

**To: The Members of the Licensing Committee  
(Councillors Morson, Butcher, Davis, Forwood,  
Freer, Holland, Lewis, M Moss, Payne, Pickard,  
Sherratt, A Stanley, Y Stanley, Watkins and  
Wykes)**

**For the information of other Members of the Council**

This document can be made available in large print and electronic accessible formats if requested.

For general enquiries please contact Jenny Price, Democratic Services Officer, on 01827 719450 or via e-mail [jennyprice@northwarks.gov.uk](mailto:jennyprice@northwarks.gov.uk).

For enquiries about specific reports please contact the officer named in the reports.

## **LICENSING COMMITTEE AGENDA**

**27 JANUARY 2014**

The Licensing Committee will meet in the **The Small Hall, Atherstone Memorial Hall, Long Street, Atherstone, Warwickshire, CV9 1AX** on Monday 27 January 2014 at **5.00 pm**

### **AGENDA**

#### **PART I - PUBLIC BUSINESS**

- 1 Evacuation Procedure**
- 2 Apologies for Absence**
- 3 Disclosable Pecuniary and Non-Pecuniary Interests**

4 **Public Participation**

Up to twenty minutes will set aside for members of the public to ask questions or to put their view to elected Members. Participants are restricted to five minutes each. If you wish to speak at the meeting please contact Jenny Price on 01827 719450 or email [democraticservices@northwarks.gov.uk](mailto:democraticservices@northwarks.gov.uk)

5 **Minutes of the meeting of the Committee held on 23 September 2013** – copy herewith to be approved as a correct record and signed by the Chairman.

**PART A  
ITEMS FOR DISCUSSION AND DECISION  
(WHITE PAPER)**

6 **Service Plan for the Licensing Section** - Report of the Assistant Chief Executive and Solicitor to the Council

**Summary**

The purpose of this report is to seek the Committee's approval to the 2014/15 Service Plan for the Licensing Section.

The Contact Officer for this report is Stephen Whiles (719326).

7 **General Fund Fees and Charges 2014/2015** - Report of the Assistant Chief Executive and Solicitor to the Council

**Summary**

The report covers the fees and charges for 2013/14 and the proposed fees and charges for 2014/15.

The Contact Officer for this report is Nigel Lane (719371).

8 **General Fund Revenue Estimates 2014/15** - Report of the Deputy Chief Executive

**Summary**

This report covers the revised budget for 2013/14 and an estimate of expenditure for 2014/15, together with forward commitments for 2015/16, 2016/17 and 2017/18.

The Contact Officer for this report is Nigel Lane (719371).

JERRY HUTCHINSON  
Chief Executive

## NORTH WARWICKSHIRE BOROUGH COUNCIL

### MINUTES OF THE LICENSING COMMITTEE

23 September 2013

Present: Councillor Payne in the Chair

Councillors Butcher, Davis, Freer, Holland, Lewis,  
M Moss, Payne, Sherratt, Y Stanley and Wykes.

Apologies for absence were received from Councillors Pickard, A Stanley and Watkins.

#### 1 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

#### 2 **Minutes**

The minutes of the meeting of the Committee held on 28 January 2013, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

#### 3 **Scrap Metal Dealers Act 2013**

The Assistant Chief Executive and Solicitor to the Council reported on the background to the Scrap Metal Dealers Act and the Committee was asked to agree a suggested course of action.

##### **Recommended to the Executive Board:**

- a **That the functions within the Scrap Metal Dealers Act 2013 be added to the Terms of Reference of the Licensing Committee;**
- b **That the delegations to Officers detailed in the report of the Assistant Chief Executive and Solicitor to the Council be approved and included in the Constitution within the Terms of Reference for the Licensing Committee from the Community and Environment Board; and**

##### **Resolved:**

- c **That applications under the Scrap Metal Dealers Act 2013 be determined as detailed in the report.**

**4 Scrap Metal Dealers Act 2013 - Setting of Fees**

The Assistant Chief Executive and Solicitor to the Council asked the Committee to agree a scale of fees in respect of the grant of licences under the Scrap Metal Dealers Act 2013.

**Resolved:**

**That the scale of fees as set out in the report of the Assistant Chief Executive and Solicitor to the Council be agreed.**

**5 Budgetary Control Report 2013/14 - Period Ended 31 August 2013**

The Assistant Director (Finance and Human Resources) reported on the revenue expenditure and income for the period from 1 April 2013 to 31 August 2013. The 2013/2014 budget and the actual position for the period, compared with the estimate at that date, was given, together with an estimate of the out-turn position for services reporting to this Committee.

**Resolved:**

**That the report be noted.**

Chairman

## **Agenda Item No 6**

### **Licensing Committee**

**27 January 2014**

#### **Report of the Assistant Chief Executive and Solicitor to the Council**

#### **Service Plan for the Licensing Section**

#### **1 Summary**

- 1.1 The purpose of this report is to seek the Committee's approval to the 2014/15 Service Plan for the Licensing Section.

