

**LICENSING AND APPEALS COMMITTEE**  
**21 OCTOBER 2019**

**PART 1 – PUBLIC DOCUMENT**

**TITLE OF REPORT:**            **LICENSING SERVICE ANNUAL REPORT**

**REPORT OF:**                THE LICENSING MANAGER

**EXECUTIVE MEMBER:**    CLLR GARY GRINDAL (EXECUTIVE MEMBER FOR HOUSING  
AND ENVIRONMENTAL HEALTH)

**COUNCIL PRIORITY:**       PROSPER AND PROTECT

**1.       EXECUTIVE SUMMARY**

- 1.1    The purpose of this report is to give the Licensing and Appeals Committee 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 review the annual licensing report attached as Appendix A and comment on its content.
- 2.2    That the Committee note the annual licensing 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 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.

**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.

- 7.3 The Committee resolved:

*‘That the concept of a Licensing Annual Report be supported’*

which was subsequently added to the Council Constitution as part of a review presented to Full Council.

- 7.4 The first annual report was presented to the Committee at its meeting on Monday 5 November 2018 covering the preceding twelve months between 1 October and 30 September. The Committee resolved to note the report.

## **8. RELEVANT CONSIDERATIONS**

- 8.1. The annual licensing report covers the same reporting period as the previous year, 1 October to 30 September, in order that a direct comparison with the previous year's statistics could 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.

## **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. HUMAN RESOURCE IMPLICATIONS**

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

## **15. APPENDICES**

- 15.1. Appendix A - Annual Licensing Report

## **16. CONTACT OFFICERS**

- 16.1. Steve Cobb, Licensing Manager  
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## **17. BACKGROUND PAPERS**

- 17.1. [Annual Licensing Meeting 2018](#)