 |
| SUBJECT: | Licensing Hearing Procedures |
| LEAD OFFICER: | Karl Roberts, Director of Growth |
| LEAD MEMBER: | Councillor Blanchard-Cooper |
| WARDS: | All |
| CORPORATE PRIORITY/POLICY CONTEXT/CORPORATE VISION: Improving the wellbeing of Arun and supporting our environment to support us by ensuring fair and responsible Licensing of persons, premises, and operations within the remit of The Licensing Act 2003, and Taxi Licensing legislation. | |
| DIRECTORATE POLICY CONTEXT: Helping to improve the social, economic, and environmental wellbeing of the district by ensuring robust and transparent procedures are in place for licensing hearings. | |
| FINANCIAL SUMMARY: There is no additional expenditure associated with the recommendations of this report. | |

1. PURPOSE OF REPORT

- 1.1 This purpose of this report is to seek adoption of the revised hearing procedures by the Licensing sub-committee.

2. RECOMMENDATIONS

- 2.1 That the Licensing Committee adopt the revised hearing procedures for Licensing Act 2003 sub-committee hearing procedures.
- 2.2 That the Licensing Committee separately adopt the revised hearing procedures for Taxi Licensing to be added to the Taxi Licensing Statement of Policy.
- 2.3 That the Group Head of Technical Services in consultation with the Chairman of the Licensing Committee is authorised to make minor changes to the licensing hearing procedures as may be required.

3. EXECUTIVE SUMMARY

- 3.1 This report seeks adoption of the Licensing Subcommittee hearing procedures in relation to Taxis and Licensing Act 2003 matters. These have been reviewed and updated to ensure there is improved clarity and transparency of the procedures that will be used for each type of hearing.

4. DETAIL

- 4.1 The Licensing Act 2003 (LA03) introduced Licensing Sub-committees (LSC) which allow local authorities to convene hearings to combat non-compliance with the LA03 or to review a licence and its imposed conditions if requested by a Responsible Authority or an Other person. In March 2011, the Police Reform and Social Responsibility Bill (2010) made the Licensing Authority a Responsible Authority.
- 4.2 The role of the LSC is to make decisions on specific individual cases such as for applications, reviews and or misdemeanours. The LSC differs from that of the full Licensing Committee, which determines Policy matters and the setting of Fees for Licensing and Taxi Fares etc. We are revising the LSC Hearing Procedures for the refinement of existing procedures to benefit from learning from experience and applying best practice.
- 4.3 The main aim of the current LA03 Hearing Procedures is to ensure a fair and responsible Licensing Authority and Licensing Sub-Committee, whilst balancing the needs of Responsible Authorities, Other persons, and Licence Holders.
- 4.4 The relevant legislation is laid down in Regulations 21 to 25 of the Licensing Act (Hearing) Regulations 2005.
- 4.5 The current policies for Hackney Carriage and Private Hire Licensing Policy and Handbook 2017 for taxis are found in the background documents online at the end of this report. They have been reviewed as it is important to keep them current and although these have worked well of many years, it is important to keep them under regular review. The extent of the recommended changes is minor and for improved clarity and that by adopting the amending taxi hearing procedures this will amend the 2017 Policy.
- 4.6 In Summary the Council's Licensing Sub-Committee Hearing procedures for The Licensing Act 2003 and Taxi Licensing are found in Appendix 2 and 3.
- 4.7 For the avoidance of doubt Committee is asked to note that for Licensing Act hearings there is no requirement that they should take place in person. Council policy is that except in exceptional circumstances as hearings should be in person hearings meaning that all parties including the sub-committee members should attend in person.

5. CONSULTATION

- 5.1 Consultation has been conducted with internal stakeholders, including legal services and committee services. No public consultation has been undertaken.

6. OPTIONS/ALTERNATIVES CONSIDERED

- 6.1 Not to update and adopt the current hearing procedures. The existing procedures are already published on the council's website and within the Hackney Carriage and Private Hire Licensing Policy, however they have not been recently reviewed.

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

- 7.1 This approach of adoption by the new committee is following advice from Legal.

8 RISK ASSESSMENT CONSIDERATIONS

- 8.1 Failure to adopt the revised hearings procedure may impact the ability of the Council to effectively manage LA03 and Taxi hearings.

9 COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

- 9.1 Provisions for holding hearings are set out in the Licensing Act 2003 (Hearings) Regulations 2005 which provide for the various notification requirements, conduct at, and timings of, hearings.
- 9.2 Where specific provisions for the procedure for hearings have not been made, councils are able to set and control their own procedure as long as it is not contrary to the Regulations. The purpose of procedure should always be to enable those with the right to, to appear and advance their point of view and to test the case of their opponents. This will assist the licensing sub-committee to gather evidence and understand relevant issues.
- 9.3 The committee is asked to note that neither the Licensing Act 2003, nor the Licensing Act (Hearings) Regulations 2005 require hearings to be held in a physical "place". In principle, a "place" for the purposes of the Hearings Regulations can include a "virtual platform" and "attendance" at such a hearing can include "electronic attendance."
- 9.4 Section 9(3) of the Licensing Act 2003 allows licensing committees – subject to the basic procedural framework in the Hearings Regulations – to regulate their own procedure. Whether a hearing is conducted in person, or remotely, is "a matter of procedure" and therefore something the licensing committee may opt for in its discretion.

(Approved by: SO Agutu, Lawyer on behalf of the Head of Law and Governance)

- 9.5 Following the recent court decision regarding LA2003 hearings is a magistrates' court judgment and therefore non-binding, and so the view we are presented within the report is the interpretation of us as the Council's legal advisors and the generally accepted view of professionals in this area.

(Approved by: Daniel Bainbridge, Group Head of Law & Governance)

10 HUMAN RESOURCES IMPACT

10.1 No human resource impacts have been identified in relation to the proposals in this report.

11 HEALTH & SAFETY IMPACT

11.1 There are no direct health and safety impacts in relation to the proposals.

12. PROPERTY & ESTATES IMPACT

No additional property and estates impacts have been identified from the proposals.

(Approved by: Sam Horwill, on behalf of, Head of Property & Estates.)

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1 An EIA has been completed and is attached as Appendix 1.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1 There are no direct impacts in respect of the above in relation to the proposals.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1 No direct impacts have been identified.

16. HUMAN RIGHTS IMPACT

16.1 By adopting and publishing licensing hearing procedures this ensures there is an open and transparent process. The hearing procedures include a right for an applicant or licensee to be heard and to present their case and any evidence.

17. FREEDOM OF INFORMATION/DATA PROTECTION CONSIDERATIONS

17.1 There are no direct freedom of information or data protection concerns from the proposals. Licensing hearing procedures include arrangements to hold hearings in camera, when appropriate. Decisions of the licensing sub-committee are published and available on the council's website.

CONTACT OFFICER:

Name: Chris Arm
Job Title: Principal Licensing Officer
Contact Number: 01903 737748

BACKGROUND DOCUMENTS

Appendix 1, Equalities Impact Assessment

Appendix 2, Proposed Licensing Sub-Committee Hearing Procedures for Licensing Act 2003 Contested applications.

Appendix 3, Proposed Licensing Sub-committee hearing procedures for Licensing Act 2003 Reviews.

Appendix 4, Proposed Licensing Sub-Committee Hearing Procedures for Taxi Licensing, and non-Licensing Act 2003.

Appendix 5, Definition and list of Responsible Authorities.