#### **Recommendation to the Committee**

**That the Service Plan as set out in the Appendix to the report be agreed.**

#### **2 Consultation**

- 2.1 Councillors with responsibility for the relevant areas have been involved in discussions relating to issues contained within the Appendix.

#### **3 Report**

- 3.1 Corporate Plan Key Actions and Divisional Service Plans are normally agreed in the January/February cycle of meetings and adopted by Full Council in February at the same time as the Budget.

- ... 3.2 The Service Plan for the Licensing Section is set out in the Appendix to this report.

- 3.3 Where there are any budget implications for another Board/Committee arising out of this work programme, those implications will be drawn to the attention of the relevant Board/Committee in the Budget report going to this cycle of meetings. Similarly, any budgetary implications for this Committee from Divisional Plans being reported to other Boards/Committees are dealt with in the Budget Report also on this agenda.

- 3.4 Once the Corporate Plan Key Actions and Divisional Service Plans have been agreed, they will be subject to the usual reporting procedures for monitoring performance as for last year, ie:-

- Monthly reports are considered by Management Team;
- A traffic light warning indicator is used:-
  - Red – target not likely to be achieved.

- Amber – target currently behind schedule and requires remedial action in order to be achieved.
- Green – target currently on schedule to be achieved;
- Progress reports to each Board/Committee meeting, and
- Scrutiny Board to monitor the performance of indicators and targets where the traffic light is amber and red.

#### 4 Report Implications

##### 4.1 Finance and Value for Money Implications

4.1.1 Where possible, key actions and indicators for 2014-15 will be achieved from within existing Committee resources. Details of any additional funding will be in appropriate cases, the subject of reports to the Committee.

##### 4.2 Human Resources Implications

4.2.1 Any Human Resources implications resulting from proposals will be the subject of further reports to the Committee.

##### 4.3 Risk Management Implications

4.3.1 The main risk is ensuring that the Council prioritises its resources to enable it to deliver its priorities. The performance monitoring arrangements set out above provide the mechanism to ensure that remedial action can be taken to review progress and ensure that priority outcomes are delivered.

##### 4.4 Links to Council's Priorities

4.4.1 These are set out in the Appendix.

The Contact Officer for this report is Stephen Whiles (719326).

#### Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

## **LICENSING SERVICE PLAN 2014/15**

Three major changes took place in 2013: the Live Music Act 2012, the proposals to deregulate schedule one of the Licensing Act 2003 relating to regulated entertainment and the Scrap Metal Dealers act 2013.

As a result of the Live Music Act performances of live music between 08.00 and 23.00 before an audience of up to 200 people no longer require a licence. The proposed deregulation of schedule one will increase the audience limit to 500 and will also deregulate performance of plays, dance, indoor sport and recorded music. A full report was put before the Council's Licensing Committee on 28/01/13.

One provision that has not yet been enacted is that giving the Council the power to set its own fees under the Licensing Act 2003. This was due to come into force in April 2013 but there has been no further information from the Government.

The Scrap Metal Dealers Act 2013 came into force on 01/10/13 and introduced a licensing regime for all scrap metal dealers administered by the Council. A full report was put before the Council's Licensing Committee on 23/09/13

Routine checks continued to be made by the Licensing Enforcement Officer visiting licensed premises. A number of visits were made in the evenings jointly with the Police and in some cases Trading Standards carrying out test purchases by under age children. Most premises showed a good level of compliance but some under age sales occurred and the offenders were dealt with accordingly.

Regular checks were also carried out on all hackney carriages and private hire vehicles in the Borough as well as street traders and animal welfare licences.

### SERVICE PLAN 2014/15

#### Smoke Free Legislation

1. No programmed inspections to be carried out. Routine checks to be carried out by all members of Environmental Health's Commercial Team when visiting Commercial Premises in connection with other core functions such as food safety, Licensing Act etc.
2. All complaints from members of the public or employees to be investigated as appropriate by the Licensing Enforcement Officer and enforcement action taken in accordance with the Licensing Enforcement Policy after consultation with the Environmental Health Manager. Where complaints relate to activities outside normal office hours a joint inspection will be made with another Officer from the Environmental Health Division. Around ten complaints are anticipated.

### Hackney Carriages/Private Hire Vehicles

3. All applications/renewals to be dealt with by the Licensing Administrator
4. Each vehicle is to be MoT tested every six months. Notification of due tests to be the responsibility of the Licensing Enforcement Officer.
5. Each vehicle is to receive an unannounced inspection by the Licensing Enforcement Officer twice per annum (approximately 100 vehicles = 200 visits)
6. All complaints about hackney carriages/private hire vehicles to be investigated by the Licensing Enforcement Officer and appropriate enforcement action taken after consultation with the Environmental Health Manager. Where complaints relate to activities outside normal office hours a joint inspection will be made with another Officer from the Environmental Health Division. Less than five complaints are anticipated.

