

Licensing Committee

Agenda

Wednesday 10 July 2013

7.00 pm

COMMITTEE ROOM 1 - HAMMERSMITH TOWN HALL

MEMBERSHIP

Administration:	Opposition
Councillor Peter Graham (Chairman)	Councillor Colin Aherne
Councillor Adronie Alford (Vice-Chairman)	Councillor Michael Cartwright
Councillor Victoria Brocklebank-Fowler (Vice-Chairman)	Councillor Wesley Harcourt
Councillor Joe Carlebach (Vice-Chairman)	Councillor Caroline Needham
Councillor Steve Hamilton	Councillor Daryl Brown
Councillor Lucy Ivimy (Vice-Chairman)	
Councillor Alex Karmel	
Councillor Matt Thorley	
Councillor Tom Crofts	
Councillor Charlie Dewhirst	
Councillor Gavin Donovan	

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Date Issued: 02 July 2013

Licensing Committee Agenda

10 July 2013

<u>Item</u>		<u>Pages</u>
1. MINUTES		1 - 4
	To approve as an accurate record, and the Chairman to sign, the minutes of the meeting of the Committee held on 11 July 2012.	
2. APOLOGIES FOR ABSENCE		
3. DECLARATIONS OF INTEREST		
	<i>If a Councillor has a disclosable pecuniary interest in a particular item, whether or not it is entered in the Authority's register of interests, or any other significant interest which they consider should be declared in the public interest, they should declare the existence and, unless it is a sensitive interest as defined in the Member Code of Conduct, the nature of the interest at the commencement of the consideration of that item or as soon as it becomes apparent.</i>	
	<i>At meetings where members of the public are allowed to be in attendance and speak, any Councillor with a disclosable pecuniary interest or other significant interest may also make representations, give evidence or answer questions about the matter. The Councillor must then withdraw immediately from the meeting before the matter is discussed and any vote taken.</i>	
	<i>Where Members of the public are not allowed to be in attendance and speak, then the Councillor with a disclosable pecuniary interest should withdraw from the meeting whilst the matter is under consideration. Councillors who have declared other significant interests should also withdraw from the meeting if they consider their continued participation in the matter would not be reasonable in the circumstances and may give rise to a perception of a conflict of interest.</i>	
	<i>Councillors are not obliged to withdraw from the meeting where a dispensation to that effect has been obtained from the Audit, Pensions and Standards Committee.</i>	
4. ANNUAL LICENSING REPORT		5 - 25
	This report is to inform the Licensing Committee about the work of the Licensing Team in the 2012-13 Municipal Year. It includes information on appeals from Legal Services and an update on the Bi-borough Licensing Service Review. There will also be an update from Police Sergeant Stuart Ratcliffe, Licensing Sergeant for Hammersmith and Fulham.	



London Borough of Hammersmith & Fulham

Licensing Committee Minutes

Wednesday 11 July 2012

PRESENT

Committee members: Councillors Colin Aherne, Adronie Alford (Vice-Chairman), Victoria Brocklebank-Fowler (Vice-Chairman), Joe Carlebach (Vice-Chairman), Michael Cartwright, Peter Graham, Steve Hamilton, Wesley Harcourt, Lucy Ivimy (Vice-Chairman), Caroline Needham, Matt Thorley (Chairman), Daryl Brown, Charlie Dewhirst and Gavin Donovan

Other Councillors: Councillor Greg Smith

Officers: Nick Austin, Director, Environmental Health, Valerie Simpson, Head of Commercial Services, Sanji Manju, Trading Standards Manager, Lewis Aldous, Lisa White, Adrian Overton, Licensing Officers, Piero Ionta, Principal Litigation Lawyer, and Owen Rees, Committee Coordinator.

1. **MINUTES**

RESOLVED THAT:

The minutes of the meeting held on 6th July 2011 be confirmed and signed as an accurate record of the proceedings.

2. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Crofts and Karmel.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4. **ANNUAL LICENSING UPDATE**

The Committee received a presentation from Rory Clarke, a barrister from Cornerstone Chambers, describing recent changes in the Licensing regime. He said that the recently published National Alcohol Strategy underpinned the changes, and represented a sea change in culture with a move away from a permissive regime.

He then outline changes to the Licensing Act, including

- Health Authority's gaining responsible authority status
- Abolition of the vicinity test for interested parties, now referred to as other persons
- Steps must be "appropriate", rather than "necessary", with resulting changes to the decision making process and evidential burden
- Changes to Temporary Event Notices, with two types of notices
- Licensing Authorities permitted to suspend licences for non-payment of fees
- Police granted special status as the sub-committee's principal source of advice on crime and disorder
- Licensing Authority able to make representations, including bringing a review of a licence, in its own right, though the appearance of bias must be avoided.

He also reviewed upcoming changes to the framework for licensing. These included the Live Music Act 2012, and associated consultation on deregulation of entertainment: the Act making unamplified music before 11pm for up to 200 people non-licensable; the consultation on the Late Night Levy, which would impose a tax on businesses conducting late night activity to fund policing and some local authority duties; and Early Morning Restrictions, which allowed a blanket application to be made so that premises in a particular zone must close at a particular time.

In response to a question from Councillor Carlebach, Sanji Manju, Trading Standards and Licensing Manager, said that a contact at the PCT was currently being consulted. Nick Austin, Bi-Borough Director for Environmental Health, said that the change would allow any health authority to make an objection, a hospital accident and emergency department, for instance.

The Chairman thanked Mr Clarke for his attendance. Valerie Simpson, Bi-Borough Head of Commercial Services, and Ms Manju then gave a presentation on the work of the Licensing Service in the previous year. The year had seen a revision of the Council's Statement Of Licensing Policy and consultation on its Gambling Policy; continuing work through the Pubwatch scheme and the Licensing Action Group, with an emphasis on prevention and partnership working, giving the success of Operation Condor as an example; and Ms Simpson also drew attention to the participation of the Licensing Authority as a responsible authority in the review of Vintage, and said that Nick Austin would act as the representative of the Licensing Authority going forward. Ms Simpson reminded committee members to ask whether applicants had paid all fees at hearings.

Ms Simpson outlined the changes to the Statement of Licensing Policy, which now incorporated the Cumulative Impact Zones and included tightened CCTV conditions, awhile the Gambling policy under consultation, included a pool of conditions and highlighted CCTV and issues on opening hours.

Ms Simpson outlined changes made to procedures for the licensing of massage and special treatment therapists, with an altered fee structure on application.

Ms Simpson outline the impact of the National Alcohol Strategy on their work, they said that a more active stance would be taken, using evidence gathered by the police, local authority and health services.

Ms Manju outlined the work of the Licensing Action Group, and highlighted recent exercises targeting underage sales, proxy sales and the exercises undertaken with HMRC to target counterfeit goods; she said that these actions had led to a number of reviews being brought.

She also mentioned appeals against decisions made against review decisions made by the sub-committee, she said that, of the 8 appeals brought, 4 had been withdrawn and 4 had been won by the Council.

