

# DRAFT AGENDA

ID	2066
Committee	Statutory Licensing Committee
Date	12/11/2019
Attendees	<p>Cynghorwyr Bob Summers (Chair)</p> <p>Cynghorwyr Amanda Moore (Vice-Chair)</p> <p>Cynghorwyr Derrick Bevan (Committee Member)</p> <p>Cynghorwyr Gareth L. Davies (Committee Member)</p> <p>Cynghorwyr Denzil Hancock (Committee Member)</p> <p>Cynghorwyr Wayne Hodgins (Committee Member)</p> <p>Cynghorydd John P. Morgan (Committee Member)</p> <p>Cynghorwyr Keith Pritchard (Committee Member)</p> <p>Cynghorwyr Keri Rowson (Committee Member)</p> <p>Cynghorwyr Tommy Smith (Committee Member)</p> <p>Cynghorwyr Brian Thomas (Committee Member)</p> <p>Cynghorwyr Godfrey Thomas (Committee Member)</p> <p>Cynghorwyr David Wilkshire (Committee Member)</p> <p>Cynghorwyr Bernard Willis (Committee Member)</p> <p>Cynghorwyr Lisa Winnett (Committee Member)</p> <p>Lisa Griffin (Officer)</p> <p>Helen Jones (Officer)</p> <p>Martin Woodland (Officer)</p> <p>Ceri Edwards Brown (Secretary)</p> <p>Gwasanaethau Democrataidd (Notify)</p> <p>Pob Cynghorydd (Notify)</p>

Item ID	1747
Item Title	Cyfieithu ar y Pryd
Summary	Mae croeso i chi ddefnyddio'r Gymraeg yn y cyfarfod, mae angen o leiaf 3 diwrnod gwaith o rybudd os dymunwch wneud hynny. Bydd gwasanaeth cyfieithu ar y pryd ar gael os gofynnir am hynny.

Item ID	1748
Item Title	Ymddiheuriadau
Summary	

Item ID	1749
Item Title	Datganiadau Buddiant a Goddefebau
Summary	Derbyn

Item ID	1750
Item Title	Adroddiad Gweithgareddau ar gyfer Chwarter 2 2019/2020
Summary	Ystyried adroddiad y Rheolwr Tîm - Trwyddedu a Masnachol.

# Agenda Item 4

*Executive Committee and Council only*

Date signed off by the Monitoring Officer:

Date signed off by the Section 151 Officer:

## **Committee: Statutory Licensing Committee**

Date of meeting: 12<sup>th</sup> November 2019

Report Subject: Activities Report for Quarter 2 of 2019/20

Portfolio Holder: Statutory Licensing Committee

Report Submitted by: Lisa Griffin, Team Manager Licensing & Commercial

Report Written by: Lisa Griffin, Team Manager Licensing & Commercial

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Statutory Licensing Committee
By 29/10/19								12/11/19

### **1. Purpose of the Report**

To update the Licensing Committee on the work of the Licensing Team for the second quarter of 2019/20, i.e. 1<sup>st</sup> July – 30<sup>th</sup> September 2019 in respect of statutory licensing matters.

### **2. Scope and Background**

2.1 This report outlines the work of the Licensing team from 1<sup>st</sup> July – 30<sup>th</sup> September 2019, including work such as applications, inspections and reactive complaints in respect of statutory licensing matters, so that Members are aware of what licensing activities are taking place and why.

#### **Operational Report**

### **2.2 Alcohol and Entertainment**

2.2.1 80 applications were received this quarter in accordance with the Licensing Act 2003. Applications included five new premises licence applications, one new club premises certificate and 40 temporary event notices (TENs). The remainder of the applications were to transfer licences and vary the designated premises supervisor (DPS). The high volume of TENs received was due to the early televised screening of the

Rugby World Cup games.

- 2.2.2 There were five complaints received in respect of licensed premises all relating to noise from the premises. All complaints have been investigated and advice has been given as needed to ensure compliance at these premises. Joint visits were made by Licensing Enforcement Officer and Environmental Health Officer to discuss the allegations and make the licence holders aware of the noise nuisance investigation process and of the consequences if a noise nuisance established. The investigations are ongoing.

### 2.3 **Gambling, Gaming and Lotteries**

- 2.3.1 No applications were received in respect of gambling premises licences or small society lottery registrations this quarter and three gambling machine applications were received. There were no gambling related complaints.