### Street Traders Licenses

7. All applications to be dealt with by the Licensing Enforcement Officer and Licensing Administrator with reference to the Council's street trading consent policy.
8. All licence holders to be inspected twice per annum by the Licensing Enforcement Officer.(five licenses = ten visits)
9. All complaints about Illegal Street trading to be investigated by the Licensing Enforcement Officer and appropriate enforcement action taken after consultation with the Environmental Health Manager. Where complaints relate to activities outside normal office hours a joint inspection will be made with another officer from the Environmental Health Division. Around ten complaints are anticipated.

### Licensing Act 2003

10. All applications, variations and reviews are to be dealt with by the Licensing Enforcement Officer and Licensing Administrator in consultation as required with the Environmental Health Manager and Solicitor to the Council.
11. Visits to licensed premises will be made by the Licensing Enforcement Officer with follow up visits and enforcement action as required, after consultation with the Environmental Health Manager. Visits by the Licensing Enforcement Officer are to be focussed on 'high risk' premises where evidence or intelligence suggest there may be problems and also upon change of ownership or Designated Premises Supervisor and to new premises. Where appropriate joint visits will be made with the Police, Trading Standards, Fire Officer or other responsible body. Lower risk premises may be visited by other Officers (eg Food Safety Officers) acting as 'eyes and ears' whilst performing their normal duties.
12. All complaints about licensed premises to be investigated by the Licensing Enforcement Officer and where appropriate, enforcement action to be taken after consultation with the Environmental Health Manager. Where complaints relate to activities outside normal office hours a joint inspection will be made with another Officer from the Environmental Health Division



## Appendix A

13. All temporary event notices are to be dealt with by the Licensing Administrator. Around 150 temporary event notices are anticipated.
14. A multi agency meeting will be arranged bi monthly by the Environmental Health Manager to discuss issues around licensed premises in the Borough and agree a co-ordinated response to any issues identified.

### Gambling Act 2005

15. All new applications to be dealt with by the Licensing Enforcement Officer and Licensing Administrator
16. All complaints about Gambling Act activities to be investigated by the Licensing Enforcement Officer and appropriate enforcement action taken after consultation with the Environmental Health Manager. Where complaints relate to activities outside normal office hours a joint inspection will be carried out with another Officer from the Environmental Health Division.

### Street Collections, Small Society Lotteries & House to House Collections

17. All applications to be dealt with by the Licensing Administrator.(Approximately 30 street collections, 50 house to house collections and 85 small society lotteries)
18. All complaints about illegal street collections etc to be investigated by the Licensing Enforcement Officer and appropriate enforcement action taken after consultation with the Environmental Health Manager. Where complaints relate to activities outside of normal office hours a joint inspection will be made with another Officer from the Environmental Health Division.

### Animal Welfare Licenses

19. All applications and applications for renewals will be dealt with by the technical officers in the Environmental Health Division.
20. All licence holders are to be inspected on application for a new licence or a renewal. Other inspections will be carried out where there is reason due to intelligence or a history of non compliance.
21. All complaints about animal welfare to be investigated by the technical officers in the Environmental Health Division and appropriate enforcement action taken after consultation with the Environmental Health Manager. Where complaints relate to activities outside of normal office hours a joint inspection will be made with another Officer from the Environmental Health Division.

### Special Treatments

22. All applications for registration will be dealt with by the Senior Environmental Health Officer (Commercial).
23. All premises are to be inspected on application for a new registration. Other inspections will be carried out where there is reason due to intelligence or a history of non compliance.

## Appendix A

24. All complaints about special treatments to be investigated by the Senior Environmental Health Officer (Commercial) and appropriate enforcement action taken after consultation with the Environmental Health Manager. Where complaints relate to activities outside of normal office hours a joint inspection will be made with another Officer from the Environmental Health Division.

### Scrap Metal Dealers

25. All applications for licences will be dealt with by the Licensing Enforcement Officer.
26. All complaints about scrap metal dealers will be investigated by the Licensing Enforcement Officer and/or Senior Pollution Control Officer/Pollution Control Officer in conjunction with the Environment Agency and Police where necessary and appropriate enforcement action taken after consultation with the Environmental Health Manager. Where complaints relate to activities outside of normal office hours a joint inspection will be made with another Officer from the Environmental Health Division and/or Police and Environment Agency.
27. At least one joint operation will be carried out with the Police to check on compliance of licensed scrap metal collectors and take enforcement action against any unlicensed operators found. **PI**
28. All holders of scrap metal site licences will receive one primary inspection in conjunction with the Police and further follow up visits as required to ensure compliance with the legislation. **PI**

### General

29. The Environmental Health Manager will review the Council's licensing enforcement policy in light of the changes to legislation during the past year.

## **Agenda Item No 7**

### **Licensing Committee**

**27 January 2014**

**Report of the  
Assistant Chief Executive and Solicitor to  
the Council**

**General Fund Fees and Charges  
2014/2015**

#### **1 Summary**

- 1.1 The report covers the fees and charges for 2013/14 and the proposed fees and charges for 2014/15.

#### **Recommendation to the Committee**

**That the schedule of fees and charges for 2014/15, set out in the report be accepted.**

#### **2 Consultation**

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Licensing Committee and Resources Board have been sent an advanced copy of this report for comment. Any comments received will be reported verbally to the Committee.