Members expressed concerns that the proposed changes to accident and emergency provision would make collecting and keeping premises-specific data more difficult and unlikely. Members also expressed concern at the spread of gambling premises, and the growth in high return slot machines, and asked whether this would be affected by the change in gambling policy. Ms Manju said that they were not being directly targeted, but that proactive monitoring would be increased.

The Chairman noted that of 23 reviews brought in the year, 22 had been brought by the Police. Police Sergeant Stuart Ratcliffe, Licensing Sergeant for the Borough, said that this represented the results of team work by different agencies, and that he did not shrink from adopting a proactive response. He said that the results in court had supported the decisions made by sub-committees, and that the efforts were reflected in a 12.5% fall in crime in licensed premises in the previous year, with violent crime down 19.5%.

Piero Ionta, Principal Litigation Lawyer, emphasised that the courts reheard licensing applications on the basis of two tests, whether the decision was right at the time and whether it remained the correct decision. He said that appeals were an exhaustive process, requiring witnesses and a large amount of evidence, with an associated high level of cost for the Council, though the Council had been awarded costs in the cases referred to, including some of those withdrawn.

He also drew attention to other enforcement activity. He said that the Council had brought prosecutions against two premises- 1 in Fulham Broadway and 1 in Fulham Road for the sale of alcohol without a licence. The offences, which had taken place in 2010, had led to fines of £1000 each for five offences and £3000 more for 3 other offences.

Councillor G Donovan asked if the Olympics were likely to cause any difficulty. Mr Ionta said that appeals were being fast-tracked by the courts ahead of their reduced availability, while Mr Austin said that the Council would be able to maintain a business as usual standard of service during the Olympic period.

RESOLVED THAT

The report is noted.

Meeting started: Time Not
Specified
Meeting ended: Time Not
Specified

Chairman

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London Borough of Hammersmith & Fulham

LICENSING COMMITTEE 10th JULY 2013

DATE
10th July 2013

ANNUAL LICENSING TEAM UPDATE

Wards

SYNOPSIS

ALL

This report is to inform the Licensing Committee about the work of the Licensing Team over the last 15 months. It provides a summary of the Licensing Team's performance for the financial year 2012/13, an update on service improvements, the revised Licensing Policy and Statement of Gambling Principles, the Alcohol Licensing Strategy 2012 – 2015, the Licensing Team Service Review and legislative changes.

It has been submitted to provide an overview of the work of the Licensing Authority and to allow the Licensing Committee to recommend any improvements to the current way of working.

CONTRIBUTORS

Valerie Simpson
Sanju Manji
Lisa White
Adrian Overton
Lewis Aldous
Owen Rees
Alex Russell

RECOMMENDATION(S):

It is recommended that the Licensing Committee note the report, and provide any comments.

CONTACT

Valerie Simpson x3905
Sanju Manji x3392

NEXT STEPS

Recommendations will be considered for inclusion in the Licensing Team's work plan.

1. EXECUTIVE SUMMARY

- 1.1 This report provides a summary update of the work and performance of the licensing team for the period between 1st April 2012 and 31st March 2013.
- 1.2 Details have been included about the service improvement work undertaken in relation to the licence information displayed on the public register and the facility to make online applications.
- 1.3 The report provides an update on the revised Licensing Statement of Licensing Policy 2011, the Statement of Gambling Principles 2013, and the Licensing Strategy 2012-2015 and priorities for 2013/14.
- 1.4 An overview of the Bi-Borough Service Review for the Licensing teams in the London Borough of Hammersmith and Fulham (LBHF) and the Royal Borough of Kensington and Chelsea (RBKC), has been provided. This overview, highlights the current differences and presents the preferred option for integrating the two services.
- 1.5 Additional information has also been included on recent legislative changes.

2. INTRODUCTION

- 2.1 The licensing team covers a wide range of statutory licensing, registration and enforcement functions in the London Borough of Hammersmith & Fulham. These functions cover premises which sell and supply alcohol or provide regulated entertainment or late night refreshment; gambling premises, gaming machines and lotteries; sex establishments and sexual entertainment venues, film classification; marriage venues; non medical poisons; scrap metal dealers and motor salvage dealers.
- 2.2 The Commercial Services team within the environmental health service, are responsible for the licensing/registration of explosives/fireworks, massage and special treatment premises and therapists and for all animal health/welfare related licensing functions within the division, namely: Riding Establishments, Animal Boarding Establishments, Pet Shops and Dangerous Wild Animals.
- 2.3 The licensing team work in partnership with others to promote the licensing objectives, improve public health and ensure that the Licensing Authority is fulfilling its functions efficiently.

3. REPORT

3.1 Staffing

The Licensing Team consists of three Licensing Officers and the Trading Standards and Licensing Manager (0.5 FTE).

Currently the processing of licences is carried out by officers in one of the departmental Technical Support teams, who have had specific licensing training as part of the in-house arrangements to provide technical administrative support for the licensing team.

An additional officer has been working with the team, since April 2013, on a temporary basis to improve the invoicing and debt management process.

3.2 Team performance, work activity and key achievements in 2012/13

Licensing Act 2003

The Authority has a statutory duty to carry out its function with a view to promoting the four licensing objectives. These are:

- The prevention of crime and disorder;
- Public safety;
- The prevention of public nuisance; and
- The protection of children from harm

The work of the Licensing Team involves policy implementation, processing, inspection, enforcement, preparing reports for licensing sub-committee and service improvement.

At 1 April 2013, the authority had 933 licensed premises and had granted 2,233 authorisations for personal licence holders under the Licensing Act 2003.

Tables 1 - 4 below illustrate the Licensing Authority's performance during 2012/13. Data from 2011/12 has been included for comparison purposes.

Applications

Table 1: Licence/authorisation type	No. of applications received	
	2011/12	2012/13
New premises licences applications	61	48
New personal licences applications	164	176
Premises licence Full variation applications	32	29
Premises licence Minor variation applications	18	24
Designated premises supervisor (DPS) variations applications	196	177
Transfers of premises licences applications	68	55
Temporary event notices (TENs) / Late Temporary event notices	564	626

The data in Table 1 shows that there was a reduction in the number of DPS variations, new and transfer applications received.

There has been an overall increase in the number of new personal licences and the number of Temporary Event Notices has increased by 10%.

In 2012/13, the new Late Temporary Event Notices provision took effect, and of the 626 Temporary Event Notices, 160 of these were for Late Temporary Event Notices.

Sub Committee Hearings

In 2012/13 a total of 32 licensing sub committee sittings took place for new, variation and review applications, in comparison to 38 in 2011/12. A breakdown is provided below:

Where a representation is made following an application for a **new licence**, or a **full variation** of a premises licence a sub-committee is arranged.

