



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **LICENSING AND APPEALS COMMITTEE**
will be held Virtual Meeting on **TUESDAY 6 OCTOBER 2020**
AT 7.00 PM

A handwritten signature in black ink, appearing to read 'Susan Parsonage', written in a cursive style.

Susan Parsonage
Chief Executive
Published on 28 September 2020

Note: The Council has made arrangements under the Coronavirus Act 2020 to hold this meeting virtually via Microsoft Teams. The meeting can be watched live using the following link: https://youtu.be/7RQq4R_MQB8

This meeting will be filmed for inclusion on the Council's website.

Please note that other people may film, record, tweet or blog from this meeting. The use of these images or recordings is not under the Council's control.



WOKINGHAM BOROUGH COUNCIL

Our Vision

A great place to live, learn, work and grow and a great place to do business

Enriching Lives

- Champion outstanding education and enable our children and young people to achieve their full potential, regardless of their background.
- Support our residents to lead happy, healthy lives and provide access to good leisure facilities to complement an active lifestyle.
- Engage and involve our communities through arts and culture and create a sense of identity which people feel part of.
- Support growth in our local economy and help to build business.

Safe, Strong, Communities

- Protect and safeguard our children, young and vulnerable people.
- Offer quality care and support, at the right time, to prevent the need for long term care.
- Nurture communities and help them to thrive.
- Ensure our borough and communities remain safe for all.

A Clean and Green Borough

- Do all we can to become carbon neutral and sustainable for the future.
- Protect our borough, keep it clean and enhance our green areas.
- Reduce our waste, improve biodiversity and increase recycling.
- Connect our parks and open spaces with green cycleways.

Right Homes, Right Places

- Offer quality, affordable, sustainable homes fit for the future.
- Build our fair share of housing with the right infrastructure to support and enable our borough to grow.
- Protect our unique places and preserve our natural environment.
- Help with your housing needs and support people to live independently in their own homes.

Keeping the Borough Moving

- Maintain and improve our roads, footpaths and cycleways.
- Tackle traffic congestion, minimise delays and disruptions.
- Enable safe and sustainable travel around the borough with good transport infrastructure.
- Promote healthy alternative travel options and support our partners to offer affordable, accessible public transport with good network links.

Changing the Way We Work for You

- Be relentlessly customer focussed.
- Work with our partners to provide efficient, effective, joined up services which are focussed around you.
- Communicate better with you, owning issues, updating on progress and responding appropriately as well as promoting what is happening in our Borough.
- Drive innovative digital ways of working that will connect our communities, businesses and customers to our services in a way that suits their needs.

MEMBERSHIP OF THE LICENSING AND APPEALS COMMITTEE

Councillors

Chris Bowring (Chairman)	Abdul Loyes (Vice-Chairman)	Parry Bath
Rachel Burgess	Lindsay Ferris	Michael Firmager
Paul Fishwick	Emma Hobbs	Sarah Kerr
Barrie Patman	Malcolm Richards	Rachelle Shepherd-DuBey
Bill Soane		

ITEM NO.	WARD	SUBJECT	PAGE NO.
1.		APOLOGIES To receive any apologies for absence.	
2.		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting held on 28 January 2020.	5 - 8
3.		DECLARATION OF INTEREST To receive any declarations of interest.	
4.		PUBLIC QUESTION TIME To answer any public questions A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice. The Council welcomes questions from members of the public about the work of this committee. Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Committee or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact the Democratic Services Section on the numbers given below or go to www.wokingham.gov.uk/publicquestions	
5.		MEMBER QUESTION TIME To answer any member questions	
6.	None Specific	FEES AND CHARGES 2021/22 To consider a report outlining the proposed fees and charges for the 2021/22 municipal year.	9 - 48
7.	None Specific	STATUTORY TAXI AND PRIVATE HIRE REPORT To receive and consider the Statutory and Private Hire Report.	49 - 52
8.	None Specific	TAXIS LIAISON GROUP UPDATE	To

		To consider a report giving an updated on the work of the Taxis Liaison Group.	Follow
9.	None Specific	ANNUAL REPORT 2019/20 To consider a report containing an overview of the activity undertaken by the Service in 2019/20.	53 - 58
10.	None Specific	FORWARD PLAN To consider the Committee's Forward Plan for the remaining 2019/20 municipal year.	59 - 60

Any other items which the Chairman decides are urgent.