Licensing Act review procedure current:

[LA03 Review procedure current](#)

Licensing Act contested procedure current:

[LA03 contested procedure current](#)

Hackney Carriage and Private Hire Licensing Policy and Handbook:

[Taxi licensing Policy 2017-2022](#)

Licensing Act 2003 Statement of Policy:

[Statement of licensing policy | Arun District Council](#)

Licensing Act Hearing Regulations 2005:

[The Licensing Act 2003 \(Hearings\) Regulations 2005 \(legislation.gov.uk\)](#)

Responsible Authorities under The Licensing Act 2003

[Premises licence | Arun District Council](#)

The Licensing Act 2003 (Premises licences and club premises certificates) (Amendment) Regulations 2012

[The Licensing Act 2003 \(Premises licences and club premises certificates\) \(Amendment\) Regulations 2012 \(legislation.gov.uk\)](#)

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EQUALITY IMPACT ASSESSMENT

| | | | |
|---|-------------------------------------|--------------------------------|------------------------------------|
| Name of activity: | Licensing Hearing Procedures | Date Completed: | 11/05/23 |
| Directorate / Division responsible for activity: | Growth | Lead Officer: | Chris Arm |
| Existing Activity | X | New / Proposed Activity | Changing / Updated Activity |

What are the aims / main purposes of the activity?

This purpose of this report is to seek adoption of the revised hearing procedures by the Licensing committee.

What are the main actions and processes involved?

Holding hearings in relation to the licensing act and taxi licensing.

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

Benefits Licence Holders, visitors, and residents; Stakeholders include Police and other Responsible Authorities.

Have you already consulted on / researched the activity?

The previous review of the current licensing hearing procedures was carried out in July 2020 with the adoption of the taxi licensing hearing procedures also attained.

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) | No | |
| 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 | No | |
|--|----|--|

| What evidence has been used to assess the impacts? |
|--|
| Officer insight and experience. Existing: Licensing Sub-Committee Hearing Procedures, Statement of Licensing Policy in reference to the taxi policy. |

| Decision following initial assessment | | | |
|---|----------|---|----------|
| Continue with existing or introduce new / planned activity | Y | Amend activity based on identified actions | N |

Page 24

| Action Plan | | | |
|--------------------------|------------------------|---------------------|-----------------|
| Impact identified | Action required | Lead Officer | Deadline |
| | | | |
| | | | |
| | | | |

| 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: | 11/05/2023 |
|----------------------------|------------|

| | |
|-------------------------------------|-----------|
| Signed by Person Completing: | Chris Arm |
|-------------------------------------|-----------|

Licensing Sub-Committee

Contested applications and hearings procedure – Licensing Act 2003

Purpose of the procedure

To enable those with a right to appear to put forward their point of view and to test the case of their opponents.

To help the committee to gather evidence and understand the relevant issues.

Guiding principles

1. We can accept hearsay evidence but may attach less weight to this evidence as we cannot test it.
2. We can accept petitions if the representation is relevant. However, we can only attach limited weight to petitions as we cannot test the individual views.
3. Where a large number of other persons are involved, we will encourage the appointment of a spokesperson(s) to avoid duplication of evidence.
4. We should not allow objectors to raise wholly new objections at the hearing.
5. We should ensure fair treatment of witnesses and protect them from interruptions and aggressive advocacy. We should discourage leading questions and encourage the witness to answer the actual question to prevent them from straying from the point.
6. If we invite submissions on a point by one party, we must allow all persons to make submissions on that point. If we have questions of our own, we should offer the participants a chance to ask further questions arising from our questions.
7. We may cut through issues by asking if a point is really contested or show that we have heard and understood the point. We may ask a witness if they wish to add to anything an earlier witness has said.
8. We may ask persons to collaborate and produce draft conditions but reassure the persons that this exercise is to save time and not because we have formed a view on the issue.
9. We will not express a view as to the merits of the application or objections before giving a decision. This also applied to any comments to the press or residents in the weeks or days leading up the hearing. We must behave and be seen to be behaving impartially.

10. We will normally provide reasons for our decision.

11. We do not normally select committee members:

- from the same wards as any applications under consideration
- who took part in the planning process as part of the Planning Committee for any premises up for consideration.

In Summary the Council's Licensing Sub-Committee Hearing procedures for The Licensing Act 2003 are laid down as follows:

Contested Licence Applications

In this procedure,

'Applicant' shall include a licence holder, respondent or any representative appointed to appear or speak on that person's behalf.

'Other Persons' means a person who has made a relevant representation.

"Responsible Authority" means. Those bodies listed from time to time listed on the Council's website. (For this report, appendix 5)

The Hearing is intended to be a discussion between the committee and the parties. In order to make it an orderly discussion some element of formality exists. Consequently, there will be an order in which the hearing will follow. The Chairperson may vary all or any part of this procedure as they see fit, having regard to advice from the Sub-Committee's Legal Adviser. This can include, but is not limited to, the power to limit or expressly refuse to hear specific comments or questions from any party, the power to increase or decrease the length of time a party may make submissions for and the power to refuse to hear a party, particularly if that party becomes disruptive during the proceedings.

The purpose of questions and answers at the Sub-Committee hearing are for the purposes of a discussion and fact finding led by the Sub-Committee and cross-examination shall not be permitted unless the Sub-Committee considers that it is necessary.

1. The Chairperson will open the hearing and will introduce the members of the Subcommittee and officers present.
2. Chairperson invites the Committee Clerk to explain the procedure to be followed.
3. The Licensing Officer, Applicant, Responsible Authorities, Other persons, Witnesses and Spokesperson will identify and introduce themselves.
4. Chairperson to confirm if there are any conflicts of interest.

5. The Chairperson receives any representations that the hearing can be dispensed with or that the hearing should be held in private.
6. The Licensing Officer outlines the case to the Sub-Committee and answers questions relating to issues arising from the report.
7. Presentation of case and answering of questions by:
 - a. Applicant.
 - b. Responsible Authorities.
 - c. Other Persons.

Order of questioning as follows:

- (i) Members of the Licensing Sub-Committee.
- (ii) Licensing Officer(s).
- (iii) Applicant.
- (iv) Responsible Authorities.
- (v) Other Persons.
- (vi) Re-examination by Members of the Licensing Sub-Committee.

NB. Where Witnesses are called, questioning is at the end of each Witness giving their evidence.

8. Invitation to sum up case by:
 - a. Applicant
 - b. Responsible Authorities.
 - c. Other Persons.
9. After hearing the representations, the Chairperson will require all persons, except for the Legal Adviser and Committee Clerk(s) to withdraw from the room to make its determination. Trainee Committee Clerks and Trainee Lawyers may also be invited to remain. The Legal Adviser will clarify any points of law arising from the hearing to the Sub-Committee.
10. If necessary, the Sub-Committee may reconvene to ask any party present for further information. The request will be made in open session where all persons are present to hear the request and the answer given.
11. All persons recalled and decision of determination announced.
12. Once the hearing is reconvened the Chairperson (or a person requested by the Chairperson) shall inform the persons of the Subcommittee's decision and where possible to give the reasons as to their decision. If reasons are not given on the day, they will follow in writing. The Chairperson will then inform the Applicant that they will receive the decision in writing from the Authority within five working days and which will include details of the person's right of appeal to the Magistrates Court.

Close of Licensing Sub-committee Meeting for Licensing Act 2003.

| Version no. | Date | Status | Summary of changes |
|-------------|---------------|---|---|
| 1 | 17 March 2017 | Original | N/A |
| 2 | 23 June 23 | Draft for Adoption by Licensing Committee | Updated to reflect current legislation and best practice. |
| | | | |
| | | | |

Licensing Subcommittee

Review procedure – Licensing Act 2003

Purpose of the procedure

To enable those with a right to appear to put forward their point of view and to test the case of their opponents.

To help the committee to gather evidence and understand the relevant issues.