#### **3 Introduction**

- 3.1 At its meeting in September, the Executive Board agreed the budget strategy for 2014/18, which included an allowance for price increases of 2.5% equating to £3,170 additional income. This increase was assumed for all licences.

- ... 3.2 Attached for the Committee's consideration at Appendix A are details of present and proposed fees and charges for the financial year 2014/15.

- 3.3 The amounts shown have been included in the revenue estimates for 2014/15. Prices have increased by 2.5% on Licensing and Registration, although consideration has been given to the pricing structure of other organisations. No increases have been applied to the Licensing and Gambling Authority fees, as these charges are statutory and so not set by ourselves.

- 3.4 Prices for Hackney Carriage and Private Hire Vehicles have increased by 2% only, as the scale of increase in fees for these licences for the years

2012/13 to 2014/15 was agreed by this Committee in January 2012 to be set at a flat rate of 2% per year over this period.

#### **4 Report Implications**

##### **4.1 Finance and Value for Money Implications**

4.1.1 The pricing structure contained in this report is expected to generate additional income of £1,470. This will contribute to the achievement of income targets, which are contained within the Deputy Chief Executives report on the General Fund estimates 2014/15, presented elsewhere within the agenda for this meeting. A 1% change in income generated by services reporting to this Board would result in an increase or decrease in income of £1,300.

##### **4.2 Risk Management**

4.2.1 Changes to fees and charges may impact on the level of demand. However, this has been considered in proposing the revised charges.

The Contact Officer for this report is Nigel Lane (719371).

#### **Background Papers**

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

<b>Background Paper No</b>	<b>Author</b>	<b>Nature of Background Paper</b>	<b>Date</b>

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**LICENSING COMMITTEE**  
**FEES AND CHARGES FROM 1 APRIL 2014**

	2013/2014 CHARGE	2014/2015 CHARGE	VAT RATING
	£	£	
<b>ANIMAL BOARDING ESTABLISHMENT LICENCE</b>	157.30	161.20	Outside Scope
<b>PET SHOP LICENCE</b>			
Up to 25m <sup>2</sup>	119.50	122.50	Outside Scope
Up to 50m <sup>2</sup>	157.30	161.20	"
Up to 100m <sup>2</sup>	195.10	200.00	"
Over 100m <sup>2</sup>	226.50	232.20	"
<b>RIDING ESTABLISHMENT LICENCE</b>	151.10	154.90	Outside Scope
<b>DANGEROUS ANIMAL LICENCE</b>	352.20	361.00	Outside Scope
<b>DOG BREEDING LICENCE</b>	213.90	219.30	Outside Scope
<b>ACUPUNCTURE, TATTOOING, EAR PIERCING &amp; ELECTROLYSIS LICENCE</b>	144.80	148.40	Outside Scope
<b>STREET TRADING LICENCE-Food Sales</b>	1,421.20	1,456.70	Outside Scope
<b>STREET TRADING LICENCE-Non Food Sales</b>	703.50	721.10	"
<b>SEX ESTABLISHMENT LICENCE</b>	2,372.60	2,431.90	Outside Scope
Transfer or variation	525.30	538.40	"
<b>SCRAP METAL LICENCE</b>			
Site	300.00	300.00	Outside Scope
Collector	180.00	180.00	Outside Scope
<b>HACKNEY CARRIAGE &amp; PRIVATE HIRE VEHICLES</b>			
Private hire operator's licence	119.90	122.30	Outside Scope
Vehicle licence	266.20	271.50	"
Drivers licence (Includes badge)	121.80	124.20	"
Vehicle licence transfer new vehicle	91.60	93.40	"
Vehicle licence transfer new owner	35.60	36.30	"
Replacement of driver's badge	23.80	24.30	"
Replacement of lost documents	23.80	24.30	"
Vehicle plate	33.40	34.10	"
Medical fee full (including Occupational Health fee)	108.00	110.20	"
Medical fee review (including Occupational Health fee)	108.00	110.20	"
Please note that the Occupational Health fee is subject to change			
MoT retest fee	42.50	43.40	"
Fixed smoking penalty	32.10	32.70	"
Standard Disclosure and Barring Service check (£26.00 plus £15.90 admin. charge)	41.30	41.90	"
Enhanced Disclosure and Barring Service check (£44.00 plus £15.90 admin. charge)	59.30	59.90	"
Please note that the DBS fee is subject to change			

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**LICENSING COMMITTEE**  
**FEES AND CHARGES FROM 1 APRIL 2014**

**FEES FOR LICENSING APPLICATIONS UNDER THE LICENSING ACT 2003**  
**PLEASE NOTE THAT THE CHARGES BELOW ARE SUBJECT TO CHANGE**

**SCHEDULE 1**

(regulation 3)

**RATEABLE VALUES AND BANDS**

The breakdown of premises by NDR rateable value on which all premises based fees are calculated

Rateable Value	Band
No rateable value to £4,300	A
£4,300 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

