



T: 01495 355001

E: [committee.services@blaenau-gwent.gov.uk](mailto:committee.services@blaenau-gwent.gov.uk)

Our Ref./Ein Cyf.  
Your Ref./Eich Cyf.  
Contact:/Cysylltwch â: Mrs Leeann Turner

**THIS IS A MEETING WHICH THE PUBLIC ARE ENTITLED TO ATTEND**

25th January 2024

Dear Sir/Madam

**STATUTORY LICENSING COMMITTEE**

A meeting of the Statutory Licensing Committee will be held Via MS Teams (if you would like to view this meeting please contact [committee.services@blaenau-gwent.gov.uk](mailto:committee.services@blaenau-gwent.gov.uk)) on Tuesday, 30th January, 2024 at 2.45 pm.

Yours faithfully

Damien McCann  
Interim Chief Executive

**AGENDA**

**Pages**

**1. SIMULTANEOUS TRANSLATION**

You are welcome to use welsh at the meeting a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided if requested.

**2. APOLOGIES**

To receive apologies for absence.

**3. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

To receive any declarations of interests and dispensations.

**4. STATUTORY LICENCE FEES 2024/25, 25/26 AND 26/27**

3 - 38

To consider the report of the Team Manager- Trading Standards & Licensing.

To: Councillor L. Winnett (Chair)  
Councillor P. Baldwin (Vice-Chair)  
Councillor S. Behr  
Councillor M. Cross  
Councillor G. A. Davies  
Councillor J. Gardner  
Councillor J. Hill  
Councillor G. Humphreys  
Councillor D. Rowberry  
Councillor G. Thomas  
Councillor D. Woods

All other Members (for information)  
Interim Chief Executive  
Chief Officers

# Agenda Item 4

*Cabinet 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: **30<sup>th</sup> January 2024**

Report Subject: **Statutory Licence Fees 2024/25, 25/26 and 26/27**

Portfolio Holder: **Statutory Licensing Committee**

Report Submitted by: **Team Manager- Trading Standards & Licensing**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Governance Audit Committee	Democratic Services Committee	Scrutiny Committee	Cabinet	Council	Other (please state)
9th Jan 2024	11th Jan 2024							Statutory Licensing Cttee 30 <sup>th</sup> Jan 2024

## 1. Purpose of the Report

- 1.1 To agree Gambling Licence Fees and Fees for Hypnosis and Film Classifications for the year 2024/25, 2025/26 and 2026/27, which fall to the Statutory Licensing Committee for consideration in accordance with the Council's Constitution.

## 2. Scope and Background

- 2.1 Members will be aware of the pressures placed upon businesses during the global pandemic and that the Authority has provided some support for licensed trade by not increasing fees since 2019/20. In fact, some Gambling Licence fees were significantly reduced in 23/24 following extensive process reviews which reflected the effects of the pandemic on some processes involved.

- 2.2 The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 provides for the following types of fees to be determined by licensing authorities:

- Licence application fee
- First annual fee
- Annual fee
- Application to vary a licence fee
- Application to transfer a licence fee
- Application for re-instatement of a licence fee
- Provisional statement application fee.

- 2.3 These Regulations stipulate a maximum figure that a local authority is permitted to charge for the licensing of premises under the Gambling Act 2005. Local authorities are permitted to charge a fee based on reasonable cost recovery up to this maximum, but not above. Where the costs of the authority exceed the amount they are able to charge, this cost must be borne by the Authority.
- 2.4 The current licence fees of the main income generating fees are shown **Appendix 1** and indicative income is shown for 24/25 based upon the proposal shown below in Option 1.
- 2.5 The maximum licence fees that the Authority is permitted to charge are shown in column 5 of Table 1 in **Appendix 2**.
- 2.6 The Authority currently licences the following premises under the Gambling Act 2005:
- Alcohol Licence Notification of Machines – 65
  - Alcohol Licence Permit – 4
  - Club Machine Permit – 11
  - Betting Office – 8
  - Adult Gaming Centre – 3
- 2.7 Fees for Alcohol Licence Notifications and Permits, and Club Machine Permits are determined by Government, and do not therefore form part of this report.
- 2.8 When calculating new licence fee costs, there is a range of legislation and guidance around fee setting for local authorities that must be taken into account. These include:
1. The Provision of Services Regulations, which states that any charges provided for by a competent authority which applicants may incur under an authorisation scheme must be reasonable and proportionate to the cost of the procedures and formalities under the scheme and must not exceed the cost of those procedures and formalities.
  2. Local Government Association guidance on locally set fees, and the Department for Business, Energy & Industrial Strategy Guidance for Business on the Provision of Services Regulations.
  3. Appropriate case law – and in particular *Hemmings v Westminster*
- 2.9 Local Authorities incur various direct and indirect costs in the administration and enforcement of licences, including:
1. Implementation costs, including the costs of developing policies and setting fees, authorisation of officers, management of the licensing function etc.