Guiding principles

1. We can accept hearsay evidence but may attach less weight to this evidence as we cannot test it.
2. We can accept petitions if the representation is relevant. However, we can only attach limited weight to petitions as we cannot test the individual views.
3. Where a large number of interested parties are involved, we will encourage the appointment of a spokesperson(s) to avoid duplication of evidence.
4. We should not allow objectors to raise wholly new objections at the hearing.
5. We should ensure fair treatment of witnesses and protect them from interruptions and aggressive advocacy. We should discourage leading questions and encourage the witness to answer the actual question to prevent them from straying from the point.
6. If we invite submissions on a point by one party, we must allow all parties to make submissions on that point. If we have questions of our own, we should offer the participants a chance to ask further questions arising from our questions.
7. We may cut through issues by asking if a point is really contested or show that we have heard and understood the point. We may ask a witness if they wish to add to anything an earlier witness has said.
8. We may ask parties to collaborate and produce draft conditions but reassure the parties that this exercise is to save time and not because we have formed a view on the issue.
9. We will not express a view as to the merits of the application or objections before giving a decision. This also applied to any comments to the press or residents in the weeks or days leading up the hearing. We must behave and be seen to be behaving impartially.

10. We will normally provide reasons for our decision.

11. We do not normally select committee members:

- from the same wards as any applications under consideration
- who took part in the planning process as part of the Planning Committee for any premises up for consideration.

In Summary the Council's Licensing Sub-Committee Hearing procedures for The Licensing Act 2003 are laid down as follows:

Review Hearing

In this procedure,

'**Licence Holder**' shall include a licence holder, respondent or any representative appointed to appear or speak on that person's behalf.

"Other Person" means a party who has made a relevant representation.

"**Responsible Authority**" means. Those bodies listed from time to time listed on the Council's website. (For this report, appendix 5)

The Hearing is intended to be a discussion between the committee and the parties. In order to make it an orderly discussion some element of formality exists. Consequently, there will be an order in which the hearing will follow. The Chairperson may vary all or any part of this procedure as they see fit, having regard to advice from the Sub-Committee's Legal Adviser. This can include, but is not limited to, the power to limit or expressly refuse to hear specific comments or questions from any party, the power to increase or decrease the length of time a party may make submissions for and the power to refuse to hear a party, particularly if that party becomes disruptive during the proceedings.

The purpose of questions and answers at the Sub-Committee hearing are for the purposes of a discussion and fact finding led by the Sub-Committee and cross-examination shall not be permitted unless the Sub-Committee considers that it is necessary.

1. The Chairperson will open the hearing and will introduce the members of the Subcommittee and officers present.
2. Chairperson addresses those present at the hearing.
3. The Licensing Officer, Applicant, Responsible Authorities, Other persons, Witnesses and Spokesperson will identify and introduce themselves.
4. Chairperson to confirm if there are any conflicts of interest.

5. The Chairperson receives any representations that the hearing can be dispensed with.
6. The Licensing Officer outlines the case to the Sub-Committee and answers questions relating to issues arising from the report.
7. Presentation of case and answering of questions by:
 - a. Responsible Authority requesting review.
 - b. Other Responsible Authorities.
 - c. Other Persons.
 - d. Licence Holder.

Order of questioning as follows:

- (i) Members of the Licensing Sub-Committee.
- (ii) Licensing Officer(s).
- (iii) Responsible Authority requesting review.
- (iv) Responsible Authorities.
- (v) Other Persons.
- (vi) The Licence Holder.
- (vii) Re-examination by Members of the Licensing Sub-Committee.

NB. Where Witnesses are called, questioning is at the end of each Witness giving their evidence.

8. Invitation to sum up case by:
 - a. Responsible Authority requesting review.
 - b. Other Responsible Authorities.
 - c. Other Persons
 - d. Licence Holder.
9. After hearing the representations, the Chairperson will require all persons, except for the Legal Adviser and Committee Clerk(s) to withdraw from the room to make its determination. Trainee Committee Clerks and Trainee Lawyers may also be invited to remain. The Legal Adviser will clarify any points of law arising from the hearing to the Sub-Committee.
10. If necessary, the Sub-Committee may reconvene to ask any party present for further information. The request will be made in open session where all parties are present to hear the request and the answer given.
11. All parties recalled and decision of determination announced.
12. Once the hearing is reconvened the Chairperson (or a person nominated by the Chairperson) shall inform the parties of the Sub-Committee's decision and where possible to give the reasons as to their decision. If reasons are not given on the

day, they will follow in writing. The Chairperson will then inform the Applicant that they will receive the decision in writing from the Authority within five working days and which will include details of the person's right of appeal to the Magistrates Court.

Close of Licensing Sub-committee Meeting for Licensing Act 2003.

| Version no. | Date | Status | Summary of changes |
|-------------|---------------|---|---|
| 1 | 17 March 2017 | Original | N/A |
| 2 | 23 June 23 | Draft for Adoption by Licensing Committee | Updated to reflect current legislation and best practice. |
| | | | |
| | | | |

Licensing Sub-Committee

Taxi Licensing and Non-Licensing Act 2003 Hearings

Purpose of the procedure

To enable those with a right to appear to put forward their point of view and to test the case of their opponents.

To help the committee to gather evidence and understand the relevant issues.

Guiding principles

1. We can accept hearsay evidence but may attach less weight to this evidence as we cannot test it.
2. We can accept petitions if the representation is relevant. However, we can only attach limited weight to petitions as we cannot test the individual views.
3. Where a large number of interested parties are involved, we will encourage the appointment of a spokesperson(s) to avoid duplication of evidence.
4. We should not allow objectors to raise wholly new objections at the hearing.
5. We should ensure fair treatment of witnesses and protect them from interruptions and aggressive advocacy. We should discourage leading questions and encourage the witness to answer the actual question to prevent them from straying from the point.
6. If we invite submissions on a point by one party, we must allow all parties to make submissions on that point. If we have questions of our own, we should offer the participants a chance to ask further questions arising from our questions.
7. We may cut through issues by asking if a point is really contested or show that we have heard and understood the point. We may ask a witness if they wish to add to anything an earlier witness has said.
8. We may ask parties to collaborate and produce draft conditions but reassure the parties that this exercise is to save time and not because we have formed a view on the issue.
9. We will not express a view as to the merits of the application or objections before giving a decision. This also applied to any comments to the press or residents in the weeks or days leading up the hearing. We must behave and be seen to be behaving impartially.

10. We will normally provide reasons for our decision.

In Summary the Council's Licensing Sub-Committee Hearing procedures for Taxi Licensing and non-Licensing Act 2003 is proposed to be laid down as follows:

1. The Chairperson will open the hearing and will introduce the members of the Sub-Committee and officers present.
2. The Chairperson will then ask the Applicant/Driver/Operator and/or his /her representative to introduce himself/herself/themselves.
3. The Chairperson shall then explain the procedure which will be followed at the hearing.
4. Chairperson to confirm if there are any conflicts of interest.
5. The Licensing Officer will present his/her report to the Sub-Committee and call any witnesses he/she may have. The Chairperson will invite members of the Sub-Committee and Applicant/Driver/Representative to ask questions of the officer and any witnesses.
6. The Chairperson shall invite the Applicant/ Driver/Operator/Representative to present their case and to call any witnesses on behalf of the Applicant/Driver/Operator.
7. The Chairperson will invite members of the Sub-Committee to put questions to the Applicant/ Driver/Operator and/or witnesses.
8. The Chairperson shall invite the parties to respond to any points of clarification they require and give further information.
9. The Chairperson (or a person requested by the Chairperson) will invite the Applicant/Driver/Operator and/or his/her Representative to sum up and confirm they have said all they wish to. This will be the final opportunity for the Applicant/Driver/Operator to provide any information to the Sub-Committee for them to consider.
10. After hearing the representations, the Chairperson will require all persons, except for the Legal Adviser and Committee Clerk(s) to withdraw from the room to make its determination. Trainee Committee Clerks and Trainee Lawyers may also be invited to remain. The Legal Adviser will clarify any points of law arising from the hearing to the Sub-Committee.
11. If necessary, the Sub-Committee may reconvene to ask any party present for further information. The request will be made in open session where all persons are present to hear the request and the answer given.

