

**LICENSING AND REGULATION COMMITTEE**  
**14 October 2024**

**PART 1 – PUBLIC DOCUMENT**

**TITLE OF REPORT:** LICENSING SERVICE ANNUAL REPORT 2023 - 2024

**REPORT OF:** THE LICENSING AND COMMUNITY SAFETY MANAGER

**EXECUTIVE MEMBER:** HOUSING AND ENVIRONMENTAL HEALTH

**COUNCIL PRIORITIES:** PEOPLE FIRST, SUSTAINABILITY, A BRIGHTER FUTURE TOGETHER

**1. EXECUTIVE SUMMARY**

The purpose of this report is to provide the Licensing and Regulation Committee with a summary of the work undertaken by the licensing service over the previous twelve months, an update on existing projects and an overview of future proposals.

**2. RECOMMENDATIONS**

2.1. That the Committee be recommended to:

- (a) Review the Annual Report and comment on its content
- (b) Note the Annual Report

**3. REASONS FOR RECOMMENDATIONS**

3.1. Section 8.2.3 of the Council Constitution requires the Full Committee to meet at least once per civic year and section 8.2.3 (d) requires the Committee '*to receive an annual report on licensing activities including performance information*'.

**4. ALTERNATIVE OPTIONS CONSIDERED**

4.1 No alternative options were considered as the annual report is required by the Constitution and is reporting past activity.

**5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS**

5.1 No consultation was necessary as the Committee are not being asked to make a decision.

## **6. FORWARD PLAN**

- 6.1 This report does not contain a recommendation on a key Executive decision and has therefore not been referred to in the Forward Plan.

## **7. BACKGROUND**

- 7.1. At the meeting of the Committee on Tuesday 28 November 2017, the licensing manager presented an oral update on various licensing matters.
- 7.2 Following discussion, Members indicated that they found the oral update beneficial and would like to receive further updates. The licensing manager suggested that a formal annual report could be introduced to support this request to allow the Committee to discuss and comment on the service's work.
- 7.3 The Constitution was subsequently amended to incorporate the presentation of an Annual Report to the Committee.

## **8. RELEVANT CONSIDERATIONS**

- 8.1. The Annual Licensing Report covers the same reporting period as the previous years, 1 October to 30 September, in order that a direct comparison with the previous years' statistics can be made.
- 8.2 The Committee are requested to discuss the content of the report and highlight any areas of concern that they wish the licensing team to address.
- 8.3 The Committee can also provide officers with any suggestions for future proposals.

## **9. LEGAL IMPLICATIONS**

- 9.1. As the Committee is not being asked to make a decision, there are no specific legal implications relating to this report other than the reference to the Council Constitution in paragraph 3.1 above.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 As the Committee is not being asked to make a decision, there are no financial implications arising from this report.

## **11. RISK IMPLICATIONS**

- 11.1 As the Committee is not being asked to make a decision, there are no risk implications arising from this report.

## **12. EQUALITIES IMPLICATIONS**

- 12.1. In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

12.2. As the Committee is not being asked to make a decision, there are no equalities implications arising from this report.

**13. SOCIAL VALUE IMPLICATIONS**

13.1. The Social Value Act and “go local” requirements do not apply to this report.

**14. ENVIRONMENTAL IMPLICATIONS**

14.1. As the Committee is not being asked to make a decision, there are no environmental impacts or requirements arising from this report.

**15. HUMAN RESOURCE IMPLICATIONS**

15.1 As the Committee is not being asked to make a decision, there are no human resource implications arising from this report.

**16. APPENDICES**

16.1 Annual Licensing Report 2023 – 2024, including appendices A, B, and C

**17. CONTACT OFFICERS**

17.1 Steve Cobb, Licensing and Community Safety Manager  
[steven.cobb@north-herts.gov.uk](mailto:steven.cobb@north-herts.gov.uk); ext. 4833

**18. BACKGROUND PAPERS**

18.1 None