2. Direct staff costs, including on-costs, travel, staff training etc. and including the costs of any senior managers, licensing committees etc. directly involved in the licensing process.
3. Indirect costs that support the licensing function, such as general management functions, Legal, HR, finance, customer call centres etc.
4. Specialist equipment costs, particularly the use of specialist IT databases to record and report this work
5. Any third party costs used for inspection and enforcement etc.

2.10 A full assessment of licensing costs has been undertaken with a view to these being set for the financial year 24/25.

In order to update these costs, the following steps have been taken:

1. The licence steps and average time taken for each step, including the development of policies etc. have been reviewed for accuracy
2. Other costs such as IT costs have been reviewed to ensure they remain relevant, and
3. The officer hourly rate and on-costs etc. have been reviewed by the finance team.

2.11 The result of this year's review of cost recovery calculations reflect that processes have largely recovered since the pandemic and if the Authority were to propose fees in line with full-cost recovery calculations this year, an increase of up to 115% would be seen on some of the licences.

2.12 The Regeneration and Community Services Senior Leadership Team have been consulted and propose that gambling fees are instead placed on a 3-year path towards full-cost recovery. This alleviates the potential 115% increase this year and instead proposes a 33% increase for each of the next 3 years as shown in Option 1 below.

2.13 It should be noted that although this represents an above inflation increase on some fees, the resultant fees remain lower than pre-covid levels and balances support for the trade whilst moving towards full-cost recovery in a managed and planned manner over 3 years.

2.14 Some fees as calculated would be subject to slight reduction following process changes but these have little to no bearing on annual income as they reflect fees for rarely used applications. These specific fees, for transfers, variations and reinstatements, are therefore proposed to remain at calculated levels for full cost recovery.

- 2.15 The preferred Option below would provide some certainty for the licensed trade and the Authority in respect of fees for the next 3 years and a full review would be undertaken in 2027/28. All fees are reported to Council each year for adoption in the Fees and Charges Register.
- 2.16 The proposed Gambling fees calculated for 2024/25 are shown in column 7 of Table 1 in **Appendix 2**. Fees for Film Classifications and Hypnosis are shown in Tables 2 and 3 respectively.
- 2.17 For comparative purposes, the fees being charged by neighbouring authorities are shown in the columns 1 to 4 of Table 1 in **Appendix 2**.
- 2.18 Officers will continue to monitor costs each year to ensure that fees do not exceed calculated costs for that licence and in the unlikely event that this should occur, the fee will be set as calculated cost figure for the year in question to ensure that fees do not exceed the full-cost recovery calculations over the 3-year period.
- 2.19 It is recommended that the fees are implemented with effect from 1<sup>st</sup> April 2024.

### 3. **Options for Recommendation**

#### 3.1 **Option 1 (Preferred Option)**

To revise the statutory licence fees with increases of 33% in each of the next 3 financial years for Gambling Licence Fees ( Appendix 2 - Table 1) and all others (shown in Tables 2 and 3) based upon MTFS assumptions **or**, the full-cost recovery calculated fee - **whichever is the lower**.

#### 3.2 **Option 2**

To propose a different fee than the proposal in Option 1.

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

- 4.1 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, and there are therefore no direct links to this report.
- 4.2 These fees relate to businesses, and form just a small part of the overall costs borne by those businesses. There are therefore no well-being implications.

## 5. Implications Against Each Option

### 5.1 ***Impact on Budget (short and long term impact)***

Budgetary implications – there is a balance to be reached between funding services in order to protect public safety, and supporting businesses and others who depend on licences for their livelihoods.

In times of increasing local authority austerity, fees are an important element of local authority income. The fees were calculated based upon principles of cost recovery at that time of being set. The financial implications will need to be supported by the budget pressures process and where a surplus arises, this will be factored in to future fee calculations.

The Licensing income budget for the current financial year is £106,330 with an estimated outcome of £92,280. The income budget for 2024/2025 is estimated at £108,306, after applying an assumed 5% increase.

### 5.2 ***Risk including Mitigating Actions***

**Appendix 1** illustrates the general effect of this review on licence fees if fully implemented in 24/25 and estimates subsequent income based upon current volumes at those increased fee levels. A bottom-line income increase of circa £1014 could result if the fees are set as proposed in Option 1. However increases are not guaranteed as licence holders may choose not to renew. The financial implications of the preferred Option will need to be supported by the budget pressures process and where a surplus arises, this will be factored into future fee calculations.

5.2 Reputational risk – Members will be mindful of the balance to be struck between cost recovery of fees against the unprecedented pressures on the trade and the Authority - post global pandemic and during the cost of living crisis.