**SCHEDULE 2**

(regulation 4(2), (3) and 6(1))

**APPLICATION FEE REQUIRED FOR**

**PREMISES LICENCES AND CLUB PREMISES CERTIFICATES  
AND VARIATIONS TO LICENCES/CLUB PREMISES CERTIFICATES**

Band	Fee £	Multiplied fee if primarily selling alcohol £
A	100.00	N/A
B	190.00	N/A
C	315.00	N/A
D	450.00	900.00
E	635.00	1,905.00

**SCHEDULE 3**

regulation 4(4)

**ADDITIONAL FEE**

Number of persons	Additional Fee £
5,000 to 9,999	1,000.00
10,000 to 14,999	2,000.00
15,000 to 19,999	4,000.00
20,000 to 29,999	8,000.00
30,000 to 39,999	16,000.00
40,000 to 49,999	24,000.00
50,000 to 59,999	32,000.00
60,000 to 69,999	40,000.00
70,000 to 79,999	48,000.00
80,000 to 89,999	56,000.00
90,000 and over	64,000.00

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**LICENSING COMMITTEE**  
**FEES AND CHARGES FROM 1 APRIL 2014**

FEES FOR LICENSING APPLICATIONS UNDER THE LICENSING ACT 2003  
PLEASE NOTE THAT THE CHARGES BELOW ARE SUBJECT TO CHANGE

**SCHEDULE 5**  
**(regulation 5, 7)**  
**ANNUAL FEE**

**PART 1**

Required by each premises licence/club certificate annually after November 2006

There are exceptions

Band	Fee £	Multiplied fee if primarily selling alcohol £
A	70.00	N/A
B	180.00	N/A
C	295.00	N/A
D	320.00	640.00
E	350.00	1,050.00

**PART 2 (see comment on schedule5)**

Number	Additional Fee £
5,000 to 9,999	500.00
10,000 to 14,999	1,000.00
15,000 to 19,999	2,000.00
20,000 to 29,999	4,000.00
30,000 to 39,999	8,000.00
40,000 to 49,999	12,000.00
50,000 to 59,999	16,000.00
60,000 to 69,999	20,000.00
70,000 to 79,999	24,000.00
80,000 to 89,999	28,000.00
90,000 and over	32,000.00

**SCHEDULE 6 (Regulation 8)**  
**PRESCRIBED FEES FOR PERMITTED TEMPORARY ACTIVITIES,**  
**PERSONAL LICENCES AND MISCELLANEOUS**

Application or notice	Fee £
section 25 (theft, loss, etc. of premises licence or summary)	10.50
section 29 (application for a provisional statement where premises being built, etc.)	315.00
section 33 (notification of change of name or address)	10.50
section 37 (application to vary licence to specify individual as premises supervisor)	23.00
section 42 (application for transfer of premises licence)	23.00
section 47 (interim authority notice following death etc. of licence holder)	23.00
section 79 (theft, loss etc. of certificate or summary)	10.50
section 82 (notification of change of name or alteration of rules of club)	10.50
section 83(1) or (2) (change of relevant registered address of club)	10.50
section 100 (temporary event notice)	21.00
section 110 (theft, loss etc. of temporary event notice)	10.50
section 117 (application for a grant or renewal of personal licence)	37.00
section 126 (theft, loss etc. of personal licence)	10.50
section 127 (duty to notify change of name or address)	10.50
section 178 (right of freeholder etc. to be notified of licensing matters)	21.00
Minor Variations	89.00

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**LICENSING COMMITTEE**  
**FEES AND CHARGES FROM 1 APRIL 2014**

**FEES UNDER THE GAMBLING ACT 2005**

<b>Premises Type</b>	<b>Conversion Fast-Track Application £</b>	<b>Conversion Non- Fast Track Application £</b>	<b>Non-Conversion Application Provisional statement premises £</b>	<b>Non-Conversion Application Other premises (i.e. new) £</b>	<b>Annual Fee £</b>	<b>Variation £</b>	<b>Transfer of Licence £</b>	<b>Reinstatement Fee £</b>	<b>Provisional Statement £</b>	<b>Change of Circumstances £</b>	<b>Copy of Licence £</b>
Regional Casino	0	0	6,400	12,000	12,000	6,000	5,200	5,200	12,000	50	25
New Large Casino	0	0	4,000	8,000	8,000	4,000	1,720	1,720	8,000	50	25
New Small Casino	0	0	2,400	6,400	4,000	3,200	1,440	1,440	6,400	50	25
Existing Casinos	240	1,600	0	4,000	2,400	1,600	1,080	1,080	0	50	25
Bingo Premises	240	1,400	960	2,800	800	1,400	960	960	2,800	50	25
Adult Gaming Centre	240	800	960	1,600	800	800	960	960	1,600	50	25
Betting Premises Tracks	240	1,000	760	2,000	800	1,000	760	760	2,000	50	25
Family Entertainment Centres	240	800	760	1,600	600	800	760	760	1,600	50	25
Betting Premises (other)	240	1,200	960	2,400	480	1,200	960	960	2,400	50	25



## Agenda Item No 8

### Licensing Committee

27 January 2014

#### Report of the Deputy Chief Executive

#### General Fund Revenue Estimates 2014/15

### 1 Summary

- 1.1 This report covers the revised budget for 2013/14 and an estimate of expenditure for 2014/15, together with forward commitments for 2015/16, 2016/17 and 2017/18

#### Recommendation to the Committee

- a To accept the revised budget for 2013/14; and
- b To accept or otherwise vary the Estimates of Expenditure for 2014/15, as submitted, for them to be included in the budget to be brought before the meeting of the Executive Board on 11 February 2014.