12. All persons recalled and decision of determination announced.

13. Once the hearing is reconvened the Chairperson shall inform the parties of the Sub-Committee's decision and where possible to give the reasons as to their decision. If reasons are not given on the day, they will follow in writing. The Chairperson will then inform the Applicant that they will receive the decision in writing from the Authority within 10 days and which will include details of the person's right of appeal to the Magistrates Court.

Close of Licensing Sub-Committee Hearing for Taxi Licensing and non-Licensing Act 2003.

| Version no. | Date | Status | Summary of changes |
|-------------|---------------|---|---|
| 1 | 17 March 2017 | Adopted by Full Council | Adopted with the 2017 Policy |
| 2 | 23 June 23 | Draft for Adoption by Licensing Committee | Updated to reflect current legislation and best practice. |

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Responsible Authorities (RAs):

Responsible authorities are public bodies that must be notified of new licence applications, reviews, and other licensing functions. They are entitled to make relevant representations to the licensing authority in relation to the application for the grant, variation, or review of such a licence.

Licensing Team

Arun District Council
Civic Centre
Maltravers Road
LITTLEHAMPTON
BN17 5LF
Tel: 01903 737755
licensing@arun.gov.uk

Police Neighbourhood Licensing Team

Centenary House
Durrington Lane
WORTHING
BN13 2PQ
ws_licensing_wor@sussex.pnn.police.uk
Tel: 0845 60 70 999 or 101 and ask for neighbourhood licensing team.

Fire Safety Officer

Licence Applications
West Sussex Fire and Rescue Service
Centenary House,
1st Floor, West Wing, Rm 236 & 245
Durrington Lane
WORTHING
BN13 2QB
businessfiresafety@westsussex.gov.uk

Trading Standards Service

West Sussex County Council
County Hall North
Chart Way
HORSHAM
West Sussex
RH12 1XH
Consumer Advice: (01903) 839749
Business Enquiries: (01903) 839700
trading.standards@westsussex.gov.uk
Ethnic Minority Helpline: (08457) 581649

Planning and Building Control Team

Arun District Council
Civic Centre
Maltravers Road
LITTLEHAMPTON

BN17 5LF
planning@arun.gov.uk

South Downs National Park Planning Authority (if within SDNP area)
planning@southdowns.gov.uk

Health and Safety Team
Environmental Health
Arun District Council
Civic Centre
Maltravers Road
LITTLEHAMPTON
BN17 5LF
health.safety@arun.gov.uk

Pollution Team
Environmental Health
Arun District Council
Civic Centre
Maltravers Road
LITTLEHAMPTON
BN17 5LF
pollution@arun.gov.uk

West Sussex Safeguarding Children Board
Room 12
County Hall
West Street
CHICHESTER
PO19 1RQ
lscb@westsussex.gov.uk
Phone: 01243 642965

Director of Public Health
c/o Public Health Licensing
West Sussex County Council
1st Floor, The Grange,
County Hall Campus,
CHICHESTER
PO19 1QT
publichealth.licensing@westsussex.gov.uk
Phone: 0330 2228683

Immigration Enforcement
Home Office
Alcohol Licensing Team
Lunar House
40 Wellesley Road
CROYDON

13 Authorised persons... and responsible authorities

(1) In this Part in relation to any premises each of the following expressions has the meaning given to it by this section—

“responsible authority”.

(4) “Responsible authority” means any of the following—

(za) the relevant licensing authority and any other licensing authority in whose area part of the premises is situated,

(a) the chief officer of police for any police area in which the premises are situated,

(b) the fire and rescue authority for any area in which the premises are situated,

(ba) the... Local Health Board for any area in which the premises are situated,

(bb) the local authority in England whose public health functions within the meaning of the National Health Service Act 2006 are exercisable in respect of any area in which the premises are situated,

(c) the enforcing authority within the meaning given by section 18 of the Health and Safety at Work etc. Act 1974 for any area in which the premises are situated,

(d) the local planning authority within the meaning given by the Town and Country Planning Act 1990 (c. 8) for any area in which the premises are situated,

(e) the local authority by which statutory functions are exercisable in any area in which the premises are situated in relation to minimising or preventing the risk of pollution of the environment or of harm to human health,

(f) a body which—

(i) represents those who, in relation to any such area, are responsible for, or interested in, matters relating to the protection of children from harm, and

(ii) is recognised by the licensing authority for that area for the purposes of this section as being competent to advise it on such matters,

(g)

(h) in relation to a vessel—

(i) a navigation authority (within the meaning of section 221(1) of the Water Resources Act 1991 (c. 57) having functions in relation to the waters where the vessel is usually moored or berthed or any waters where it is, or is proposed to be, navigated at a time when it is used for licensable activities,

(ii) the Environment Agency,

(iii) Canal & River Trust, or

(iv) the Secretary of State,

where the premises (not being a vessel) are being, or are proposed to be, used for a licensable activity within section 1(1)(a) or (d), the Secretary of State,

(i) a person prescribed for the purposes of this subsection.

(5) For the purposes of this section, “statutory function” means a function conferred by or under any enactment.

Source: [Licensing Act 2003 \(legislation.gov.uk\)](https://www.legislation.gov.uk) (Accessed 18/05/2023).

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| | |
|--|---|
| REPORT TO: | Licensing Committee, 23 June 2023 |
| SUBJECT: | Council Vision 2022-2023 Annual Report |
| LEAD OFFICER: | Jackie Follis, Group Head of Organisational Excellence |
| LEAD MEMBER: | Chair of Licensing Committee |
| WARDS: | All |
| CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: | |
| <p>The Council Vision 2022-2026 was agreed by Full Council in 2022 and sets out the Council's priorities divided into four key themes against which to measure progress. That is:</p> <ul style="list-style-type: none"> a) Improving the wellbeing of Arun District Council b) Delivering the right homes in the right places c) Supporting our environment to support us d) Fulfilling Arun's economic potential | |
| DIRECTORATE POLICY CONTEXT: | |
| <p>This report updates the council on progress towards key objectives within each theme for the year 2022-2023. The full report will be presented to committees as an important overview of council performance and sits alongside the key performance indicators (KPIs) for 2022-2023 which form the Corporate Plan. The relevant KPIs are presented in separate reports to committees.</p> | |
| FINANCIAL SUMMARY: | |
| Not required | |

1. PURPOSE OF REPORT

- 1.1. This report is to update the committee on the end of year performance of the Vision indicators for the period 1 April 2022 to 31 March 2023. The full report will go to the committees that normally receive reports on corporate plan indicators so that members have a comprehensive overview of performance across the council. The Policy and Finance Committee has overall responsibility for performance.
- 1.2. However, it will not be possible for officers representing all areas of the council to attend each committee meeting, so members are asked to limit questions at the meetings to those areas that each committee is responsible for. Any other questions should be addressed directly to the relevant manager or to the Group Head of Organisational Excellence who will pass these on to those able to best provide the answer.

2. RECOMMENDATIONS

- 1.3. As this report is an information paper there are no recommendations for the committee to consider.

3. EXECUTIVE SUMMARY

- 1.4. The Council Vision 2022-2026 was approved at Full Council in March 2022. To support the Vision, we have a comprehensive set of measurable performance indicators 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 the subject of this report, the 'Vision Indicators' and this is the first annual report on them. These annual indicators primarily update the progress against strategic milestones.
- 1.5. Covered in a separate report are the Key Performance Indicators which are primarily numeric and measured and reported quarterly to committees.