Table 2: Total number of Licensing Sub Committee hearings	New Premises Licence	Variation of a Premises Licence	TOTAL
2011/12	10	4	14
2012/13	12	6*	18

** 1 of the variation of premises licence applications was withdrawn in 2012/13*

Table 2 illustrates the total number of sub committees for new and variation applications. A summary of the decisions made at sub committee can be seen in Table 3 below which illustrates an increase in refusals to new premises licences.

Table 3: Licensing Sub Committee outcomes	New Premises Licence				Variation of a Premises Licence			
	Granted/Agreed	Agreed in part	Refused	Total	Granted/Agreed	Agreed in part	Refused	Total
2011/12	0	7	3	10	1	1	2	4
2012/13	0	6	6	12	0	2	3	5

Similarly, where the service receives a valid representation for a **review** of a licence a licensing review committee hearing is arranged.

Table 4: Licensing Review Applications and outcomes	Total	No Action	Modify Conditions	Remove DPS	Exclude Licensable Activity	Licence Suspended	Licence Revoked
2011/12	24*	0	14	3	1	3	8
2012/13	15*	0	8	4	0	3	4

** the totals, reflect the number of actual reviews. Some reviews had more than one outcome*

Table 4 above provides details about the nature of the decisions taken by the Licensing Sub-Committee. It is clear from the comparison with 2011/12 that the number of reviews has decreased in 2012/13. This is partly due to the increased pressure on the Police and other responsible authorities during the Olympics. This is in addition to the fact that the review work in 2011/12 has been very effective in dealing with many of the problems associated with licensed premises.

The 2012/13 reviews were in the main called by the Metropolitan Police and supported by Environmental Protection and Trading Standards.

A full report on all applications that went to Sub Committee has been produced by Committee Services and can be seen at Appendix 1.

Appeals

Appeals against the decision of the Licensing Sub-Committee can be brought by a number of parties involved in the application and licensing process e.g. the applicant, responsible authorities and other persons who have objected, or a licence holder in the case of reviews. This area of work can take up a considerable amount of time and it is therefore important that the service monitors this area of work in light of the decisions made and the facts of each case.

A summary of the appeals is provided below, however a comprehensive report on the appeals and reviews has been produced by Legal Services and can be seen at Appendix 2.

- **Vintage, 563 Fulham Road, SW6** (July 2012) - Appeal against decision to revoke premises licence following serious disorder at the premises. The appeal was withdrawn with each party settling their own costs.
- **Euro's, 140 North End Road, W14** (July 2012) - Appeal against decision to revoke premises licence following breaches of licence, after hours sales, sales to underage and raids by HMRC. The appeal was dismissed and costs of £2,500 were awarded to the council.
- **North End Supermarket, 134-136 North End Road, W14** (July 2012) - Appeal against decision to revoke premises licence following breaches of conditions and raids by HMRC. The appeal was dismissed and costs of £12,478 were awarded to the council.
- **Maremoto, 562 Kings Road, SW6** (September 2012) - An appeal was lodged against the decision of the licensing committee to reduce the hours of operation and attach a number of conditions to promote the four licensing objectives. Following an agreement with the licence holder the appeal was subsequently withdrawn.
- **Roosters Grill, 206 Uxbridge Road, W12** (January 2013) – Appeal against decision to refuse a new premises licence in June 2012 for late night refreshments following valid representations from local residents, Environmental Protection and Planning. Due to an admin error within the Magistrates Court the Council were not informed of the appeal until 23rd October 2012. The appellant agreed to reduce their licensed hours to midnight, seven days a week. They also agreed to all of the conditions proposed by Environmental Protection. A consent order was signed off by the Magistrates Court on the 28th January 2013.
- **Eroma, 182 Uxbridge Road, W12** (May 2013) – Appeal against the decision of the Sub-Committee to reduce licensable hours following a review application submitted by the Metropolitan Police in October 2012. The Police evidence outlined a history of violence at the premises, including three stabbings and several violent assaults in 2012. These included a customer being stabbed at the café with a knife from the premises' own kitchen.

The applicant appealed this decision, and then withdrew their appeal the day before the hearing and as such the premises now operate in accordance with the committee's original decision. Both parties covered their own costs.

- **Nisa Local, 94 North End Road, W14** (May 2013) - Appeal against the decision to refuse an application for a 24/7 licence. The committee instead decided to grant from 11am-11pm. Various visits were made to the premises and on each occasion they were found to be in breach of their licence. After 1 day in court they decided to withdraw their appeal, and costs of £13,5000 were awarded to the council.

Inspection and Enforcement

Table 5: Inspection and Enforcement	Total Number	
	2011/12	2012/13
Number of visits to businesses	339	200
Number of complaints received / investigated	359	143
Number of commenced investigations	127	88
Number of prosecution cases sent to Legal Services	6	2
Number of S19 Closure Notices	16	7
Number of S161 Closure Orders	2	2
Number of simple cautions	3	2
Number of letters of warning	102	77

Table 5 illustrates the change in our approach to tackling and detecting non compliance in licensed premises by acting on intelligence.

Officers work closely with the Licensing Police Sergeant and have been involved in Operation Condor which was launched in February 2012 to tackle unlicensed activity around the capital, and to crack down on licensing issues affecting the borough.

During Operation Condor, officers are deployed from the police to carry out condition checks and support licensing officers during their inspections. During 2012/13, Operation Condor took place over 4 weekends and approximately 800 visits were carried out to a wide range of businesses which included, approximately 400 comprehensive inspections conducted at licensed premises including testing spirits for adulteration and counterfeits and 9 Inspections at Shisha premises

Officers observed 22 minor breaches of licence conditions, and breaches of the smoking ban. This resulted in a number of warning letters, including five warning letters in connection with the smoking ban, one prohibition notice, five Section 19 Closure Orders, 176 Controlled Drinking Zone (CDZ) seizures and one review application.

In total the licensing team conducted a total of 81 investigations, of which 77 resulted in warning letters, two premises received simple cautions and two investigations resulted in a formal prosecution.

A total of 6 prosecution's were concluded in 2012/13, the results of which are summarised below

- **La Reserve, 422-428 Fulham Road, SW6** (February 2012) Seven offences for breach of match day conditions on three separate occasions. The defendant pleaded guilty and in summing up the Judge stated, the defendant had fallen on these standards and the systems were not enforced when the conditions were imposed. The defendant was fined £250 for each offence making a total of £1,750 and ordered to pay the prosecution costs in the sum of £3,170.
- **Raving Buddha, 77 Goldhawk Road, W12** (July 2012) After hours regulated entertainment and various breaches of condition. Premises has been subject to numerous complaints from residents about noise when they should not have been open. Defendant was fined £1000 and was ordered to pay costs of £3734.
- **Morrison Public House, 648 King's Road, SW6** (October 2012) Three offences for the sale of alcohol and regulated entertainment outside of the permitted hours, and breach of mandatory conditions. The defendant pleaded guilty and was sentenced to a total of 60 hours community service to be served in 12 months as the District Judge felt a financial penalty would not be adequate. In addition the defendant was ordered to pay costs of £8000.