### 2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Licensing Committee and Resources Board have been sent an advanced copy of this report for comment. Any comments received will be reported verbally to the Committee.

### 3 Introduction

- 3.1 In consultation with other Assistant Directors, the Assistant Director (Finance and Human Resources) has prepared an estimate of net expenditure for 2014/15 and this, together with a revised budget for 2013/14, appears in Appendices A and B. To provide a more complete picture of the spending pattern of the service, the actual figures for 2012/13 are shown.

...

- 3.2 At its meeting in September, the Executive Board agreed the budget strategy for 2014-2018 which required savings of £2.03 million over a four year period. This required budget savings of £500,000 in 2014/15 with additional savings of £630,000, £500,000 and £400,000 in 2015/16, 2016/17 and 2017/18 respectively. No provision for growth was built into the strategy.

- 3.3 Assistant Directors were asked to identify areas where savings could be made, either by a reduction in expenditure or through the generation of additional income. These have now been incorporated into the estimates being considered and are shown in Appendix C.

...

3.4 Committee requirements have been prepared, taking into account the following assumptions:

- No increase in the level of service except where Council approval has already been given
- A 2% pay award for 2014/15 onwards
- Increases in the Council's pension contribution rate of 1% per annum up to 2017/18.
- Zero provision for inflation in 2014/15 although where contractual obligations require a specific price increase in line with inflation, these have been provided. A general inflationary increase of 2.5% has only been given in alternate years within supplies and service budgets, in order to encourage efficiencies in procurement

3.5 An increase in income has been allowed to reflect the increases included in the fees and charges report elsewhere on this agenda.

3.6 A subjective analysis of the Committee's requirement is shown below:

	<b>Approved Budget 2013/14 £</b>	<b>Revised Budget 2013/14 £</b>	<b>Original Budget 2014/15 £</b>
Employee Costs	25,790	28,560	22,160
Supplies and Services	7,470	7,980	7,980
Transport	5,510	4,930	5,080
<b>Gross Expenditure</b>	<b>38,770</b>	<b>41,470</b>	<b>35,220</b>
Income	(126,770)	(129,980)	(127,850)
<b>Net Controllable Expenditure</b>	<b>(88,000)</b>	<b>(88,510)</b>	<b>(92,630)</b>
Departmental Support	42,390	47,410	47,690
Central Support	56,800	47,320	47,380
<b>Net Expenditure</b>	<b>11,190</b>	<b>6,220</b>	<b>2,440</b>

#### 4 Capital Charges

4.1 There are no capital charges relating to budgets within this report.

#### 5 Comments on the 2013/14 Revised Budget

5.1 The revised budget for 2013/14 is estimated to be £6,220; a decrease of £4,970 on the approved provision. The main reasons for variations are set out below.

5.2 **Employee** costs have increased due to slight adjustments in staff time allocations.

**£2,770**

5.3 **Supplies & Services** expenditure has increased as a result an increase in the number of Disclosure and Barring Service checks undertaken for taxi drivers.

**£510**

5.4 **Transport** costs have decreased on the Hackney Carriage budget due to a decrease in the number of M.O.Ts being conducted.

**(£580)**

5.5 **Income** has increased mostly as a result of additional income generated through the new Scrap Metal licenses. The site licenses last for three years, so we would only expect this level of income every three years. This increase has been partly offset by a downturn in Gambling Licence income.

**(£3,210)**

5.6 **Departmental Support** has increased by £5,020, whilst **Central Support** has decreased by £9,480, principally as a result of changes in the apportionment of Customer Contact recharges and vacancies in the Financial Services section.

**(£4,460)**

## 6 **Comments on the 2014/15 Estimates**

6.1 The total estimated net expenditure for 2014/15 is estimated to be £2,440; a decrease of £8,750 on the 2013/14 approved budget and a decrease of £3,780 on the revised 2013/14 budget.

6.2 **Employee Expenditure** has decreased due to the removal of the accounting adjustment relating to pension costs from service budgets and other adjustments to staff time allocations.

**(£6,400)**

6.3 **Income** has decreased to account for the three year cycle of Scrap Metal Licenses income.

**£2,130**

## 7 **Growth Items**

7.1 A provision for growth was not included in the Council's Budget Strategy, approved in September 2013 by this Board. There are no growth items relating to the services covered by this report.

## 8 **Income**

8.1 Changes in the levels of fees and charges for services under the responsibility of this Board are covered in another report on tonight's agenda. Income on fees and charges is expected to contribute to the achievement of income targets.