4. DETAIL

- 1.6. The Vision was developed with elected members at a series of workshops and agreed by Full Council. It is an important and living document in that it sets out our goals and will guide our decision making for the period 2022- 2026. This builds on the good things that we already do and aims to make improvements where this could be better.
- 1.7. The Vision sets out four key themes with overall aims for each and more information on how we will achieve them. The Vision is attached at appendix 1. The key themes are:
- a) Improving the wellbeing of Arun District Council
 - b) Delivering the right homes in the right places
 - c) Supporting our environment to support us
 - d) Fulfilling Arun's economic potential
- 1.8. This report looks back at performance over the last year and informs members about progress towards the Vision. It is also part of a complex web of information which will help to inform work on priorities and future service decisions.
- 1.9. The committee meetings that will receive the Annual Vision Report are as follows:

| Committee meeting | 2023/24 date |
|---------------------------------------|---------------------|
| Planning Committee | 7 June 2023 |
| Planning Policy Committee | 8 June 2023 |
| Economy Committee | 13 June 2023 |
| Environment Committee | 15 June 2023 |
| Housing & Wellbeing Committee | 20 June 2023 |
| Licensing Committee | 23 June 2023 |
| Corporate Support Committee | 27 June 2023 |
| Policy & Finance Committee | 11 July 2023 |

- 1.10. Appendix 2 is the detail of progress against Vision indicators that were agreed by Council. The appendix shows each indicator, which Vision theme it sits under, the service area primarily responsible for its achievement, the

responsible director, detailed specific targets if applicable, the end of year outturn and commentary explaining the background to the outturn.

- 1.11. There are 41 Council Vision indicators which have been set for the four-year period of the Council Vision, primarily because these are strategic in nature and will not normally be achieved in one year. In some instances, they will not be achieved within the four years, but the Council should be able to demonstrate progress towards important longer-term objectives.
- 1.12. There are also indicators on targets where work is still to be started, where this will happen within the four years, but not necessarily the first year.
- 1.13. In other instances, for example CV8, particular initiatives which relate to the indicator will emerge throughout the period. These will generally have been reported to individual committees during the year, but the annual report is a useful summary for all councillors.
- 1.14. Councillors are invited to ask questions but are reminded that these should be limited to the area of responsibility of the committee to which the report is being made.

5. CONSULTATION

- 1.15. No consultation has taken place.

6. OPTIONS / ALTERNATIVES CONSIDERED

- a. To review the report
- b. To request further information and/or action

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

None required.

8. RISK ASSESSMENT CONSIDERATIONS

None required.

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

None required.

10. HUMAN RESOURCES IMPACT

Not applicable

11. HEALTH & SAFETY IMPACT

Not applicable

12. PROPERTY & ESTATES IMPACT

Not applicable

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

Not applicable

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

Not applicable

15. CRIME AND DISORDER REDUCTION IMPACT

Not applicable

16. HUMAN RIGHTS IMPACT

Not applicable

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

Not applicable

CONTACT OFFICER:

Name: Jackie Follis

Job Title: Group Head of Organisational Excellence

Contact Number: 01903 737580

BACKGROUND DOCUMENTS: None

Our vision: A better future

2022 - 2026

A wide-angle landscape photograph showing a golden field in the foreground, rolling green hills in the middle ground, and a blue sky with scattered white clouds in the background. The word "ARUN" is overlaid in large, semi-transparent white letters across the bottom of the image.

ARUN



Introduction

As Leader of the council I am delighted to share our new Council Vision 2022-2026 with you.

As a district council our role is to make Arun a better place to live, work and visit as well as delivering public services. The Vision sets out how we are going to do this.

It is divided into four key themes covering wellbeing, housing, the environment and the economy, each of which has a number of aims and statements about how we will achieve them.

It won't all happen on day one, but the important thing is that the Vision sets out our goals and will guide our decision making for the next four years. This will build on the good things that we already do and make improvements where things could be better. We not only want Arun to be a great place to live, but want to attract new businesses and job opportunities and create a great tourist destination that makes the most of our natural environment.

We'll tell you what progress we're making and continue to listen to our community and businesses.

Cllr Shaun Gunner
Leader of Arun District Council

Improving the wellbeing of Arun

Overall aims



Promote and support a multi-agency response to tackle the causes of health inequality in Arun's areas of greatest deprivation.



Champion leisure, culture and the Arts in Arun and encourage our community to embrace healthy and active lifestyles.



Work with partners to provide advice, support and activities that promote community wellbeing where it will have the greatest impact.

How will we achieve this?

- 1** Develop and implement a Wellbeing Strategy to plan services, resources, amenities, activities, and places to help our community thrive
- 2** Prepare an annual community engagement plan to promote healthy and active lifestyles and encourage participation in a wide ranged of wellbeing activities
- 3** Work with key partners to ensure that we deliver council wellbeing services that are complementary to their own, rather than duplicate effort
- 4** Support the NHS Clinical Commissioners to provide primary care medical and dental facilities to meet the growing needs of our community
- 5** Support the voluntary and community sector to provide services that help the most vulnerable in our community
- 6** Provide infrastructure that supports wellbeing, e.g. more opportunities for cycling and walking and easily accessible and safe greenspace
- 7** Support those who are homeless, street homeless or at risk of homelessness in emergency or temporary accommodation to improve health outcomes

Delivering the right homes in the right places

Overall aims



Provide a mixed housing economy within the district for all, regardless of age or circumstances, where different types of homes are available, and people can choose to rent or buy.



Maximise opportunities to improve the energy efficiency of homes in the District.



Support those in our community that need help, providing a safety net where necessary and working with people and organisations to meet different needs.

How will we achieve this?

- 1** Support households with complex needs to secure suitable accommodation
- 2** Maximise the delivery of affordable housing including utilising the council's own resources and commercial expertise to ensure that our social housing is energy efficient
- 3** Improve the energy efficiency of homes across all tenures
- 4** Use our expertise to influence the local housing market, working with the right partners from all sectors, to develop the housing and infrastructure that we need
- 5** Use the planning system to create great new places and improve our existing places, where new homes meet the needs of current and future generations
- 6** Ensure the existing housing stock in the district (private sector and council owned) is maintained to a high standard
- 7** Continue to bring empty homes back into use for the benefit of the community

Supporting our environment to support us

Overall aims



To consider climate change, sustainability, biodiversity and the environment in everything the council is responsible for and encourage its community and local businesses to do the same.



Protect and enhance our natural environment.



Regularly review progress toward Arun's Carbon Neutral Strategy (2022-30) as set out in the annual Climate Action and Biodiversity Work Plan.



Make low carbon transport including walking, cycling, travel by public transport and electric vehicle easy, convenient and pleasant and a fundamental part of our placemaking.

How will we achieve this?

- 1** Develop and implement the Carbon Neutral Strategy and Climate Change and Biodiversity Strategies for the council and for the wider district through Planning Policy
- 2** Review the council's estate and seek to maximise the use of renewable or alternative energy generation, including the installation of Electric Vehicle (EV) chargepoints
- 3** Engage and incentivise business to commit to working practices which minimise their impact on the environment
- 4** Support information campaigns that promote carbon reduction and funding opportunities
- 5** Working with our community improve waste reduction and recycling to meet future targets of 55% recycling by 2025 and 60% by 2030
- 6** Ensure that climate change and sustainability is at the heart of all council services
- 7** Support the Sussex Bay Project to restore marine, coastal and intertidal habitats to improve the biodiversity and carbon footprints of the district

Fulfilling Arun's economic potential

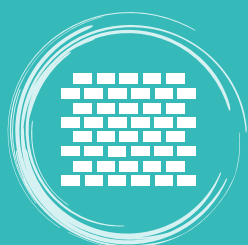
Overall aims



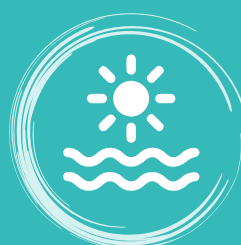
Increase opportunities for more high-quality, well-paid employment, encouraging more people to live, work, study and visit Arun.