### 5.3 ***Legal***

This report refers to statutory powers and responsibilities of the authority and, providing legislative and statutory principles are followed and evidenced, there should be no significant legal impacts arising.

### 5.4 ***Human Resources***

There are no known Human resources implications arising from the proposal.

### 5.5 ***Health and Safety***

There are no known Health and Safety implications arising from the proposal.

## 6. Supporting Evidence

### 6.1

#### ***Performance Information and Data***

Supporting evidence is illustrated in the Appendices to this report detailing calculated costs in respect of these licences.

### 6.2

#### ***Expected outcome for the public***

The Public will expect the Authority to set fees in accordance with all relevant legislation and having regard to local circumstances as appropriate.

### 6.3

#### ***Involvement (consultation, engagement, participation)***

Consultation has not been necessary with respect to these fees but licence holders will be informed at the appropriate time.

### 6.4

#### ***Thinking for the Long term (forward planning)***

This report proposes fee setting for the next 3 years to provide some certainty for the trade and the Authority over the period.

### 6.5

#### ***Preventative focus***

Appropriate fee setting seeks to adequately recover costs for the Authority to enable an efficient and effective licensing service.

### 6.6

#### ***Collaboration/partnership working***

Whilst the Licensing Team works in partnership with many regulatory partners, including Police, Trading Standards and Environmental Health, the proposal in this report is a matter for the Licensing Authority, in accordance with the Constitution.

### 6.7

#### ***Integration (across service areas)***

Licensing is fully integrated within the Public Protection Service of the Regeneration and Community Services Directorate and works in partnership with other services as appropriate.

### 6.8

#### ***Decarbonisation and Reducing Carbon Emissions***

No implications arising from this report.

### 6.9

#### ***Integrated Impact Assessment (IIA) (All decisions, policy reviews or policy implementation will now require a completed Integrated Impact Assessment) *To note a screening template no longer needs to be completed****

IIA attached as **Appendix 3**.



## 7. **Monitoring Arrangements**

All licence fees will be subject to annual review by Officers, reporting to the Licensing Committee as appropriate and subject to full review by Members in 3 years as outlined above.

### **Background Documents /Electronic Links**

The Gambling Act 2005 [Gambling Act 2005 \(legislation.gov.uk\)](http://legislation.gov.uk)

The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 [The Gambling \(Premises Licence Fees\) \(England and Wales\) Regulations 2007 \(legislation.gov.uk\)](http://legislation.gov.uk)

**APPENDIX 1** Potential Income differences for 24/25 based upon Option 1.

**APPENDIX 2** Gambling Licence, Film Classification and Hypnosis Fees

**APPENDIX 3** Integrated Impact Assessment

This page is intentionally left blank

APPENDIX 1 – Potential Income differences for 24/25 based upon 33% increase

<b>Licence Type</b>	<b>Current number of licences due for renewal or annual fee in 2024/25</b>	<b>Current fee £</b>	<b>Total estimated income from current fee £</b>	<b>2024/25 proposed fee £</b>	<b>Total estimated income from 2024/25 proposed fee £</b>	<b>+/- difference £</b>	<b>+/- difference %</b>
<b>Gambling annual fee - AGC</b>	3	255	765	339	1017	+252	+33%
<b>Gambling annual fee - Betting</b>	8	255	2040	339	2712	+672	+33%
<b>TOTAL</b>			<b>2805</b>		<b>3729</b>	<b>+1014</b>	<b>+33%</b>