## 9 **Risks to Services**

9.1 The key risk to the budgetary position of the Council from services under the control of this Board is:

	Likelihood	Potential impact on Budget
--	------------	----------------------------

Fee income – The levels of some licences, especially those related to alcohol licensing, street trading, pet shops and other commercial enterprises are at risk from a continuing and prolonged downturn in the economy.	Low	Low
--	-----	-----

## 10 Future Year Forecasts

10.1 In order to assist with medium-term financial planning, Members are provided with budget forecasts for the three years following 2014/15. The table below provides a subjective summary for those services reporting to this Board:

	<b>Forecast Budget 2015/16 £</b>	<b>Forecast Budget 2016/17 £</b>	<b>Forecast Budget 2017/18 £</b>
Employee Costs	22,260	22,690	23,130
Supplies and Services	8,170	8,170	8,360
Transport	5,220	5,380	5,570
<b>Gross Expenditure</b>	<b>35,650</b>	<b>36,240</b>	<b>37,060</b>
Income	(131,040)	(136,410)	(137,680)
<b>Net Controllable Expenditure</b>	<b>(95,390)</b>	<b>(100,170)</b>	<b>(100,620)</b>
Departmental Support	48,280	48,830	50,010
Central Support	48,300	49,210	50,310
<b>Net Expenditure</b>	<b>1,190</b>	<b>(2,130)</b>	<b>(300)</b>

10.2 The forecasts given above have used a number of assumptions, which include pay awards of 2% in 2015/16 to 2017/18, increases in contracts and general increases in supplies and services of 2.5% in 2015/16 and 2017/18. In total, net expenditure is expected to increase by 2.7% in 2015/2016, by 2% in 2016/17 and by 2.6% in 2017/2018.

10.3 These forecasts are built up using current corporate and service plans. Where additional resources have already been approved, these are also included. However, these forecasts will be amended to reflect any amendments to the estimates, including decisions taken on any further corporate or service targets.

## **11 Report Implications**

### **11.1 Finance and Value for Money Implications**

11.1.1 As detailed in the body of the report.

### **11.2 Environment and Sustainability Implications**

11.2.1 Continuing the budget strategy will allow the Council to manage its expected shortfall in resources without disruption of essential services.

### **11.3 Risk Management Implications**

11.3.1 There are a number of risks associated with setting a budget, as assumptions are made on levels of inflation and demand for services. To minimise the risks, decisions on these have been taken using past experience and knowledge, informed by current forecasts and trends. However, the risk will be managed through the production of regular budgetary control reports, assessing the impact of any variances and the need for any further action.

The Contact Officer for this report is Nigel Lane (719371).

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**LICENSING COMMITTEE SUMMARY**  
**SUMMARY OF GENERAL FUND REVENUE ESTIMATES**

<b>Code</b>	<b>Description</b>	<b>Actual 2012/2013 £</b>	<b>Approved Budget 2013/2014 £</b>	<b>Revised Budget 2013/2014 £</b>	<b>Original Budget 2014/2015 £</b>
4000	Licensing Authority	(44,754)	(45,040)	(44,010)	(45,670)
4001	Licences and Registration	(13,612)	(10,260)	(17,300)	(15,030)
4008	Hackney Carriages	(21,808)	(20,310)	(17,680)	(22,410)
4019	Gambling Act Authority	(10,138)	(12,390)	(9,520)	(9,520)
	<b>Net Controllable Expenditure</b>	<b>(90,312)</b>	<b>(88,000)</b>	<b>(88,510)</b>	<b>(92,630)</b>
	<b>Departmental Support</b>	<b>42,120</b>	<b>42,390</b>	<b>47,410</b>	<b>47,690</b>
	<b>Central Support</b>	<b>53,223</b>	<b>56,800</b>	<b>47,320</b>	<b>47,380</b>
	<b>Licensing Committee Total</b>	<b>5,031</b>	<b>11,190</b>	<b>6,220</b>	<b>2,440</b>

**4000 - LICENSING AUTHORITY**

The Council is the Licensing Authority for the Borough. It is required to process and issue licences to premises and individuals to allow the sale of alcohol and for certain events that occur within the Borough.

DESCRIPTION	ACTUALS 2012/2013	APPROVED BUDGET 2013/2014	REVISED BUDGET 2013/2014	ORIGINAL BUDGET 2014/2015
Employee Expenditure	10,833	12,500	12,490	10,830
Supplies and Services	1,052	1,200	1,280	1,280
<b>GROSS EXPENDITURE</b>	<b>11,885</b>	<b>13,700</b>	<b>13,770</b>	<b>12,110</b>
GROSS INCOME	(56,639)	(58,740)	(57,780)	(57,780)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(44,754)</b>	<b>(45,040)</b>	<b>(44,010)</b>	<b>(45,670)</b>
Departmental Support	34,068	34,300	37,560	36,470
Central Support	17,772	19,520	15,630	15,880
<b>NET EXPENDITURE</b>	<b>7,086</b>	<b>8,780</b>	<b>9,180</b>	<b>6,680</b>

Contributes to corporate priority :

- Protecting and improving our local environment

**KEY PERFORMANCE INDICATORS**

Number of licences	493	451	493	493
Gross cost per licence	£129.26	£149.71	£135.82	£130.75
Net cost per licence	£14.37	£19.47	£18.62	£13.55

**4001 - LICENCES AND REGISTRATION**

The issuing of licences that enable applicants to undertake a range of activities including the operation of animal boarding facilities, pet shops and street trading.