Encourage the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend.



Use regeneration opportunities to attract new and relocating businesses to the district.



Make best use of our natural assets to help drive the economy.

How will we achieve this?

- 1** Create the conditions that will support high tech businesses including the creative digital sector and green businesses, reducing the need for the workforce to commute out of the district.
- 2** Use the planning system to set aside sites for larger business growth and support and create employment space for smaller start-ups, using Arun-owned land to stimulate the market
- 3** Encourage a digital infrastructure that will support businesses and changing ways of working, as well as the needs of local people
- 4** Work with partners to support a district-wide skills audit, to understand what businesses need and what skills we have in the community. Work with local colleges and the University of Chichester to assist them to run courses that will match local skill needs for those at all stages in their working life
- 5** Work closely with our towns and other organisations on strategies which support vibrant and attractive town centres
- 6** Positive and focused promotion of Arun's tourist destinations as more than a 'day trip'
- 7** Support the delivery of more accommodation for visitors to the district

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Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF



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| No. | Indicator | Council Vision Theme | Service Area | CMT Member | Target 2022-2026 | April 22 - March 23 Outturn | April 22 - March 23 Commentary |
|------|---|-----------------------------|-------------------------|---------------|------------------------|--|---|
| CV1 | Wellbeing clients satisfaction rating | Improving wellbeing of Arun | Wellbeing & Communities | Philippa Dart | 90% | 98% | Google forms survey conducted. 94 responses received. Questions asked were How satisfied were you with the advice and information given to you to improve your health and Wellbeing? Average score: 4.93/5 How satisfied were you with your experience of the Arun Wellbeing team? Average score: 4.92/5 (1 being not at all satisfactory, 5 being very satisfactory) |
| CV2 | Wellbeing clients reporting that one or more of their lifestyle goals has been achieved (3 months after the conclusion of the intervention) | Improving wellbeing of Arun | Wellbeing & Communities | Philippa Dart | 80% | 73.90% | 17 people have achieved all or part of their goals out of the 23 people successfully contacted (73.9%) |
| CV3 | Upgrade to BR Leisure Centre wetside | Improving wellbeing of Arun | Wellbeing & Communities | Philippa Dart | Key 2022/23 Milestones | | Project underway at Arun Leisure Centre and due for completion Summer 23, currently project running on time and within budget |
| CV4 | Upgrade to Alexandra theatre | Improving wellbeing of Arun | Regeneration | Karl Roberts | Key 2022/23 Milestones | Ongoing | The project has progressed with agreement reached with Whitbreads regarding the release of the existing lease and the creation of a new hotel. Work is now progressing on the submission of a planning application and demolition of those parts which are to be replaced with new works. |
| CV5 | Adopt public art strategy | Improving wellbeing of Arun | Wellbeing & Communities | Philippa Dart | Key 2022/23 Milestones | | Not a priority within current budget and staff resources |
| CV6 | Develop and adopt a Wellbeing Strategy and Action Plan | Improving wellbeing of Arun | Wellbeing & Communities | Philippa Dart | Key 2022/23 Milestones | | Onhold pending arrival of Community and Wellbeing Manager, work will then progress in due course |
| CV7 | Agree a statement on the future provision of medical and dental services across the District | Improving wellbeing of Arun | Wellbeing & Communities | Philippa Dart | Key 2022/23 Milestones | | This is not a District Council function and we have little ability to influence. Suggest that members consider removing this when indicators are reviewed |
| CV8 | Specific initiatives with partners (Age UK, CAB, Safer Arun Partnership, Artwork, Freedom Leisure etc)? | Improving wellbeing of Arun | Wellbeing & Communities | Philippa Dart | Key 2022/23 Milestones | | A significant initiative with local partners was the cost of living responses, supported by the Council, a report went to the Nov Housing and Wellbeing committee meeting. Secured the Littlehampton Community Warden project and expansion to include an Run West scheme within parish communities. Implementation of a new project between ADC, and local domestic abuse support service My Sisters House to provide support for victim/survivors in Council provided temporary accommodation. Implementation of the Arun Community Engagement Project at Bersted Hub and Chilgrove House, local numbers accessing both centres is high with wide range of wellbeing activities on offer. |
| CV9 | Number of council housing fraud cases prevented or properties recovered | Improving wellbeing of Arun | Housing | Philippa Dart | 15 cases/properties | recovered 10 properties; prevented 4 fraudulent mutual exchanges | Total savings for the council equated to £1,302,000 |
| CV10 | Average length of stay in temporary accommodation – 15 months/64 weeks | Improving wellbeing of Arun | Housing | Philippa Dart | 15 months/64 weeks | 39 weeks | Based on 49 households in Temporary accommodation on 31 March 2023 |
| CV11 | Average length of stay in emergency accommodation – 3 months/12 weeks | Improving wellbeing of Arun | Housing | Philippa Dart | 3 months/12 weeks | 19 weeks | Based on 117 households in EA as at 31 March 2023. The number of household in EA far outstrip the supply of HRA owned temporary accommodation units (over double) with the Private rented sector becoming increasingly unaffordable and out of reach for applicants |

| | | | | | | | |
|------|--|--|------------------------------|---------------|--|--|---|
| CV12 | % of council homes that are SAP C rating and above | Improving wellbeing of Arun | Housing | Philippa Dart | For social housing aim is to achieve SAP C rating by 2030. We will measure progress year on year. Start with a baseline of the number of properties that are SAP C and above and every year over the course of the corporate plan report the revised number. Milestones will be incremental increase year on year until we meet 2030 target | 49.85% | 129 properties have a Band B rating 1566 properties have a Band C rating 646 properties have a Band D rating 135 properties have a Band E or lower rating 924 properties have not been assessed |
| CV13 | Complete Annual Community Engagement Plan and implement Work Plan to encourage participation completed | Improving wellbeing of Arun | Wellbing & Communities | Philippa Dart | Annual Community Engagement Plan completed and Work Plan implemented | | Currently being reviewed due to staff changes |
| CV14 | Improve our green spaces | Improving wellbeing of Arun | Environment & Climate Change | Philippa Dart | Number of green spaces improved | Improvements to 27 parks and greenspaces | the following projects have been delivered to improve 27 parks and greenspaces - Full details in separate document as too much detail to fit here. |
| CV15 | Number of new affordable homes built or purchased per year (this will include the number of homes delivered through the Housing Revenue Account) | Delivering right homes in the right places | Housing | Philippa Dart | Number of new homes built | 22 | The 22 are new affordable homes built these were the last 5 on the Cinders development at Yapton and the first 17 houses at Yapton. |
| CV16 | Number of new homes that are suitable for wheelchair users | Delivering right homes in the right places | Planning | Karl Roberts | Number of new homes that are suitable | | 33 wheelchair friendly homes have been secured via a planning permission over the last 2 years. Nearly 800 homes have been secured as accessible homes during the same period. Not all will be delivered because not all permissions will be implemented. |
| CV17 | Commission reports on 5 year housing supply and Market Absorption and implement recommendations | Delivering right homes in the right places | Planning | Karl Roberts | Reports commissioned | | Presented to Planning Policy Committee - Feb 23. Will be used to inform future Local Plan work |
| CV18 | Satisfaction survey of residents in completed developments (at least 12 months) | Delivering right homes in the right places | Planning | Karl Roberts | Undertake survey of residents on selected sites | | A lack of resources has meant that priority has had to be given to other matters. This will carry over as an action for 23/24. |
| CV19 | Number of households supported with complex needs | Delivering right homes in the right places | Planning | Karl Roberts | Number of households supported | | 155 Disabled Facilities Grant adaptations delivered by ADC plus a number of minor adaptations and deep cleans delivered by our contractors. |