- **Mix Food and Wine Ltd, 299 North End Road, W14** (November 2012) This was a large case between Licensing and Trading Standards - After hours sale of alcohol, breaches of condition, sale of alcohol to a minor, sale of counterfeit wine and vodka, non duty paid tobacco, shisha, and vodka. One director received a fine of £400 and costs of £2915. The other director was found guilty of 24 offences and was sentenced to a 6 month community order including 3 months curfew on an electronic tag. He was also ordered to pay £10,210 in costs.
- **Supersave, 94-96 North End Road, W14** (November 2012) After hours sale of alcohol. Licence holder left the country and was made to come to court upon his return. The defendant pleaded guilty and was given a conditional discharge.
- **Putney News and Food, 1 Putney Bridge Approach, SW6** (December 2012) After hours sale of alcohol where the seller acknowledged he should not be selling but did it anyway by helping the test purchaser conceal alcohol in his rack sack. Also one condition breach. Fine of £800 and £1418 costs.

Gambling Act 2005

The Authority has a statutory duty to carry out functions with a view to promoting the licensing objectives. These are:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
- Ensuring that gambling is conducted in a fair and open way; and
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

The team issues premises licences for the following; bingo halls, betting shops, adult gaming centres, family entertainment centres, casino and horse racing/dog tracks.

Applications

Table 6 below details the types of gambling premises in the borough. The number of betting shops and those categorised as bingo halls have increased in 2012/13.

Table 6: Types of gambling premises	Total	
	2011/12	2012/13
Adult Gaming Centres	11	11
Betting Shops/ Track Betting	53	61
Bingo	1	4
Total	65	76

There was an increase in new betting shop applications, in 2012/13 which were all granted. However the Authority received two objections for one application: Ladbrokes Betting and Gaming Limited at 173 Uxbridge Road, following consultation.

The local resident's objection was on the grounds that there were too many betting shops in the area. The Police objection was on the grounds of crime and disorder, but this was withdrawn, when the applicant agreed to specific conditions related to crime and disorder. After hearing the evidence, the sub committee granted the licence, with the conditions suggested by the Police.

Unlike the Licensing Act 2003 the Gambling Act 2005 does not include any provision to take into account the cumulative impact of a number of licensed premises in one area. As such, when making their decision, the members treated this application on its own merits and were unable to consider the possible impact of a number of similar premises in one location.

The Gambling Act 2005 states that licensing authorities should aim to permit the use of a premises for gambling in so far as it thinks it is in accordance with the relevant codes of practice, guidance and reasonably consistent with the licensing objectives. As such the Council, and ultimately the members who made the decision for this application, must look to grant a licence unless there is clear evidence that to do so would be detrimental to one or more of the Gambling Act's objectives.

An interested party or a responsible authority may apply to the council to review a premises licence where the operator has failed to meet one or more of the licensing objectives. The decision will be based on whether the request for the review:

- raises an issue relevant to any relevant code of practice, any relevant guidance issued by the Gambling Commission, the licensing objectives for the Gambling Act, or the Statement of Gambling Principles;
- is frivolous or vexatious;
- will cause us to alter, revoke (withdraw) or suspend the licence; or
- raises grounds that are substantially the same as, or different from, grounds within an earlier request for a review or from representations made in relation to the application for the premises licence.

3.3 **Service Improvements**

Updated Public Access System

In 2012/13, improvements to the Council's public access system to allow users to view premises licence details and current licence applications online, took place. To ensure data was displayed correctly required significant changes to the system, as well as amending procedures and training officers.

The improvements have resulted in the following:

- Users can submit comments online relating to a current application;
- Users can also view details of granted licences, such as the activities, licence conditions, times granted, contact information for the licence holder and any important dates such as the date of hearing or closing date for consultation; and
- The current licensing database system was adapted to capture all the required data for integration.

The project was challenging for the team, however the public access system is now live and users can currently view 42 types of licence application online. In addition, processes and procedures have been updated to ensure that a more streamlined and efficient service is provided. The project is ongoing and will continue throughout 2013/14 to improve our online service and in-house processes.

On-line applications

Applicants can now apply and pay online for 9 types of licence applications. The data completed online is automatically populated into the licensing database, providing convenience and a more efficient way of working.

The project to implement online applications has been carried out in conjunction with the public access project, and the team have undertaken extensive testing to implement the new online application system.

This project is still ongoing and further improvements will be made to the applications throughout 2013/14.

3.4 Policy Update

Statement of Licensing Policy 2011 (revised July 2012)

The revised Statement of Licensing Policy was adopted by Full Council on the 4th July 2012 and took immediate effect. The Policy can be found on the licensing pages on the council website. A link to the policy can be found here: [Statement of Licensing Policy](#)

Statement of Gambling Principles 2013

The revised Statement of Gambling Principles was adopted by Full Council on the 24th October 2012 and took effect on the 31st January 2013. The Statement of Gambling Principles can be found on the licensing pages on the council website. A link to the Statement of Gambling Principles can be found here: [Statement of Gambling Principles](#)

3.5 Update on Alcohol Licensing Strategy 2012 – 2015

This alcohol licensing strategy sets out our proactive approach towards the prevention and reduction of alcohol related violent crime, disorder and antisocial behaviour and the negative impact on public health.

Working with our partners, we will always strive to adopt best practice around:

- Interventions to tackle the alcohol-fuelled disorder, using enforcement powers to tackle problem premises and problem individuals; and
- Managing the night time economy using partnership approaches.

The reduction of the level of alcohol related crime, disorder and anti-social behaviour and the negative impact on public health will continue to be tackled through the **four** strategic goals below:

- Building an Evidence Base;
- Providing Advice and Education;
- Regulation and enforcement; and
- Improving Public Health.

A link to the Alcohol Licensing Strategy can be found here: [Alcohol Licensing Strategy](#)

A summary of the work activities that have been carried out by Trading Standards, in support of the strategy is detailed below:

Table 7: Trading Standards underage sales work in 2012/13	Target	Actual number of attempts	Number of sales
Underage Sales Alcohol	40	76	14
Underage Sales Knives	10	10	0
Underage Sales Tobacco	20	24	0

In addition, 8 Fixed Penalty Notices (FPNs) were issued for underage sales of alcohol, and 25 spirit measures were checked for accuracy.

Priorities for the next 6 months (in addition to bi-borough, current investigations and enforcement)

- Ongoing work to improve local pubwatch schemes.
- Licensing officers to receive training about being more intelligence led.
- Residents associations to be contacted, so that they can be better informed about licensing issues.
- Pursue the accreditation of Trading Standards Officers, so that they can issue FPNs for the illegal sale of alcohol to underage children.
- Further develop relationships with public health contacts for alcohol.
- Monitor existing action plans.
- Make improvements to the intel crime report.
- Make slight improvements to the licensing information displayed on Public access.