This page is intentionally left blank

**APPENDIX 2 – Fees 2024/25, 25/26 and 26/27 Statutory Licensing Committee**

**Gambling Fees -Table 1**

	<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>	<b>COLUMN 7</b>	<b>COLUMN 8</b>	<b>COLUMN 9</b>	<b>COLUMN 10</b>
	<b>Caer 2022/23</b>	<b>Mon current</b>	<b>Torfaen 2023/24</b>	<b>Merthyr Current fee</b>	<b>Maximum permitted fees</b>	<b>BG current and proposed fee 2023/24</b>	<b>BG calculated fees for 24/25</b>	<b>BG proposed fee for 24/25 (with 33% of 23/24 added to 23/24 fee rounded up/down)</b>	<b>BG 25/26 provisional fee (with 33% of 24/25 fee added and subject to cost recovery calc)</b>	<b>BG 26/27 provisional fee (with 33% of 25/26 fee added and subject to cost recovery calc)</b>
<b>APPLICATION FEE</b>										
Bingo	£702	£1655	£1564.80	£520	£3500	£446	863.16	£593	788.93	1049.28
Adult Gaming Centre	£702	£1343	£1524.35	£520	£2000	£446	863.16	£593	788.93	1049.28
Betting (Track)	£900	£2190	£1507.37	£520	£2500	£446	819.96	£593	788.93	1049.28
Family Ent Centre	£702	£1532	£1462.35	£520	£2000	£446	863.16	£593	788.93	1049.28
Betting (Other)	£702	£1715	£1556.34	£520	£3000	£446	819.96	£593	788.93	1049.28
<b>APPLICATION FEE WHERE PROVISIONAL STATEMENT PREVIOUSLY ISSUED</b>										
Bingo	£430	£1200	£1010.48	0	£1200	£440	848.76	£585	778.32	1035.17
Adult Gaming Centre	£430	£1200	£986.24	0	£1200	£440	848.76	£585	778.32	1035.17
Betting (Track)	£582	£950	£950	0	£950	£440	805.56	£585	778.32	1035.17
Family Ent Centre	£430	£950	£950	0	£950	£440	848.76	£585	778.32	1035.17
Betting(Other)	£430	£1200	£993.55	0	£1200	£440	805.56	£585	778.32	1035.17
<b>ANNUAL FEE</b>										
Bingo	£430	£1000	£727.73	£335	£1000	£255	549.46	£339	451.07	599.92
Adult Gaming Centre	£430	£1000	£710.56	£335	£1000	£255	549.46	£339	451.07	599.92
Betting (Track)	£582	£1000	£716.28	£335	£1000	£255	549.46	£339	451.07	599.92
Family Ent Centre	£430	£750	£724.74	£335	£750	£255	549.46	£339	451.07	599.92
Betting (Other)	£430	£600	£600	£335	£600	£255	549.46	£339	451.07	599.92

	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8	COLUMN 9	COLUMN 10
	Caer 2022/23	Mon current	Torfaen 2023/24	Merthyr Current fee	Maximum permitted fees	BG current fees 2023/24	BG calculated fees for 24/25	BG proposed fee for 24/25 (with 33% of 23/24 added to 23/24 fee rounded up/down)	BG provisiona l fee for 25/26 (with 33% of 24/25 fee added and subject to cost recovery calc)	BG provisiona l fee for 26/27 (with 33% of 25/26 fee added and subject to cost recovery calc)
<b>TRANSFER APPLICATION FEE</b>										
Bingo	£702	£1200	£863.13	£138	£1200	£379	343.24	£343*	456.19	606.73
Adult Gaming Centre	£702	£1200	£868.86	£138	£1200	£379	343.24	£343*	456.19	606.73
Betting (Track)	£582	£950	£857.96	£138	£950	£379	343.24	£343*	456.19	606.73
Family Ent Centre	£702	£950	£865.99	£138	£950	£379	343.24	£343*	456.19	606.73
Betting (Other)	£702	£1200	£871.06	£138	£1200	£379	343.24	£343*	456.19	606.73
<b>VARIATION APPLICATION FEE</b>										
Bingo	£702	£1617	£1024.24	£138	£1750	£440	351.64	£352*	486.16	640.65
Adult Gaming Centre	£702	£1000	£1000	£138	£1000	£440	351.64	£352*	486.16	640.65
Betting (Track)	£900	£1250	£1004.86	£138	£1250	£440	351.64	£352*	486.16	640.65
Family Ent Centre	£702	£1000	£1000	£138	£1000	£440	351.64	£352*	486.16	640.65
Betting (Other)	£702	£1500	£1014.70	£138	£1500	£440	351.64	£352*	486.16	640.65
<b>PROVISIONAL STATEMENT APPLICATION FEE</b>										
Bingo	£702	£1650	£1332.63	£520	£3500	£446	863.16	£593	788.69	1048.96
Adult Gaming Centre	£702	£1339	£1413.87	£520	£2000	£446	863.16	£593	788.69	1048.96
Betting (Track)	£900	£2187	£1316.70	£520	£2500	£446	819.96	£593	788.69	1048.96
Family Ent Centre	£702	£1529	£1322.62	£520	£2000	£446	863.16	£593	788.69	1048.96
Betting (Other)	£702	£1711	£1406.50	£520	£3000	£446	819.96	£593	788.69	1048.96
<b>REINSTATEMENT FEE</b>										
Bingo	£702	£1200	£857.41	£138	£1200	£379	343.24	£343*	456.19	606.73
Adult Gaming Centre	£702	£1200	£873.12	£138	£1200	£379	343.24	£343*	456.19	606.73

Betting (Track)	£582	£950	£852.23	£138	£950	£379	343.24	£343*	456.19	606.73
Family Ent Centre Licence	£702	£950	£852.23	£138	£950	£379	343.24	£343*	456.19	606.73
Betting Premises (Other) Licence	£702	£1200	£856.60	£138	£1200	£379	343.24	£343*	456.19	606.73