| | | | | | | | |
|------|--|--|------------------------------|---------------|--|------|--|
| CV20 | Number of empty homes bought back into use | Delivering right homes in the right places | Technical Services | Karl Roberts | Number of empty homes bought back into use | | Annual target of 50 has been exceeded, the recruitment of a part time Admin resource specifically for Empty Homes work in June 2022 has provided significant support to the Empty Homes Officer. |
| CV21 | Number of Council homes that meet the current statutory minimum standard for housing | Delivering right homes in the right places | Housing | Philippa Dart | Number of Council homes that meet the required standard | 3372 | Based on stock total of 3400 less: 7 units at 29 New Road 21 units at Flaxmean House |
| CV22 | Annual reduction in CO2e | Supporting our Environment to support us | Environment & Climate Change | Philippa Dart | Year Annual Reduction CO2E (T) 2022-2023 1,961.9 2023-2024 1,765.7 2024-2025 2,383.7 TOTAL 7,143.8 | | Confirmation of the 2022-2023 (financial year) carbon emissions will be available once the annual audit review has taken place in Autumn/Winter 2023. At this stage it is predicted that the KPI will not be met due to difficulty with reducing procurement related emissions. To rectify this there will be a focus going forward on engagement with suppliers around their emissions and what can be done to reduce these, as well as undertaking a deep dive on the council's procurement emissions to highlight next steps around projects that will allow for a more significant reduction in emissions. This will take place during the 22-23 emission audit. |
| CV23 | Achieve Green Flag awards for Council parks | Supporting our Environment to support us | Environment & Climate Change | Philippa Dart | 8 | 6 | 6 Green Flags retained for the period of 2022-23. Hotham, Old Rectory, Marine Park Gardens, Mewsbrook, Brookfield and Norfolk Gardens. The agreed performance target is 8 for 2024/25 and 10 for 2026/27. |
| CV24 | 3000 trees to be planted per year | Supporting our Environment to support us | Environment & Climate Change | Philippa Dart | 3000 | 6062 | We have continued the success of year one of the Council's adopted Tree Planting Strategy with another successful planting season in year two. We have planted 62 standards, with a focus on broad leaved, native species, across 16 sites. This includes Wild Cherry, Hornbeam, Wild Service, Oak, Lime, Field Maple, Beech, Bird Cherry and Crab Apple We will have planted over 6000 whips this planting season 2022/2023 over 11 different sites. This includes Hawthorne, Blackthorne, Oak, Alder, Hazel, Field Maple, Whitebeam, Crab Apple, Dog Rose, Privet, Guelder Rose, Buckthorn, Spindle, Wayfarer, Goat Willow. All trees are locally sourced. |
| CV25 | Inspection of all Arun District Council coastal defence assets | Supporting our Environment to support us | Environment & Climate Change | Philippa Dart | Completion of an inspection programme at frequency determined by risk, reported annually | | Inspections all complete and recorded, undertaken annually |
| CV26 | Removed as a duplicate of CV12 | | | | | | |

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|------|--|--|------------------------------|----------------|--|-----------|--|
| CV27 | Climate Action and Biodiversity Work Plan | Supporting our Environment to support us | Environment & Climate Change | Philippa Dart | Including any key milestones for 2022/23 | | The second iteration of this report has now been adopted by the council. Key milestones include: undertaking audits for a number of the council's estate (Civic Centre (including Phoenix house), Littlehampton Wave, Arun Leisure Centre, Bognor Regis Town Hall being completed). Continued support and project development has also taken place with with a consultant (Anthesis) in their Area based insetting (ABI) project. The main aim of this is looking at emission reduction opportunities within the boundary of the District. The development of a e-learning module around climate change has also taken place. Additionally the council became bronze carbon literate as Carbon Literacy training was undertaken by a number of senior officers, more training of this type has also taken place and will continue to take place throughout the year. Work has also started on hiring an additional officer to support the Climate Change and Sustainability Manager. |
| CV28 | Recruit ecologist to support implementation of Biodiversity Net Gain and create and implement workplan | Supporting our Environment to support us | Environment & Climate Change | Karl Roberts | Successful recruitment, creation of workplan | Ongoing | In the process of preparing advertisement for an Ecology Officer post. |
| CV29 | Other climate related strategies and milestones for 2022/23 including: <ul style="list-style-type: none"> • Engaging and incentivising businesses to commit to working practices which minimise their impact on the environment • Supporting information campaigns that promote carbon reduction and funding opportunities • Supporting the Sussex Bay Project to restore marine, coastal and intertidal habitats to improve the biodiversity and carbon footprints of the district. | Supporting our Environment to support us | Environment & Climate Change | Philippa Dart | Number of strategies created and milestones achieved | | Several public events were attended, including: Angmering school career fair, Littlehampton AGM and the Arundel climate change launch. Work also continued around supporting the Sussex Bay/Sussex Kelp restoration project. Numerous comms (internal and external) around climate change and the council's activity was also shared when relevant. |
| CV30 | Change committee report template to consider climate change and sustainability | Supporting our Environment to support us | Law & Governance | Dan Bainbridge | Reports changed and adhered to | Completed | Standard report template now includes section on Climate change and environment impact/social value |

| | | | | | | | |
|------|--|--|----------------------|--------------|---|--|--|
| CV31 | Number of Electric Vehicle Charging points installed | Supporting our Environment to support us | Technical Services | Karl Roberts | Number of sockets installed as part of county network within Arun | | <p>Phase 1 car parks: No chargepoints were installed in car parks, primarily due to amendments made to the lease template which needed to be agreed by all partners and their legal teams. This delayed the installation by approximately 3 months. Installation of chargepoints started in Arun DC Car Parks, in March 2023 in Hothampton Car Park, but these are not yet commissioned as they still require the grid connection and a new meter to be installed. Regis Centre car park was taken out of scope of the project until master planning has established where future development may take place. In the first quarter of 23/24 EV chargepoints will be installed in Manor House, River Road and Surrey Street car parks in Littlehampton and Arundel & Downland Leisure Trust have been offered the opportunity to have chargepoints installed at the Lido car park.</p> <p>Phase 1 on-street: Five sites were selected for Phase 1 of the on-street chargepoint rollout in Arun, each with six chargepoints, aiming to provide an additional 30 chargepoints in Arun. Following the TRO (Traffic Regulation Order) consultation with residents and local stakeholders in November 2022, two sites received over 20 objections, and were withdrawn from the delivery plan. Three sites were approved following the TRO process, due to the low number of objections received. However, when the contractors were on-site to start the installation of the chargepoints, a significant number of residents objected and Connected Kerb decided to withdraw this site. As a result, we are only installing 12 chargepoints across two sites in Arun in the first phase of the rollout. The installation of the chargepoints at the two sites was completed in Q4 of 22/23 and both sites now await meter installations before they can be commissioned. It is anticipated that these 12 chargepoints will be commissioned by the end of April 2023.</p> <p>Phase 2 proposals (subject to further engagement with stakeholders): Up to 12 Seeking information from West Sussex County Council.</p> |
| CV32 | Number of metres of new cycleway | Supporting our Environment to support us | Planning | Karl Roberts | Number of metres of cycleway delivered | | |
| CV33 | Amount (HA) of employment land developed for employment uses | Fulfilling Arun's economic potential | Planning | Karl Roberts | 2 | There has been an increase in site area (ha) of employment land developed (completed and occupied) for employment uses (Use Class B2, B8, E (g) - Formerly B1) | Checked the WSCC CILLA (Commercial, Industrial and Leisure Land Availability Survey) Commercial Land Availability Commitments and Completions data for 2020/21 and 2021/22. There has been an increase in site area (ha) of completed and occupied employment land (Use Class B2, B8, E(g) (Formerly Revoked Class B1) developed for employment uses over the last monitoring year from 0.19 ha in 2020-21 to 0.42ha in 2021-22. |
| CV34 | Number of jobs created | Fulfilling Arun's economic potential | Business and Economy | Karl Roberts | Number of jobs created | 1000 | As at 2021 there were 48000 employees recorded, this is a 1000 increase since 2020. This is from Business Register and Employment Survey - publicly available on Nomis |
| CV35 | Increase to average wages and household income | Fulfilling Arun's economic potential | Business and Economy | Karl Roberts | Improvement on previous year | £546.5 gross weekly pay | ASHE (Annual Survey for Hours and Earnings) 2022 data of FT workers by residence. This is the lowest in West Sussex. 2021 data shows Arun at £574.5 gross per week. Publicly available in Nomis |
| CV36 | Increase in number of economically active population | Fulfilling Arun's economic potential | Business and Economy | Karl Roberts | Improvement on previous year | 83,000 or 86.7% | Oct-Sept 2022 publicly available on Nomis. This is an increase from 80,300 recorded in Jul 2021 to Jun 2022. This has been increasing year on year since Oct 2020-Sept 2021 data |
| CV37 | Commission and carry out tourism marketing campaign | Fulfilling Arun's economic potential | Business and Economy | Karl Roberts | Campaign completed | in progress | 1 year Campaign commissioned - will complete June 2023. Impact / results will be evaluated and reported to Economy Committee June 2023. |