3.6 Service Review

The Licensing teams in the London Borough of Hammersmith and Fulham and the Royal Borough of Kensington and Chelsea have compared respective services in depth, which has highlighted a number of opportunities:

- for reducing overall operational costs to residents in both boroughs;
- for building in resilience to cater for future demand;
- for making service improvements;
- for maximising licensing income;
- for operating best practice: and
- for pooling professional technical expertise and competence.

The current proposal is that the two licensing teams become an integrated service that is aligned as far as possible whilst having regard to any sovereign differences and specific licensing policies. This option allows for savings to be achieved without reducing front line services and offers improvement in terms of administration and legal process.

The full details of this service review have been reported to the Bi-Borough Programme Board, the Members Steering Group and most recently at the Transport, Environment and Residents Services Select Committee. An overview of the service review can be seen at Appendix 3.

4. LEGISLATION CHANGES

The Licensing Act 2003 (Descriptions of Entertainment) (Amendment) Order 2013.

This Order was laid in Parliament in April 2013. The order, if approved will deregulate the following:

- Plays and Dance for audiences not exceeding 500, between the hours of 08:00 and 23:00 (save for dancing covered by the Local Government (Miscellaneous Provisions) Act 1982).
- Indoor sports for audiences not exceeding 1000 between 08:00 and 23:00
- Combined fighting sports will continue to be regulated.

Further deregulation

It is anticipated that further legislative changes and consultation will take place over the next 12 months. Anticipated changes are summarised below:

- The Live Music licensing suspension will be extended from 200 to 500 persons in licensed premises and workplaces.
- A recorded music licensing suspension will be implemented for up to 500 persons in licensed premises.
- All Schedule 1 events run by local authorities on local authority premises will be de regulated (no audience threshold)
- All Schedule 1 events run by schools, nurseries and hospitals on their own premises will be deregulated (no audience threshold)
- Live and recorded music in community venues (church halls, village halls and community centres) will be suspended subject to a 500 person limit.
- Live music and recorded music to be deregulated in premises owned by local authorities, schools, nurseries and hospitals with the specific permission of that authority.
- Live Music, Performance of Dance, Performance of Plays and Indoor sports will be deregulated for circuses.
- A consultation in 2013/14 concerning the possible deregulation of films in community premises.

Should any changes be required, this will be delivered by primary legislation.

The Local Government (Miscellaneous Provisions) Act 1982

The Local Government (Miscellaneous Provisions) Act 1982 ("the 1982 Act") provides that the operators of sex establishments (a term including sex shops) in the areas of local authorities which have resolved that Schedule 3 of the Act is to apply to their area must have a licence. Schedule 3 of the Act empowers local authorities to determine and charge a reasonable fee for the licence. It was intended that the fee for licences for sex establishments should cover the cost of the licensing operation and its enforcement.

A recent licensing case in the Court of Appeal has reinforced the fact that since the implementation in the United Kingdom of Directive 2006/123/EC ("the Services Directive") on 28 December 2009, the Council can only charge for the costs of processing the application itself and the costs of monitoring compliance by licence-holders. The Council is not entitled to include the costs of enforcement against unlicensed operators.

The licensing team reviews all fees annually and will continue to do so in light of this recent judgement, which is still subject to appeal.

5. COMMENTS OF THE DIRECTOR OF FINANCE AND CORPORATE SERVICES

- 5.1 There are approximately 933 licensed premises and LBHF has granted 2,233 authorisations for personal licence holders under Licensing Act 2003 in 2012/13.

Funding of £20,500 has been provided to fund an intern to undertake debt management responsibilities in Licensing. This will improve debt recovery across licensing activities.

6. COMMENTS OF THE ASSISTANT DIRECTOR (LEGAL AND DEMOCRATIC SERVICES)

- 6.1 There are no legal implications arising from the body of this report

7. CONCLUSION

- 7.1 Officers will continue to work in partnership with all statutory agencies to develop new procedures and enforcement policies to facilitate the effective operation of new and existing legislation and to promote the selling of alcohol responsibly.

List of Appendices

Appendix Number	Description
Appendix 1	Applications heard at Sub Committee in 2012/13
Appendix 2	Legal report on appeals in 2012/13
Appendix 3	Overview of the bi-borough licensing service review

LOCAL GOVERNMENT ACT 2000 LIST OF BACKGROUND PAPERS

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	None		

Appendix 1- Applications Heard at Sub-Committee in 2012-13

List of Applications

Date of Hearing	Premises	Postcode	Type	Ward	Decision	Description
12/06/2012	La Reserve, 422-428 Fulham Road, London, SW6 1DU (Application Number: 2012/00479/LAPRR)	SW6	Review	Parsons Green and Walham	Agree	The Sub-Committee received an application for review of the premises licence made by the Metropolitan Police, with additional conditions requested. It was agreed.
18/06/2012	Roosters, 206 Uxbridge Road, London, W12 7JD (Application Number: 2012/00743/LAPR)	W12	New Premises Licence	Shepherds Bush Green	Refuse	The Sub-Committee received an application for a new premises licence for the provision of late night refreshment, within the Shepherds Bush CIZ. It was refused
16/07/2012	Vintage, 563, Fulham Road, London, SW6 1ES	SW6	Review	Parsons Green and Walham	Agree	The Sub-committee received an application for review of the premises licence made by the Metropolitan Police, with revocation of the licence proposed. It was agreed.
16/07/2012	Arts and Social, 74 Askew Road, London, W12 9BJ	W12	New Premises Licence	Askew	Refuse	The Sub-Committee received an application for a new premises licence for the sale of alcohol and the provision of recorded music, within the Shepherds Bush CIZ. It was refused
17/07/2012	Old City Arms, 107 Hammersmith Bridge Road, London, W6 9DA (Application Number: 2012/00744/LAPR)	W6	Variation to existing premises licence	Hammersmith Broadway	Refuse	The Sub-Committee received an application for a variation to an existing premises licence for the sale of alcohol and the playing of live and recorded music. It was refused.
17/07/2012	Subway, 186, Uxbridge Road, London, W12 7JP (Application Number: 2012/00938/LAPR)	W12	Variation to existing premises licence	Shepherds Bush Green	Refuse	The Sub-Committee received an application for a variation to an existing premises licence for late night refreshment within the Shepherds Bush CIZ, seeking increased hours. It was refused.
17/07/2012	Savers Health and Beauty, 332-332 North End Road, London, SW6 1NF (Application Number: 2012/00580/LAPR)	SW6	New Premises Licence	Fulham Broadway	Grant	The Sub-Committee received an application for a new premises licence for the (off) sale of alcohol. It was granted, subject to additional conditions.