DESCRIPTION	ACTUALS 2012/2013	APPROVED BUDGET 2013/2014	REVISED BUDGET 2013/2014	ORIGINAL BUDGET 2014/2015
Employee Expenditure	75	920	920	-
Supplies and Services	1,652	1,910	1,910	1,910
<b>GROSS EXPENDITURE</b>	<b>1,727</b>	<b>2,830</b>	<b>2,830</b>	<b>1,910</b>
GROSS INCOME	(15,339)	(13,090)	(20,130)	(16,940)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(13,612)</b>	<b>(10,260)</b>	<b>(17,300)</b>	<b>(15,030)</b>
Departmental Support	4,530	4,600	7,380	8,830
Central Support	9,470	10,280	8,210	8,350
<b>NET EXPENDITURE</b>	<b>388</b>	<b>4,620</b>	<b>(1,710)</b>	<b>2,150</b>

Contributes to corporate priority :

- Protecting and improving our local environment

**KEY PERFORMANCE INDICATORS**

Number of licences	60	60	84	84
Gross cost per licence	£262.12	£295.17	£219.29	£227.26
Net cost per licence	£6.47	£77.00	-£20.36	£25.60

**4008 - HACKNEY CARRIAGES**

The licensing and enforcement of taxis, private hire vehicles, drivers and operators, within the Borough.

<b>DESCRIPTION</b>	<b>ACTUALS 2012/2013</b>	<b>APPROVED BUDGET 2013/2014</b>	<b>REVISED BUDGET 2013/2014</b>	<b>ORIGINAL BUDGET 2014/2015</b>
Employee Expenditure	11,025	12,370	15,150	11,330
Supplies and Services	3,588	4,360	4,790	4,790
Transport Related Expenditure	5,400	5,510	4,930	5,080
<b>GROSS EXPENDITURE</b>	<b>20,013</b>	<b>22,240</b>	<b>24,870</b>	<b>21,200</b>
GROSS INCOME	(41,821)	(42,550)	(42,550)	(43,610)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(21,808)</b>	<b>(20,310)</b>	<b>(17,680)</b>	<b>(22,410)</b>
Departmental Support	1,174	1,160	1,850	1,790
Central Support	21,538	22,590	20,760	20,390
<b>NET EXPENDITURE</b>	<b>904</b>	<b>3,440</b>	<b>4,930</b>	<b>(230)</b>

Contributes to corporate priority :

- Protecting and improving our local environment

**KEY PERFORMANCE INDICATORS**

Number of vehicles licences	94	95	86	86
Number of operators licences	12	12	9	9
Number of drivers licences	114	109	103	103
Gross cost per licence	£194.20	£212.92	£239.80	£219.09
Net cost per licence	£4.11	£15.93	£24.90	-£1.16

**4019 - GAMBLING ACT AUTHORITY**

As the Licensing Authority, the council is responsible for issuing premises, betting office and race track, bingo club, adult gaming centre, and family entertainment centre licences in the Borough. It will also issue permits for gaming machines in members' clubs and licensed premises, prize gaming and unlicensed family entertainment centres within the Borough.

<b>DESCRIPTION</b>	<b>ACTUALS 2012/2013</b>	<b>APPROVED BUDGET 2013/2014</b>	<b>REVISED BUDGET 2013/2014</b>	<b>ORIGINAL BUDGET 2014/2015</b>
Employee Expenditure	37	-	-	-
<b>GROSS EXPENDITURE</b>	<b>37</b>	<b>-</b>	<b>-</b>	<b>-</b>
GROSS INCOME	(10,175)	(12,390)	(9,520)	(9,520)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(10,138)</b>	<b>(12,390)</b>	<b>(9,520)</b>	<b>(9,520)</b>
Departmental Support	2,348	2,330	620	600
Central Support	4,443	4,410	2,720	2,760
<b>NET EXPENDITURE</b>	<b>(3,347)</b>	<b>(5,650)</b>	<b>(6,180)</b>	<b>(6,160)</b>

Contributes to corporate priority :

- Protecting and improving our local environment

**KEY PERFORMANCE INDICATORS**

Number of Gambling licences	80	82	97	97
Gross cost per licence	£85.35	£82.20	£34.43	£34.64
Net cost per licence	-£41.84	-£68.90	-£63.71	-£63.51



## SAVINGS INCLUDED WITHIN 2014/15

<b>Board</b>	<b>Description</b>	<b>2014/15 £</b>
Licence	Additional Street Traders licence income	380
	<b>Licensing Total</b>	<b>380</b>