A Supplementary Agenda will be issued by the Chief Executive if there are any other items to consider under this heading.

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**MINUTES OF A MEETING OF THE
LICENSING AND APPEALS COMMITTEE
HELD ON 28 JANUARY 2020 FROM 7.00 PM TO 7.40 PM**

Committee Members Present

Councillors: Chris Bowring (Chairman), Abdul Loyes (Vice-Chairman), Rachel Burgess, Lindsay Ferris, Michael Firmager, Emma Hobbs, Sarah Kerr and Malcolm Richards

Officers Present

Luciane Bowker, Democratic & Electoral Services Specialist
Suzanne McLaughlin, Principal Public Protection Partnership Officer
Julia O'Brien, Principal Officer - Compliance and Enforcement
Amanda Ward, Senior Licensing Officer

24. APOLOGIES

Apologies for absence were submitted from Councillors Parry Bath, Paul Fishwick, Barrie Patman, Ian Pittock, Rachelle Shepherd-DuBey and Bill Soane.

Councillor Jim Frewin announced that he was standing down from the Committee.

25. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 1 October 2019 were confirmed as a correct record and signed by the Chairman, subject to the correction of the spelling of Councillor Rachel Burgess' name.

Matters arising

Councillor Burgess asked for an update on the Uber letter to the government. Julia O'Brien, Principal Officer Compliance and Enforcement stated that Officers had chased this up but had not received a reply. Councillor Bowring asked Officers to write a stronger letter to the government, Officers agreed to action it with Councillor Bowring.

Councillor Burgess pointed out that the Taxi Policy had still not been updated on the website and asked when this would be updated. Julia O'Brien stated that Officers were working through the changes.

Councillor Burgess asked for an update on the Air Quality report. Suzanne McLaughlin, Principal Public Protection Partnership Officer stated that things had moved on since this was last discussed at the Committee. It had been decided that this was not within Licensing's remit. Suzanne McLaughlin stated that Sean Murphy, Public Protection Partnership Manager would take the Air Quality report to the Executive for further discussion.

26. DECLARATION OF INTEREST

There were no declarations of interest.

27. PUBLIC QUESTION TIME

There were no public questions.

28. MEMBER QUESTION TIME

There were no Member questions.

29. HACKNEY CARRIAGE AND PRIVATE HIRE LICENCE FEES CONSULTATION RESPONSES REPORT

The Committee received the Hackney Carriage and Private Hire Licence Fees Consultation Responses report which was set out in agenda pages 11-13. Suzanne McLaughlin presented the report.

Suzanne McLaughlin stated that a statutory 28 day consultation had been carried out between 12 December 2019 and 8 January 2020. She informed that a total of 239 letters were sent. The letters were sent mostly via email, where an email address was not available the letter was posted. In accordance with the current legislation a public notice was published in the Wokingham Paper on 12 December 2019. There were no responses to the consultation.

Suzanne McLaughlin stated that the proposal was as set out in Appendix A on page 13 of the agenda.

During the discussion of the item the following comments were made:

- Councillor Loyes asked if the chairman of the Wokingham Taxis Association had responded to the consultation. Suzanne McLaughlin stated that he had not responded;
- Councillor Richards asked if the absence of responses meant that the trade was happy with the proposal. Suzanne McLaughlin stated that that was the assumption;
- Councillor Burgess stated that the proposal had not significantly changed from last year's proposal. She stated that the trade trusted that the work was being carried out by the Taxi's Liaison Group. However, the Taxi's Liaison Group had been cancelled and the work was ongoing;
- Julia O'Brien stated that the proposed date for the cancelled Taxis Liaison Group was 15 January 2020, therefore after the end period of the consultation;
- Councillor Burgess wished it to be recorded that she did not agree with the proposals on the basis that the Taxis Liaison Group was still reviewing the fees and charges;
- Councillor Hobbs was of the opinion that the fees and charges were accurate and appropriate;
- Councillor Burgess stated that Officers were going to come back to the Taxis Liaison Group with the justification for the fees and charges, and this work had not yet been completed;
- Councillor Ferris stated that as the Taxi's Liaison Group would be reviewing the cost of the fees, he suggested agreeing to the proposal with a footnote stating that this was subject to in-year changes following the completion of the review;
- Julia O'Brien stated that this proposal had to be submitted to Council, otherwise the fees would have to remain the same as the current ones. She stated that the proposal included a reduction in the fees, she also stated that any subsequent changes would have to be submitted to Council; and
- Officers agreed to check with the Legal department about the caveat in the proposal.

After a robust discussion Members decided to agree to the proposal which would include a footnote stating that the fees could change in the year. The final wording would be circulated to Members of the Committee via email.

RESOLVED That;

- 1) The result of the consultation be noted; and

- 2) The Committee agreed with the proposed licensing fees as set out in Appendix A; subject to the addition of a footnote stating that the fees could change.

30. TAXIS LIAISON GROUP UPDATE

Julia O'Brien stated that the proposed meeting had been delayed because of the amount of work that was requested. Officers were currently undertaking the benchmarking work with other local authorities in relation to taxi fares and wheelchair accessibility requirements.

Julia O'Brien stated that Officers were seeking to contact disability groups and ask questions about their use of taxis. She invited Members to send Officers names of groups and questions that they wished to be asked.

Councillor Kerr believed that the communications department had compiled a list of disability groups in the borough which could be used.

Members discussed the fact that taxis should accept assistance dogs in their vehicles. There were mixed views as to whether this was happening in the borough. Members agreed that drivers should be encouraged to accept assistance dogs.

In response to a question Julia O'Brien stated that the tariff review which had been submitted by the trade would be discussed at the next meeting of the Liaison Group.

In response to a question Julia O'Brien stated that the temporary spaces on Henley Bridge had already been organised.

In response to a question Julia O'Brien stated that the next meeting of the Taxis Liaison Group would take place in March.

RESOLVED That the verbal report be noted.

31. ANIMAL WELFARE FEES CONSULTATION RESPONSES REPORT

The Committee received the Animal Welfare Fees Consultation Responses report which was set out in agenda pages 15-19. Suzanne McLaughlin presented the report.

Suzanne McLaughlin stated that a consultation on fees relating to those affected by the new animal licensing regime had been carried out, as requested by the Committee. The consultation period ran from 10 December 2019 to 1 January 2020, with 67 premises having been contacted.

Suzanne McLaughlin stated that one response was received in the form of a telephone conversation. This was from a Home Border who was dissatisfied in the likely increase in their fee, which was due to the situation with them being a new licence holder so only currently having a one year licence.

Suzanne McLaughlin explained that the longer the licence the more cost-effective it became. The licence length was determined by the business's ability to meet the welfare standards and the likelihood of maintaining compliance into the future licence. Therefore those with longer licences would receive fewer inspections and would pay less for the inspection fees.

During the discussion of the item the following comments were made:

- Councillor Ferris asked about the status of existing licence holder who had been licensed under the old regime. Amanda Ward, Senior Licensing Officer stated that in 2018 everyone had been assessed and been given a star rating accordingly;
- Amanda Ward stated that the length of licence depended on the star rating given;
- In response to a question Julia O'Brien stated that there was one premise selling puppies in the Borough, in Winnersh;
- Councillor Bowring asked what would happen to the licence if there was a change in a premises management and what happened if the premises changed address. Amanda Ward stated that a change of address would incur in a new licence. However, a change in management would not trigger any changes, this would only be picked up at the point of re-assessment;
- In response to a question Amanda Ward stated that she would have to check the legislation to ascertain if premises were obliged to inform the local authority of management changes;
- In response to a question Amanda stated that no one had been refused a licence. Members were informed that applicants had the right to appeal if refused.

RESOLVED That the Committee agrees with the proposed Animal Welfare Fees for 2020/21 as set out in Appendix A.