### 2.4 **Inspection and Enforcement Activities**

- 2.4.1 During this second quarter, 38 premises licensed in accordance with the Licensing Act 2003 were inspected to ensure that licence holders are complying with the conditions of their licence. 13 of the premises visited were unable to either produce Part A of their premises licence as required, failed to display Part B/summary of the licence or both. Gaming machines at all premises where an Alcohol Licence Notification (ALN) is in place were inspected and issues were identified with the required markings on three machines at three of the licensed premises. One premises inspected identified two gaming machines available for use without the required notification. Action was taken to address any areas for concern that were identified as a result of the inspection. No multi-agency operations with any other agencies were carried out this quarter, however officers continue to work very closely with the Police Licensing Officer for the area and joint visits have been made to premises. Officers also continue supporting the active pub watch groups in the area by attending meetings when possible.
- 2.4.2 Seven Licensing Act 2003 premises licences were suspended due to non-payment of the annual fee and the licences currently remain suspended. Action was taken in respect of 23 other premises to successfully recover annual fees.

## **Management Report**

### 2.5 **Policies**

- 2.5.1 The five Gwent Licensing Authorities have historically, and currently,

maintained the same Licensing Act 2003 Statement of Licensing Policy, save for local information. As the Responsible Authorities named in the Licensing Act 2003, eg, Police, Fire Service, Health Authority etc. are the same organisations for all five licensing authorities; this decision was made for ease of procedures and practices.

The Policy must be reviewed every five years and the current Blaenau Gwent policy is due for review in October 2021. The review of other Local Authorities policy is due at varying dates. It has been agreed that in order to assist in a consistent review cycle across Gwent the review date will be brought forward into the summer of 2020.

Appendix 1 outlines the proposed timetable of events that it is anticipated will be followed in order to deliver the review of the Statement of Licensing Policy. Members will be advised of any changes to the final timetable.

## **2.6 Fees**

- 2.6.1 All gambling licence fees will be reviewed during quarter 3 and 4 19/20 with a view to any proposed changes being implemented from the 1<sup>st</sup> April 2020. Licensing Act 2003 related licence fees are reviewed nationally by the UK government, no known amendment to these fees are planned at present.

## **2.7 Complaints**

- 2.7.1 There have been no formal complaints about the work of the team in this quarter.

## **2.8 Freedom of Information Requests (FOI)**

- 2.8.1 One FOI was received requesting a list of Licensing Act 2003 licensed premises and no FOI's were received in relation to Gambling Act 2005 matters.

## **3. Options for Recommendation**

- 3.1
1. That the committee note and comment on the contents of this report, or;
  2. That the committee note the activity report for this quarter.

4. **Evidence of how does this topic supports the achievement of the Corporate Plan/Statutory Responsibilities/Blaenau Gwent Well-being Plan**

4.1 This report relates to the statutory duties and responsibilities of the Authority.

Links to the Corporate Plan and the Well-being plan are covered in any reports implementing or varying any area of work delivered by the Licensing Team. There are therefore no direct links to this report which provides a quarterly performance update.

5. **Implications Against Each Option**

5.1 This report reflects work carried out by the Licensing team within existing resources, and there are therefore no financial implications.

5.2 The main risk to the Authority is reputational should efficient and effective licensing enforcement not be delivered.

5.3 This report relates to the statutory powers and responsibilities of the authority, and there are therefore no significant legal impact is identified.

5.4 This report reflects work carried out by the Licensing team within existing resources, and there are therefore no staffing/workforce implications

6. **Supporting Evidence**

6.1 Details of activities completed in this quarter are attached as Appendix 2.

7. **Monitoring Arrangements**

7.1 The Licensing team will continue to monitor workloads and report to future committees.

**Background Documents /Electronic Links**

None

**Licensing Act 2003  
Proposed Policy Review Timetable\***

Oct 2019	Deadline for Gwent Licensing Forum (GLF) to submit policy changes to group
Oct 2019	Deadline to circulate report and proposed policy to GLF
Nov 2019	Deadline to Submit report to Licensing Committee
Nov/Dec 2019	<b>Committee Date</b> (Report will state proposed policy for consultation)
Dec 2019 – Feb/March 2020	Consultation period for proposed policy
March 2020	Deadline to submit report to Licensing Committee
March/April 2020	<b>Committee Date</b> (Report state results of policy consultation)
May 2020	Deadline to submit report for internal consultation with Senior Leadership Team (SLT)
June 2020	<b>Full Council Date</b>
July 2020	<b>Commencement of Licensing Act Policy 2020</b>

*\* These dates are likely to be subject to change depending on local committee dates and other competing work pressures*

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## APPENDIX 2 - LICENSING TEAM ACTIVITY REPORT 2019/20