Notes. \*33% fee is in excess of the calculated fee therefore the calculated fee is the proposed fee

### Film Classification Fees- Table 2

	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8	COLUMN 9
	Caerphilly	Monmouth	Torfaen 2023/24	Merthyr current	BGCBC current fee 2023/24	BG calculated fees for 24/25	BG proposed fee for 24/25 (At cost calculated rate)	BG provisional fee for 25/26 (2% added to 24/25 fees and subject to cost recovery calc)	BG provisional fee for 26/27 (2% added to 25/26 fees and subject to cost recovery calc)
<b>ACTIVITY TYPE</b>									
New and reclass Application (Unclassified)	No fee charged	No fee charged	£373.74	N/A	£276.53	168.13 plus £1.97 per minute of film watched	£168 plus £1.97 per minute of film watched	£171.36 plus £2.00 per minute of film watched	£174.79 plus £2.04 per minute of film watched

**Hypnosis Fees – Table 3**

	<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	
	<b>Caerphilly</b>	<b>Monmouth 2023/24</b>	<b>Torfaen 2023/24</b>	<b>Merthyr current</b>	<b>BGCBC Current fee 2023/24</b>	<b>BG calculated fees for 24/25</b>
<b>APPLICATION FEE</b>						
Application (Single Event)	No fee charged	No fee charged	N/A	N/A	£40.30	removed



### APPENDIX 3

#### Blaenau Gwent County Borough Council - Integrated Impact Assessment

**All decisions, policy reviews or policy implementation will now require a completed Integrated Impact Assessment.**

- Section 1-Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Section 2-Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Section 3-Corporate Plan
- Section 4-Wellbeing of Future Generations (Wales) Act 2015
- Section 5-Welsh Language (Wales) Measure 2011
- Section 6-Children’s Right “The Right Way”
- Section 7-Community Safety
- Section 8 Armed Forces
- Section 9-Data
- Section 10-Consultations Statutory Consultation Doctrine of Legitimate Expectation and Gunning Principles
- Section 11-Monitoring
- Section 12-Decision of proposal

**APPENDIX 3**

Lead Officer	Head of Service	Service Area & Department	Date
Steve Osborne	David Thompson	Public Protection, Regeneration and Community Services Dept.	3.1.24

Briefly outline the proposal indicating what change or decision is to be made, also provide any documentation that may be used to support this.

**What is the proposal that needs to be assessed?**

Options for Statutory Licence Fees 2024/25, 25/26 and 26/27

**APPENDIX 3**

<p><b>Section 1</b>  <b>Outline how the proposal will impact on any people or groups of people with protected characteristics, please refer to the Equalities Act 2010 (Wales) for further information <a href="http://www.gov.uk">Equality Act 2010: guidance - GOV.UK (www.gov.uk)</a> and the EHRC guidance <a href="#">The Essential Guide to the Public Sector Equality Duty: EHRC</a></b>  <b>Briefly outline below if there will be any positive or negative impacts as a result of the proposal being considered.</b></p>			
Protected characteristics	Will the proposal have any positive impacts on those with a protected characteristics?	Will the proposal have any negative impacts on those with a protected characteristics?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
<b>Age</b> ( <i>people of all ages</i> )	No	No	This proposal has no direct effect upon equalities issues.
<b>Disability</b> ( <i>people with disabilities/ long term conditions</i> )	No	No	This proposal has no direct effect upon equalities issues.
<b>Gender Reassignment</b> ( <i>anybody who's gender identity or gender expression is different to the sex they were assigned at birth</i> )	No	No	This proposal has no direct effect upon equalities issues.
<b>Marriage or Civil Partnership</b> ( <i>people who are married or in a civil partnership</i> )	No	No	This proposal has no direct effect upon equalities issues.

**APPENDIX 3**

<b>Pregnancy and Maternity</b> ( <i>women who are pregnant and/or on maternity leave</i> )	No	No	This proposal has no direct effect upon equalities issues.
<b>Race</b> ( <i>people from black, Asian and minority ethnic communities and different racial backgrounds</i> )	No	No	This proposal has no direct effect upon equalities issues.
<b>Religion or Belief</b> ( <i>people with different religions and beliefs including people with no beliefs</i> )	No	No	This proposal has no direct effect upon equalities issues.
<b>Sex</b> ( <i>women and men, girls and boys and those who self-identify their gender</i> )	No	No	This proposal has no direct effect upon equalities issues.
<b>Sexual Orientation</b> ( <i>lesbian, gay, bisexual, heterosexual, other</i> )	No	No	This proposal has no direct effect upon equalities issues.