27/07/2012	Krystals Food Market, 281-283 Wandsworth Bridge Road, London, SW6 2TX (Application Number: 2012/01048/LAPR)	SW6	Variation to existing premises licence	Sands End	Refuse	The Sub-Committee received an application for a variation to an existing premises licence, seeking to extend the time for the (off) sale of alcohol. It was refused.
30/07/2012	Lowlands, 4 Fulham High Street, London, SW6 3LQ (Application Number: 2012/01021/ LAPR)	SW6	Variation to existing premises licence	Palace Riverside	Grant	The Sub-committee received an application for a new premises licence for the sale of alcohol and the provision of regulated entertainment. It was granted in part, subject to additional conditions.
04/09/2012	The Wilton Arms, Dawes Road, SW6 7QY (Application Number 2006/03345/LAPR)	SW6	Review	Munster	Agree	The Sub-Committee received an application for a review of the premises licence from the Metropolitan Police. The Applicant and Environmental Protection requested that additional conditions be added to the licence. This was agreed.
04/09/2012	Pepe's Peri Peri, 607 Fulham Road, London SW6 5UA (Application Number 2012/08075/EPLAC)	SW6	New Premises Licence	Town	Refuse	The Sub-Committee received an application for a new premises licence for the provision of late night refreshment. It was refused.
11/09/2012	Peri Peri Grill, 1 Kings Parade, Askew Road, W12 9BA (Application Number: 2012/06587/EPLAC)	W12	New Premises Licence	Askew	Refuse	The Sub-Committee received an application for a new premises licence to allow for the provision of late night refreshment. It was refused.
28/09/2012	Nisa Local, 94 North End Road, London, W14 9EX (Application Number: 2012/01301/LAPR)	W14	New Premises Licence	North End	Grant	The Sub Committee received an application for a new premises licence for the (off) sale of alcohol. It was granted, subject to additional conditions.
12/10/2012	Labi's, 609-611 Fulham Road. London, SW6 5UA (Application Number: 2012/01305/LAPR)	SW6	New Premises Licence	Town	Grant	The Sub-Committee received an application for a new premises licence for the sale of alcohol. It was granted, subject to additional conditions.
31/10/2012	Broadway House, 2nd and 3rd floors, 474-476 Fulham Road, London, SW6 1BY (Application Number: 2012/01162/LAPR)	SW6	Variation to existing premises licence	Fulham Broadway	Grant	The Sub-Committee received an application for the variation of an existing premises licence seeking to extend the time in which alcohol and late night refreshment can be supplied and during which recorded music can be played. The application was granted subject to additional conditions.
28/11/2012	Eroma, 182 Uxbridge Road, London, W12 7JP (Application Number: 2012/01678/LAPRR)	W12	Review	Shepherds Bush Green	Agree	The Sub-Committee received an Application for a review of the premises licence from the Metropolitan police. The Applicant requested that the premises licence be modified. This was agreed.

30/11/2012	Ladbrokes, 173 Uxbridge Road, London, W12 9RA	W12	New Premises Licence	Askew	Grant	The Sub-Committee received an application for a premises licence under the Gambling Act 2005. The Application was granted subject to additional conditions.
11/12/2012	FM Bar, 184 Uxbridge Road, London, W12 7JP (Application Number: 2012/01679:LAPRR)	W12	Review	Shepherds Bush Green	Grant	The Sub-Committee received an application for a review of the premises licence from the Metropolitan Police. The Applicant requested a modification of the premises licence, reducing the licensing hours. This was agreed.
13/12/2012	Bagel Bite, 20 Shepherds Bush Green, London W12 8PH (Application Number: 2012/01584/LAPR)	W12	New Premises Licence	Shepherds Bush Green	Grant	The Sub-Committee received an application for a new premises licence for the provision of late night refreshment. It was granted, subject to additional conditions.
13/12/2012	Zarah, 80 Uxbridge Road, London W12 8PH (Application Number: 2012/01592/LAPRR)	W12	Review	Shepherds Bush Green	Agree	The Sub-Committee received an application for a review of the premises licence from the Metropolitan Police. The Applicant and Environmental Protection requested that additional conditions be added to the licence. This was agreed.
25/01/2013	Nomad Café, 2B Thorpebank Road, London, W12 0PQ (Application Number: 2012/01701/LAPR)	W12	New Premises Licence	Wormholt and White City	Grant	The Sub-Committee received an application for a new premises licence for the sale of alcohol. It was granted, subject to additional conditions.
25/01/2013	Punto, 112 Askew Road, London, W12 9BL (Application Number: 2012/01683/LAPR)	W12	New Premises Licence	Askew	Refuse	The Sub-Committee received an application for a new premises licence for the provision of late night refreshment. It was refused.
25/01/2013	Larrik Inn, 425 New King's Road, London, SW6 4RN (Application Number: 2012/02036/LAPRR)	SW6	Review	Palace Riverside	Agree	The Sub-Committee received an application for a review of the premises licence from the Metropolitan Police. The Applicant and Environmental Protection requested that additional conditions be added to the licence. This was agreed.
07/03/2013	The Wilton Arms, 203-205 Dawes Road, London, SW6 7QY (Application Number: 2013/00213/LAPRR)	SW6	Review	Munster	Agree	The Sub-Committee received an application for a review of the premises licence from the Metropolitan Police. The Applicant requested the revocation of the Premises Licence. This was agreed.
24/04/2013	Raving Buddha, 77 Goldhawk Road, London, W12 8EG	W12	Review	Hammersmith Broadway	Agree	The Sub-Committee received an application for a review of the premises licence from the Metropolitan Police. The Applicant requested that additional conditions be added to the licence. This was agreed.

01/05/2013	Lala Restaurant, 2-4 Queen Caroline St, London, W6 9DX (Application Number: 2013/00280/LAPRR)	W6	Review	Hammersmith Broadway	Agree	The Sub-Committee received an application for a review of the premises licence from the Metropolitan Police. They proposed excluding regulated entertainment from the license, adding conditions to the license, and reducing hours. These were agreed.
09/05/2013	The Raven, 375 Goldhawk Road, London, W6 0SA (Application Number: 2013/00339/LAPR)	W6	Variation to existing premises licence	Ravenscourt Park	Grant	The Sub-Committee received an application for the variation of an existing premises licence seeking to extend the time in which licensable activities can be carried out. This was agreed subject to additional conditions.
10/05/2013	Secrets, 62 Glenthorne Road, W6 0LR (Application Number: 2013/00485/SEV)	W6	Licence renewal	Hammersmith Broadway	Grant	The Sub-Committee received an application for the renewal of a sexual entertainment venue licence. The application was granted subject to a restriction on opening hours.
10/05/2013	Chosen Bun, 647 Fulham Road, SW6 5PU (Application Number 2013/ 00328/LAPR)	SW6	New Premises Licence	Town	Grant	The Sub-Committee received an application for a new premises licence for the (off) sale of alcohol and the provision of late night-refreshment. It was granted, subject to additional conditions.