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|------|--|--------------------------------------|---------------------------|---------------|---------------------------------------|--|---|
| CV38 | Increase in number of visitors, length of stay and visitor spend | Fulfilling Arun's economic potential | Business and Economy | Karl Roberts | Improvement on previous year | As in the rest of the UK, the pandemic had a negative effect on Arun's visitor economy; impacting spend and visitor numbers by approximately a third in Arun in 2021. Jobs remained slightly more robust, falling by a quarter. There is evidence that the visitor economy has been building back up with indications that 2022 looks to have delivered growth on 2021 – though still far short of where it was in 2019. Brexit and the rising cost of living are also having an impact on consumer confidence and | Headline figures: 2021 vs 2019 (pre pandemic) - data is available annually in retrospect with 2022 figures available in the Autumn of 2023 Economic Impact 2021: £247m v 2019 £380m (-35%) Visitors 2021: 2.8m v 2019: 4.4m (-35%) Average length stay (nights x trip) 2021: 3.37 v 2019: 3.61 (-6.7%) Economic Impact Study (2021) plus the recently commissioned Hotel Study (2022) and soon to be published Visitor Strategy (2023) Source: |
| CV39 | Number of new hotel and new holiday accommodation beds provided | Fulfilling Arun's economic potential | Business and Economy | Karl Roberts | Improvement on previous year | No new hotel or holiday accommodation beds provided (C1 Use Class) | Hotel / Accommodation study completed. One new hotel Premier Inn Bognor Regis (102 beds) planning permission expected spring 2023. 239 accommodation establishments offering over 16,000 bedspaces, and 344 other visitor economy linked businesses. Source: the recent (2022) Tourism Hospitality & Visitor Economy Study and associated reports to PPC & Economy Committees Checked the WSCC CILLA Commercial Land Availability Commitments and Completions data for 2020/21 and 2021/22. No new hotel or new holiday accommodation beds (C1 Use) provided according to data. |
| CV40 | Develop business support programme to move to digital and modern ways of working | Fulfilling Arun's economic potential | Organisational Excellence | James Hassett | Workplan achieved | | This programme would be supported through the business rates pooling game - research is being undertaken to identify the priorities to be supported in partnership with other local authorities in the County |
| CV41 | Review town centre masterplans and support high streets | Fulfilling Arun's economic potential | Business and Economy | Karl Roberts | Spend of allocations in annual budget | ongoing | work has been delayed by other priorities |

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| REPORT TO: | Licensing Committee – 23 June 2023 |
| SUBJECT: | Key Performance Indicators 2022-2026 – Quarter 4 End of year performance report for the period 1 April 2022 to 31 March 2023 |
| LEAD OFFICER: | Jackie Follis, Group Head of Organisational Excellence |
| LEAD MEMBER: | Chair of Licensing Committee |
| 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 Q4 and end of year 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 Q4 and end of year Performance Outturn for the Key Performance Indicators (KPIs) which make up the Corporate Plan, for the period 1 April 2022 to 31 March 2023. 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 11 July 2023.

2. EXECUTIVE SUMMARY

- 2.1. This report sets out the performance of the Key Performance indicators at Quarter 4 and end of year for the period 1 April 2022 to 31 March 2023.

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 Q4 KPI reports are as follows.

| Committee meeting | 2023/24 date | Indicators to receive report on |
|---------------------------------------|---------------------|---|
| Planning Committee | 7 June 2023 | 10 (CP26, CP27, CP28, CP29, CP30, CP31, CP32, CP33, CP34, CP35) |
| Planning Policy Committee | 8 June 2023 | 1 (CP36) |
| Economy Committee | 13 June 2023 | 2 (CP41, CP42) |
| Environment Committee | 15 June 2023 | 10 (CP12, CP13, CP37, CP38, CP39, CP40, CP22, CP23, CP24, CP25) |
| Housing & Wellbeing Committee | 20 June 2023 | 8 (CP11, CP15, CP16, CP17, CP18, CP19, CP20, CP21) |
| Licensing Committee | 23 June 2023 | 1 (CP14) |
| Corporate Support Committee | 27 June 2023 | 10 (CP1, CP2, CP3, CP4, CP5, CP6, CP7, CP8, CP9, CP10) |
| Policy & Finance Committee | 11 July 2023 | All 42 indicators |

- 3.5. This is the last quarterly report for 2022/23 covering performance from 1 April 2022 to 31 March 2023.
- 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 are reportable to the Licensing Committee.

- 3.8. Appendix A gives full commentary for this indicator. This appendix shows the figures for Q1, Q2 and Q3 and the figures and commentary for Q4 and end of year.

| Status | Number of Key Performance indicators in this category at the end of 2022/23 |
|--|--|
| Achieved target | 1 |
| Didn't achieve but within 15% range | 0 |
| Didn't achieve target by more than 15% | 0 |
| No data available | 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 FINANCE/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 | Service Committee to consider this | CMT Member | Assess by | Target 2022-2026 | Q4/end of year Outturn | Q4/end of year Commentary | Q1 status | Q2 status | Q3 status | Q4 or End of Year status (depending on which is applicable for each indicator) | 2021/22 Q4 Performance |
|------|--|------------------------------------|--------------|------------------|------------------|---|---|--|--|--|--|------------------------|
| CP14 | % of licence applications determined within the various statutory or service time limits | Licensing | Karl Roberts | Higher is better | 90% | Q4: 97.11% End of Year: 98.49% | Q4 - Target Met. Performance above 90% being achieved. End of Year - Target met consistently across the year, despite increases in workload and turnover of staff. | Achieving Outturn for Q1 98.95% | Achieving Outturn for Q2 99.70% | Achieving Outturn for Q3 98.21% | Achieved Outturn for End of year 98.49% | 99.42% |

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Agenda Item 10

| Licensing Committee Karl Roberts Nat Slade | Report Title | Report Author | Date of Meeting | Full Council Meeting Date |
|--|---|------------------------------------|-------------------|---------------------------|
| | Licensing Hearing Procedures Q4 KPI Report | Neil Williamson | 23 June 23 | 19 July 23 |
| | Pavement Licensing Q1 KPI Report | Neil Williamson | 15 Sept 23 | 8 Nov 23 |
| | Taxi Policy & Byelaws Licensing Fee Setting Q2 KPI Report | Neil Williamson Neil Williamson | 8 Dec 23 | 10 Jan 24 |
| | Taxi Fare Setting Q3 KPI Report | Neil Williamson | 23 Feb 24 | 13 March 24 |

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