**NOTE:** Section 2 only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance.

**APPENDIX 3**

**Section 2**

**Socio-economic Duty (Strategic Decisions Only)**

The Welsh Governments [Socio-economic Duty](#) provides a framework in order to ensure tackling inequality is at the forefront of decision making.

**.Please consider the below vulnerable groups and consider how the proposal could affect them:**

- Single parents and vulnerable families
- People with low literacy/numeracy
- Pensioners
- Looked after children
- Homeless people
- Carers
- Armed Forces Community
- Students
- Single adult households
- People misusing substances
- People who have experienced the asylum system
- People of all ages leaving a care setting
- People living in the most deprived areas in Wales (WIMD)
- People involved in the criminal justice system

Socio Economic disadvantage definitions.	Will the proposal have a positive, negative or neutral impacts on the below?	How could you mitigate the negative impacts outlined?	Please highlight any evidence that has been considered.
<b>Low Income / Income Poverty</b> <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i>	<b>No direct impact expected</b>	<b>No direct impact expected</b>	
<b>Low and/or No Wealth</b> <i>(enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future)</i>	<b>No direct impact expected</b>	<b>No direct impact expected</b>	
<b>Material Deprivation</b> <i>(unable to access basic goods and services i.e. financial products like life</i>	<b>No direct impact expected</b>	<b>No direct impact expected</b>	

**APPENDIX 3**

<i>insurance, repair/replace broken electrical goods, warm home, hobbies etc.)</i>			
<b>Area Deprivation</b> <i>(where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?)</i>	<b>No direct impact expected</b>	<b>No direct impact expected</b>	
<b>Socio-economic Background</b> <i>(social class i.e. parents education, employment and income)</i>	<b>No direct impact expected</b>	<b>No direct impact expected</b>	
<b>Socio-economic Disadvantage</b> <i>(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)</i>	<b>No direct impact expected</b>	<b>No direct impact expected</b>	

**APPENDIX 3**

**Section 3-Corporate Plan**




*Please outline any Corporate Plan linkages of the proposal - [BG Corporate Plan 22-27](#)*

<p><b>Priority 1</b> - Maximise learning and skills for all to create a prosperous, thriving, resilient Blaenau Gwent</p>	
<p><b>Priority 2</b> - Respond to the nature and climate crisis and enable connected communities</p>	
<p><b>Priority 3</b> - An ambitious and innovative council delivering quality services at the right time and in the right place</p>	
<p><b>Priority 4</b> - Empowering and supporting communities to be safe, independent and resilient</p>	

**Section 4-Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)**



**APPENDIX 3**

*Sustainable development principles. The WBFG Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)*

Five Ways of Working	How have you used the Sustainable Development Principles in forming the proposal?
<p><b>Long Tern</b></p> 	<p>Consider the long-term impact of the proposal on the ability of communities to secure their well-being.</p> <p><b>The preferred Option seeks to provide an element of certainty for both the licensed trade and the Authority by proposing licence fees for a 3 year period.</b></p>
<p><b>Prevention</b></p> 	<p>Consider how the proposal is preventing problems from occurring or getting worse</p> <p><b>Fee setting is an important element of Local Authority licence controls for the trade sectors covered in the report. Cost recovery through fees enables effective administrative and enforcement systems to be implemented to protect the public and maintain a level playing field for the trading sector.</b></p>
<p><b>Integration</b></p> 	<p>Consider how your proposal will impact on other services provided in our communities (these might be Council services or services delivered by other organisations or groups)</p> <p><b>N/A</b></p>



**APPENDIX 3**

<p><b>Collaboration</b></p> 	<p>Consider how you are working with Council services or services delivered by other organisations or groups in our communities.</p> <p><b>Appropriate fee setting helps recover costs to the Authority across services- such as I.T and Legal.</b></p>
<p><b>Involvement</b></p> 	<p>Consider how you involve people who have an interest in this proposal and ensure that they represent the diversity of our communities.</p> <p><b>Existing licence holders will be informed as appropriate.</b></p>

**How does your proposal link to the Welsh Governments Priorities for Wales? Please indicate below.**

**APPENDIX 3**

1. **A PROSPEROUS WALES ...** an innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

This proposal does not have a direct impact upon these matters.

2. **A RESILIENT WALES ...** a nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change). Think about how your activity will have regard to protecting and enhancing biodiversity.

This proposal does not have a direct impact upon these matters.

3. **A HEALTHIER WALES ...** a society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

This proposal does not have a direct impact upon these matters.

4. **A MORE EQUAL WALES ...** A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

**APPENDIX 3**

This proposal does not have a direct impact upon these matters.

**5. A WALES OF COHESIVE COMMUNITIES ...** attractive, viable, safe and well-connected communities.

This proposal does not have a direct impact upon these matters.


**6. A WALES OF VIBRANT CULTURE AND THRIVING ...** a society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

This proposal does not have a direct impact upon these matters.