Cancelled Hearings

Withdrawals (Scheduled for hearing and not heard)	Date Scheduled	Withdrawn By
Sammy's Peri Peri, 322 Uxbridge Road, London, W12 7LS (Application Number: 2012/01500/LAPR)	12/10/2012	The Applicant
Vagabond Wines, 18 Vanston Place, London SW6 1AX	07/10/2012	
Raving Buddha, 77 Goldhawk Road, London, W12 8EG	19/04/2013	Postponed at Applicants behest

Legal report on appeals**Appeal case summary****Vintage, 563 Fulham Road, London SW6**

- The Metropolitan Police sought a summary review of the licence on the grounds of serious crime and disorder. The review was supported by the Licensing Authority.
- The review was determined by the sub-committee on 23 August 2012 when the premises licence was revoked.
- The Premises appealed, and the appeal was due to heard at West London Magistrates Court on 4-5 March 2013
- The appellant decided to withdraw the appeal before trial.

Pepe's Peri Peri, 507 Fulham Road, London SW6 5UA

- Mirza Adil Shahzad and Mr Mirza Mubbashir Shahzad applied for a new premises licence to provide late night refreshment from 11pm – 2am on Friday and Saturday
- Relevant representations were received from the police, environmental protection , licensing authority and local residents who requested that the application should be refused on the grounds of crime and disorder
- The application was determined by the sub-committee on 4 September 2012 who decided to refuse the application
- Mirza Adil Shahzad and Mr Mirza Mubbashir Shahzad appealed the decision, however in view of recent improvements the appeal was settled with late night refreshment permitted until midnight on Friday and Saturday

Wilton Arms, 203 – 205 Dawes Road, London SW6

- The Metropolitan Police sought a summary review of the licence on the grounds of serious crime and disorder. The review was supported by the Environmental Health Department on the grounds of the noise and disturbance caused by the premises and the fact that previous conditions requested by the Environmental Health Team to resolve this problem had not been adhered to.
- The review was determined by the sub-committee on 7 March 2013 when the premises licence was revoked.
- The Premises appealed, and the appeal was due to heard at West London Magistrates 'Court on 25th April 2013
- The Premises decided to withdraw the appeal before trial.

Eroma, 182 Uxbridge Road, W12 7JP

- The Metropolitan Police sought a review of the licence on the grounds of the prevention of crime and disorder and the prevention of public nuisance.
- The review was supported by the Planning department and local residents
- The review was determined by the sub-committee on 28 November 2012 when the terminal hour for the sale of late night refreshment was reduced from 5am to midnight every day.
- The Premises appealed and the appeal was to be heard at Hammersmith Magistrates Court on 24th May.
- The Appellant agreed to withdraw the appeal the day before the trial.

Nisa Local, 94 North End Road

- An application for a new premises licence was made to authorise the sale of alcohol (for off-sales only) 24 hours a day seven days a week. The Police, Licensing Authority, two local councillors and 6 local residents objected.
- The committee decided to grant the licence in part from 11 a.m. to 11 p.m. and impose a number of conditions.
- The Premises appealed and the appeal hearing was listed for a three day hearing at Hammersmith Magistrates Court commencing on 16th May.
- Since becoming aware of the appeal, licensing officers made several visits to the premises and on each occasion breaches of conditions of the licence were observed.
- The council also obtained further evidence from the Police Licensing officers and SNT officers as well as other persons interested in the case, including a local vicar who ran a kitchen for the homeless in the vicinity of the premises. In total, the council presented 12 witnesses to support its case.
- After 1 day in court the appellant decided to withdraw its appeal. LBHF were awarded costs of £13.5k.

Lala Restaurant, 2-4 Queen Caroline Street, London W6 9DX

- The Metropolitan Police sought a review of the licence on the grounds of the prevention of crime and disorder and public safety
- The review was supported by the Planning Authority
- The review was determined on 1 May 2013 by the sub-committee and it was determined that regulated entertainment would be excluded from the scope of the licence, the sale of alcohol would be restricted from the basement of the premises from 11pm, the conditions of the licence would be modified and the capacity in the premises would be reduced from 150 persons to 120 persons
- Appeal lodged against the decision of the sub-committee and trial to take place at Westminster Magistrates Court from 14-16 October 2013

Raving Buddha, 77 Goldhawk Road, London W12 8EG

- The Metropolitan Police sought a summary review of the licence on the grounds of serious crime and disorder
- The review was supported by the Environmental Health Team and seven interested parties
- The review was determined on 9 May 2013 by the sub-committee when it was determined that the licence would be modified by the addition of all of the conditions suggested by the Police and Environmental Protection and the removal of certain conditions which were no longer relevant.
- Appeal lodged against the decision of the sub-committee and first hearing to take place at Westminster Magistrates Court on 27th June 2013.

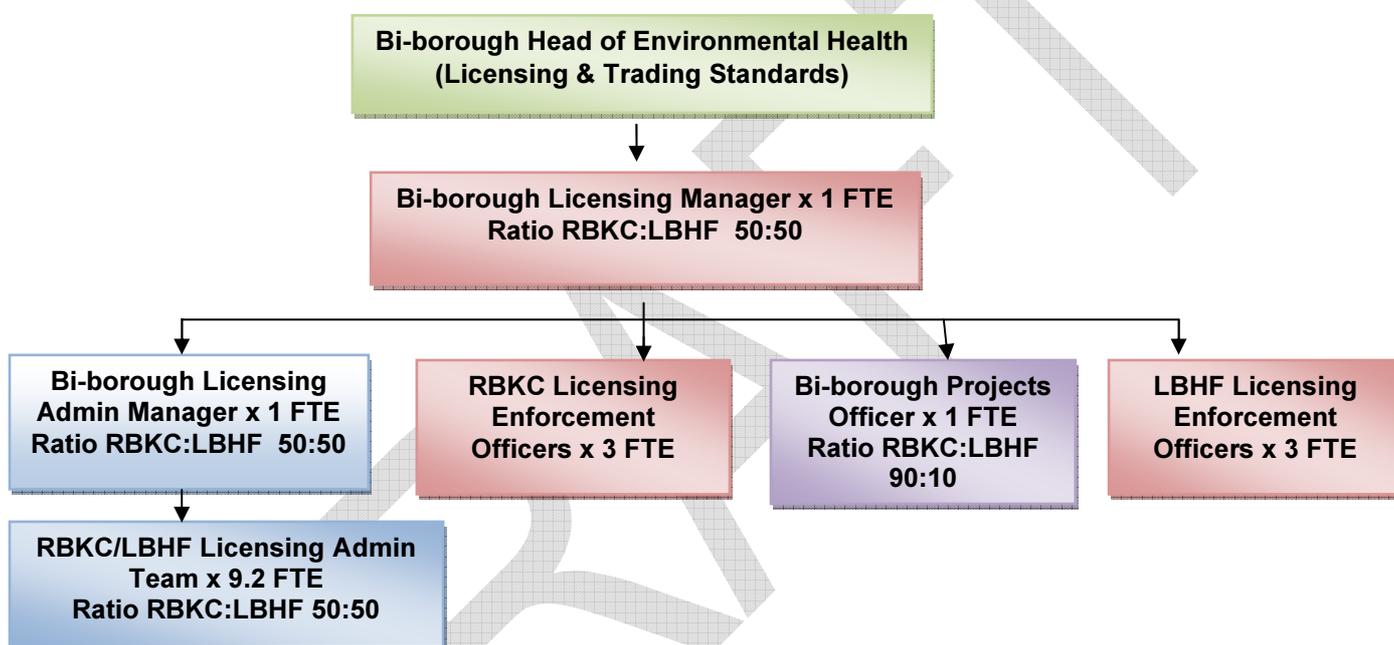
Overview of the Bi-Borough Licensing Service Review

Introduction

This document presents findings following a comparison of the Licensing teams in the London Borough of Hammersmith and Fulham (LBHF) and the Royal Borough of Kensington and Chelsea (RBKC).