<b>Licence Applications Processed</b>									
<b>Licensing Act 2003 Applications</b>									
Type	Q 1		Q 2		Q 3		Q 4		Annual total
	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	
<b>Financial Year</b>	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	
<b>New premises</b>	<i>1</i>	<b>3</b>	<i>5</i>	<b>5</b>					<b>8</b>
<b>New club</b>	<i>0</i>	<b>1</b>	<i>0</i>	<b>1</b>					<b>2</b>
<b>Transfer premises</b>	<i>9</i>	<b>6</b>	<i>5</i>	<b>6</b>					<b>12</b>
<b>Vary DPS</b>	<i>18</i>	<b>8</b>	<i>12</i>	<b>13</b>					<b>21</b>
<b>Variation premises</b>	<i>2</i>	<b>0</b>	<i>0</i>	<b>0</b>					<b>0</b>
<b>Variation club</b>	<i>0</i>	<b>0</b>	<i>0</i>	<b>0</b>					<b>0</b>
<b>Minor variation</b>	<i>1</i>	<b>2</b>	<i>3</i>	<b>2</b>					<b>4</b>
<b>Personal licence</b>	<i>7</i>	<b>8</b>	<i>10</i>	<b>13</b>					<b>26</b>
<b>TEN</b>	<i>26</i>	<b>13</b>	<i>19</i>	<b>40</b>					<b>53</b>
<b>Review of licence/certificate</b>	<i>0</i>	<b>0</b>	<i>1</i>	<b>0</b>					<b>0</b>
<b>Totals</b>	<i>64</i>	<b>41</b>	<i>55</i>	<b>80</b>					<b>121</b>
<b>Gambling Act 2005 Applications</b>									
Type	Q 1		Q 2		Q 3		Q 4		Annual total
	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	
<b>Financial Year</b>	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	
<b>Premises licence</b>	<i>0</i>	<b>0</b>	<i>0</i>	<b>0</b>					<b>0</b>
<b>Club gaming permits</b>	<i>0</i>	<b>0</b>	<i>0</i>	<b>0</b>					<b>0</b>
<b>Gaming machines - clubs</b>	<i>0</i>	<b>0</b>	<i>0</i>	<b>0</b>					<b>0</b>
<b>Gaming machines - pubs</b>	<i>1</i>	<b>1</b>	<i>2</i>	<b>3</b>					<b>4</b>
<b>Small society lottery registrations</b>	<i>1</i>	<b>2</b>	<i>1</i>	<b>0</b>					<b>2</b>
<b>Totals</b>	<i>2</i>	<b>3</b>	<i>3</i>	<b>3</b>					<b>6</b>

<b>Complaints</b>									
Type	Q 1		Q 2		Q 3		Q 4		Annual total
Financial Year	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20	
Licensing Act 2003	5	6	7	5					11
Gambling Act 2005	0	0	0	0					0
<b>Totals</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>5</b>					<b>11</b>

<b>Inspection Activities</b>									
<b>Visits, Inspections and Interventions</b>									
Type	Q 1		Q 2		Q 3		Q 4		Annual total
Financial Year	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20	
Licensing Act 2003	28	28	38	40					68
Gambling Act 2005	0	0	0	0					0
<b>Totals</b>	<b>28</b>	<b>28</b>	<b>38</b>	<b>40</b>					<b>68</b>
<b>Other compliance checks, visits and inspections</b>									
Type	Q 1		Q 2		Q 3		Q 4		Annual total
Financial Year	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20	
Multi Agency Visits - LA 2003	3	3	4	0					3
Multi Agency Visits – GA 2005	0	0	0	0					0
<b>Totals</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>0</b>					<b>3</b>

<b>Enforcement Activities</b>									
<b>Suspensions, revocations, prosecutions, cautions and appeals</b>									
<b>Type</b>	<b>Q 1</b>		<b>Q 2</b>		<b>Q 3</b>		<b>Q 4</b>		<b>Annual total</b>
	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	
<b>Financial Year</b>	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	
<b>LA 2003 – annual fee suspensions</b>	<i>2</i>	<b>1</b>	<i>0</i>	<b>7</b>					<b>8</b>
<b>LA 2003 – annual fee – action prior to suspension</b>	<i>15</i>	<b>6</b>	<i>20</i>	<b>16</b>					<b>22</b>
<b>Prosecutions</b>	<i>0</i>	<b>0</b>	<i>0</i>	<b>0</b>					<b>0</b>
<b>Cautions &amp; Fixed Penalties</b>	<i>0</i>	<b>0</b>	<i>0</i>	<b>0</b>					<b>0</b>
<b>Appeals</b>	<i>0</i>	<b>0</b>	<i>0</i>	<b>0</b>					<b>0</b>
<b>Totals</b>	<i>17</i>	<b>7</b>	<i>20</i>	<b>23</b>					<b>30</b>

<b>Licensing Committee Hearings</b>									
<b>Type</b>	<b>Q 1</b>		<b>Q 2</b>		<b>Q 3</b>		<b>Q 4</b>		<b>Annual total</b>
	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	
<b>Financial Year</b>	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	<i>2018/19</i>	<b>2019/20</b>	
<b>Licensing Act 2003</b>	<i>1</i>	<b>0</b>	<i>1</i>	<b>0</b>					<b>0</b>
<b>Gambling Act 2005</b>	<i>0</i>	<b>0</b>	<i>0</i>	<b>0</b>					<b>0</b>
<b>Totals</b>	<i>1</i>	<b>0</b>	<i>1</i>	<b>0</b>					<b>0</b>

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