**7. A GLOBALLY RESPONSIBLE WALES ...** a nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

This proposal does not have a direct impact upon these matters.

**APPENDIX 3**

<b>Section 5-Welsh Language (Wales) Measure 2011 and Welsh Language Standards</b> <i>(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact that any proposal may have on opportunities to use the Welsh language. <a href="#">Welsh Language Standards</a></i>			
			
Requirement	Does the proposal have any positive, negative or neutral impacts in regards to the below?	What can be done to mitigate any negative impacts?	Please demonstrate any evidence used to form this opinion.
<b>Compliance with the Welsh Language Standards.</b> <i>Specifically Standards 88 - 93</i>	Neutral		
<b>What opportunities are there to promote the Welsh Language?</b> <i>e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community</i>	Neutral		
<b>What opportunities are there for a person or person to use the Welsh Language?</b> <i>e.g. staff, residents and visitors</i>	Neutral		
<b>Has the Welsh Language been considered in order to treat the Welsh language no less favourably than the English language?</b>	Neutral		

**Section 6 – Children’s Rights Approach - [The Right Way](#)**

**APPENDIX 3**

The Children’s Rights Approach – The Right Way is a framework for working with children, grounded in the UN Convention on the Rights of the Child (UNCRC). It places the UNCRC at the core of planning and service delivery and integrates children’s rights into every aspect of decision-making, policy and practice. The Right Way focuses on three main them Participation, Provision and Protection.

Protected characteristics	Will the proposal have any positive impacts on the Children’s Rights Approach?	Will the proposal have any negative impacts on the Children’s Rights Approach?	Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.
<b>Participation</b> (child or young person as someone who actively contributes to society as a citizen)	None expected	None expected	
<b>Provision</b> (the basic rights of children and young people to survive and develop)	None expected	None expected	
<b>Protection</b> (children and young people are protected against exploitation, abuse or discrimination)	None expected	None expected	

**APPENDIX 3**

**Section 7– Community Safety**

**Duty to Consider Crime and Disorder Implications**

Section 17 of the Crime and Disorder Act 1998 places a duty on the local authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder, anti-social and other behaviour adversely affecting the local environment, the misuse of drugs, alcohol and other substances, re-offending and serious violence.

<b>Impacts</b>	<b>Will the proposal have any positive impacts on crime and disorder?</b>	<b>Will the proposal have any negative impacts on crime and disorder?</b>	<b>Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.</b>
<b>Crime</b> (consider impact on each: victims, offenders and neighbourhoods)	No direct impact from the proposal	None	
<b>Anti-Social Behaviour and behaviour adversely affecting the local environment</b> (consider impact on each: victims, offenders, neighbourhoods and green spaces)	The proposal does not have a direct impact upon these matters.	None	

**APPENDIX 3**

<p><b>Misuse of drugs, alcohol and other substances</b>          (Think vulnerable children, adults, families and communities)</p>	<p>No direct impact upon these matters</p>	<p>None</p>	
<p><b>Re-offending</b>          (Think young people and adults, victims, families, communities)</p>	<p>No direct impact upon these matters</p>	<p>None</p>	
<p><b>Serious Violence</b>          (Think vulnerable young people, vulnerable adults, victims, families, communities)</p>	<p>No direct impact upon these matters</p>	<p>None</p>	
<p><b>Counter Terrorism</b>          (People and places that are vulnerable to terrorism or violent extremism)</p>	<p>No direct impact upon these matters</p>	<p>None</p>	
<p><b>Community Cohesion</b>          (Asylum seekers, Migrants, Victims or Hate Crime, Community tensions)</p>	<p>No direct impact upon these matters</p>	<p>None</p>	

**APPENDIX 3**

<b>Section 8- Armed Forces Covenant Duty <a href="#">AFC Draft Statutory Guidance - Final.pdf</a></b>			
<b>Impacts</b>	<b>Will the proposal have any positive impacts on the armed forces community?</b>	<b>Will the proposal have any negative impacts on the armed forces community?</b>	<b>Outline how the proposal could maximise any positive impacts or minimise any negative impact. Please indicate any views evidence you have that supports this.</b>
<p><b>Health</b></p> <ul style="list-style-type: none"> <li>• Provision of services</li> <li>• Planning and funding</li> <li>• Co-operation between bodies and professionals</li> </ul> <p>These healthcare functions are within scope of the Duty in the following settings:</p> <ul style="list-style-type: none"> <li>• NHS Primary Care services, including general practice, community pharmacies, NHS dental, NHS optometry services and public health screening services.</li> </ul>	No direct impact upon these matters	None	