Proposed structure

In light of the findings from the Licensing review, the following team structure for a bi-borough, integrated Licensing team, with separate enforcement teams is being proposed, as the preferred option, to realise any benefits and savings and to maintain sovereignty.



An integrated Licensing team, with separate sovereign enforcement teams is considered to be the best option for these teams. This will involve careful management and oversight, so as to ensure that front line enforcement and service standards are not compromised during the integration process.

The main changes are at management level. The proposals include recommendations to have a single bi-borough, integrated Licensing team and a single bi-borough, integrated Trading Standards team. This would facilitate arrangements for the LBHF Trading Standards and Licensing Manager to become the Bi-borough Trading Standards Manager and for the RBKC Licensing Manager to become the Bi-borough Licensing Manager.

The proposed structure below provides a robust framework for being both reactive and proactive. It will also help to ensure that savings are made, whilst improving service delivery and maintaining local authority sovereignty and individual licensing policies.

Profile of licensed premises in each borough

The following tables provide data on the borough profiles (as at the 1st April 2012) and illustrate that there is little difference in the number of licensed premises and authorisations issued, between the two authorities.

Breakdown of Licensing Act (LA03) Premises

Breakdown of LA03 Premises	LBHF	RBKC
Pubs, Bars, Clubs	200	182
Restaurants	221	446
Off Licences	252	187
Licensed Hotels	26	80
Late Night Refreshment Venues	196	20
Cinemas and Theatres	9	16
Football Grounds	3	0
Club Premises	16	14
Other	2	84
Total number of LA03 licensed premises	925	1029

Breakdown of Gambling Act (GA05) Authorisations

Breakdown of GA05 Premises	LBHF	RBKC
Adult Gaming Centres	14	4
Casinos	0	5
Betting Shops/ Track Betting	53	34
Bingo	1	0
Small Society Lottery	23	64
Total number of GA05 Authorisations	91	107

Basic staffing comparison

The table below provides details of current salaries and staff numbers for both boroughs and sets out the projected staff numbers and salaries including on-costs.

Basic Staffing Comparison and Analysis, detailing Staff Numbers and Salary Budgets - February 2013

Staffing	LBHF	RBKC
Salaries budget	£229,600 Licensing Enforcement £170,838 Licensing admin, provided by Business Support Total: £400,438	£611,790 Combined licensing Enforcement and Admin (594,840 Total Salary + £16,950 indirect employee costs) Total: £611,790
Managers	0.50 FTE plus Head of Service time for Licensing Enforcement 0.55 FTE from Business Support for licensing admin Total 1.05 FTE	1.00 FTE plus Head of Service time 1.00 FTE Assistant Manager (post vacant) 1.00 FTE Licensing Admin Total 3.00 FTE
Officers	3.00 FTE Licensing Enforcement 3.95 FTE Business Support Team 0.60 FTE Licensing Support Total 7.55 FTE	3.60 FTE Licensing Enforcement 1.00 FTE Licensing Projects Officer 5.60 FTE Licensing Admin Total FTE 10.20
Total FTEs	8.6 FTE	13.2 FTE
Summary	£400,438 for 8.6 FTE	£611,790 for 13.2 FTE
Combined totals Feb 13	Combined Total FTE: 21.8 Combined Total Salary budget: £1,012,228	
Combined totals Apr 13	RBKC: 1.6 FTE reduction from current vacant posts, £91,291 saving from April 2013 Combined Team Total FTE: 20.2 Combined Salary budget: £920,937	

Implications for RBKC

The proposed structure includes the co-location of both the administrative and regulatory functions of the licensing team. This will bring benefits for both boroughs in the form of streamlined, effective administrative processes and procedures, effective debt collection, timely processing of licence applications, co-ordinated inspections of licensed premises and the ability to implement cross-border licensing initiatives while keeping sovereignty separate across the two boroughs.

This would also be an ideal opportunity to share skills and good practice, and improve partnership working with the Police, the PCT (and the future Directors of Public Health), the Bi-borough Trading Standards team and the Environmental Health Department.

Implications for LBHF

An integrated Licensing Team across the two boroughs will provide the opportunity to maximise income from licensing fees, maximise compliance with licensing legislation, and will provide a dedicated Licensing Manager and dedicated Administration Manager. Currently, the LBHF Licensing Officers work to a manager who has to share her resources with the LBHF Trading Standards Team and who, consequently, has not been able to focus entirely on improving the licensing service. Additionally, the administration and fee collection service in LBHF has been carried out by another team, leading to delays in dealing with applications and the loss of fee income. Bringing all these functions into a dedicated licensing team will lead to significant improvements in processes, collection of fee income and management support for officers. This will be particularly evident if both RBKC and LBHF officers are located in the same building.

Financial Implications

Service Review – Licensing Table A1 - Proposed allocation of direct costs and savings						
	2013/14		2014/15		2015/16	
Total	LBHF	RBKC	LBHF	RBKC	LBHF	RBKC
	£000s	£000s	£000s	£000s	£000s	£000s
Existing Expenditure	321	805	321	805	321	805
New Expenditure/budget	298	622	298	622	298	622
Savings	23	183	23	183	23	183

This is the first stage of a fully integrated service. Managers post will be shared in the new structure based on an even split between work loads which are very similar in each borough. Support roles and operational teams will continue to work for each borough representing the need to retain local knowledge during the first phase of the review.

Savings of £206k represent the deletion of 3 vacant posts (2 in RBKC, 1 in LBHF) and the sharing of a management post across both boroughs.

Conclusion

In carrying out the service review the needs of both boroughs have been paramount. Deep compare, contrast and analysis has identified the following:

- Joint savings with further opportunities to drive down operational costs, approximately £200K;
- The importance of maintaining adequate capacity to cater for future demand from new legislation/obligations and legal process, including the public health agenda and the key priority of alcohol;
- The need to maintain professional officer competence and proactive case management;
- The opportunity to streamline processes so that we become more efficient;
- Opportunities to increase and maximise the amount of LBHF licensing income (current outstanding debt is approximately £200K), collected through improved administration and financial processes;
- An aligned, robust performance management system and combined work plans to provide positive outcomes for local residents and licensees.