**APPENDIX 3**

<ul style="list-style-type: none"> <li>• NHS Secondary Care services, including urgent and emergency care, hospital and community services, specialist care, mental health services, and additional needs services (as applicable).</li> <li>• Local authority-delivered healthcare services, including sexual health services and drug and alcohol misuse services</li> </ul>			
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Admissions</li> <li>• Educational attainment and curriculum</li> <li>• Child wellbeing</li> <li>• Transport</li> <li>• Attendance</li> <li>• Additional needs support</li> <li>• Use of Service Pupil Premium funding (England only)</li> </ul> <p>These education functions are within scope of the Duty in compulsory education settings, that is, primary, secondary, and,</p>	<p>No direct impact upon these matters</p>	<p>None</p>	

**APPENDIX 3**

<p>for England only, compulsory further education. The Duty does not cover nursery (early years education), higher education, or other voluntary adult education settings</p>			
<p><b>Housing</b></p> <ul style="list-style-type: none"> <li>• Allocations policy for social housing</li> <li>• Tenancy strategies (England only)</li> <li>• Homelessness</li> <li>• Disabled Facilities Grants</li> </ul>	<p>No direct impact upon these matters</p>	<p>None</p>	

<p><b>Section 9-Data-Please outline any data or evidence that has been used to develop the proposal, this can be previous consultations, local/national data, pilot projects, reports, feedback from clients etc.</b></p>		
<p><b>Data/evidence –What data/evidence was used? - provide any links.</b></p>	<p><b>What were the key findings?</b></p>	<p><b>How has the data/evidence informed this proposal?</b></p>
<p>The proposal illustrates current licence fees and numbers of licences in order to support the decision making.</p>	<p>Fee setting can impact on demand for licences so appropriate consideration will be necessary</p>	

**APPENDIX 3**

<b>Are there any data or information gaps and if so what are they and how do you intend to address them?</b>		
None known currently		

**Section 10-Consultation. Please provide details of consultation undertaken to support the proposal. Please consider the Gunning Principles: -**  
Principle 1: Consultation must take place when the proposals are still at a formative stage. You must not have already made up your mind.

### APPENDIX 3

Principle 2: Sufficient reasons must be put forward to allow for intelligent consideration and response. Have people been given the information and opportunity to influence?

Principle 3: Adequate time must be given for consideration and response. Is the consultation long enough bearing in mind the circumstances?

Principle 4: The product of consultation must be conscientiously taken into account when finalising the decision

**Briefly describe any planned consultations or consultations that have been carried out to date. Please consider the above principles.**

**Please consider the following questions; -**

- 1. Who did you consult? N/A**
- 2. When did the consultation take place and was adequate time given for a response? N/A**
- 3. Was there enough information provided to respond effectively? N/A**
- 4. What were the findings? N/A**
- 5. Have the findings been considered in regards to the decision? N/A**

**APPENDIX 3**

<b>Section 11-Monitoring and Review</b>	
<b>How will the implementation of the proposal be monitored, including the impacts or changes made?</b>	Annual Review by Officers to ensure full-cost recovery calculations are not exceeded by the fees. Full review by Members is suggested in 3 years.
<b>What monitoring tools will be used?</b>	All Wales- Licensing Expert Panel, Fees Setting Toolkit is used to calculate costs and propose fees.
<b>How will the results be used for future development?</b>	The toolkit will be used as part of annual monitoring to ensure compliance with cost recovery principles.
<b>How and when will it be reviewed?</b>	Annual Review by Officers to ensure full-cost recovery calculations are not exceeded by the fees. Full review by Members is suggested in 3 years.
<b>Who is responsible for ensuring this happens?</b>	Service Manager of Public Protection

<b>Section 12 - Decision</b>		
<i>Using the information you have gathered from sections 1-9 please state in the table below whether you are able to proceed with the proposal.</i>		
Continue with the proposal in its current form	<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>
Continue with proposal but take into account reasonable steps to mitigate any negative impacts of the proposal	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>

**APPENDIX 3**

Name of person completing the IIA	
<b>Name:</b>	<b>Steve Osborne</b>
<b>Job Title:</b>	<b>Team Manager- Trading Standards and Licensing</b>
<b>Date:</b>	<b>3.1.24</b>

Head of Service Approval			
<b>Name:</b>	<b>David Thompson</b>		
<b>Job Title:</b>	<b>Service Manager – Public Protection</b>		
<b>Signature:</b>	<b>D Thompson</b>	<b>Date:</b>	<b>8.1.24</b>

Please contact Policy & Partnerships should you require any further advice or guidance on completing your assessment via [lissa.friel@blaenau-gwent.gov.uk](mailto:lissa.friel@blaenau-gwent.gov.uk) or [emma.scherptong@blaenau-gwent.gov.uk](mailto:emma.scherptong@blaenau-gwent.gov.uk).