Agenda Item 6.

TITLE	Fees and Charges 2021/2022
FOR CONSIDERATION BY	Licensing and Appeals Committee on 6 October 2020
WARD	Non-specific
MANAGER	Sean Murphy - Public Protection Manager

OUTCOME / BENEFITS TO THE COMMUNITY

Fees and charges relating to licences and registrations are based on cost recovery, and should they not reflect the cost of providing the service, there is a risk of generating a surplus or deficit.

RECOMMENDATION

That the Committee considers the report, notes the proposals and agree these fees go forward for further discussion and consideration as part of the Council fee setting process.

SUMMARY OF REPORT

This report sets out the Fees and Charges which have been proposed to and considered by the Joint Public Protection Committee on 28 September 2020.

Each service area is required to review the fees and charges it levies on behalf of the Council as part of the budget process. Annex A details the report considered by the Joint Protection Committee for 2021/2022.

Background

The Joint Public Protection Committee is required by the Inter-Authority Agreement that set up the Public Protection Partnership shared service to recommend a draft set of fees and charges to each of the member Councils.

It is noted that a significant number of fees within the licensing field are set by Government Regulation and cannot therefore be changed by the Council.

As a matter of principle, all fees and charges should be set on the basis of full cost recovery. Also aligning fees across the 3 Local Authorities is proposed where appropriate.

In respect of all discretionary fees and the hourly rate, an inflationary 0.6 % rise has been applied. This inflationary rise will balance the increase in cost of service provision such as the cost of living salary rise.

Fees and charges have also been reviewed and in accordance with the request of the JPPC in December 2017 work has been carried out to review and where appropriate to update the fees in accordance with the principle of full cost recovery agreed previously by the JPPC. An internal review of the generic hourly rate (following the agreed methodology of the PPP agreed by JPPC in 2017) has been undertaken and confirmed to be an increase from £57 per hour to £59 per hour. This has not been increased for 2 years having being held at £57 in 2019/2020 and 2020/2021.

The attached Report and Appendices are those which was reported to the JPPC meeting on 28 September 2020 and an update will be provided to this Committee at the meeting due to timings.

The Committee has discretion to round the proposed fees to the nearest whole pound should they so resolve.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	To be determined	N/A	N/A
Next Financial Year (Year 2)	To be determined	N/A	N/A
Following Financial Year (Year 3)	To be determined	N/A	N/A

Other financial information relevant to the Recommendation/Decision
None

Cross-Council Implications
There are no implications arising from the recommendation in this report.

List of Background Papers
None

Contact Suzanne McLaughlin	Service Public Protection Partnership
Telephone No 01635 519851	Email Suzanne.McLaughlin@westberks.gov.uk
Date 21 September 2020	Version No. 1.1

Draft Revenue Budget 2021/22 - Summary Report

Committee considering report:	Joint Public Protection Committee
Date of Committee:	28 th September 2020
Date agreed by Joint Management Board:	18 th September
Report Author:	Paul Anstey

1. Purpose of the Report

- 1.1 To set out the draft revenue budget for 2021/22 including fees and charges.
- 1.2 To seek approval for the draft budget and draft fees and charges schedule prior to submission to the Councils in accordance with the Inter-Authority Agreement.
- 1.3 To seek approval for the recommendation to revise the fees for licences issued under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.
- 1.4 To seek approval for the recommendation to revise the fees for Houses in Multiple Occupation issued under the Housing Act 2004.

2. Recommendation(s)

- 2.1 That the Committee consider the draft revenue budget including the fees and charges set out in this report.
- 2.2 That the Committee **RECOMMEND** to the Councils the contributions set out at 5.11 (total budget of £3.876M) below along with the fees and charges set out in **Appendix B**.
- 2.3 That the Committee **APPROVE** the proposed revisions to 2019/20 fees for licences issued under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 and fees for the licences issued under the Housing Act 2004 as set out at **Appendix C** to the report.
- 2.4 With respect to any monies received under the Asset Recovery Incentivisation Scheme the Committee is asked to **APPROVE** that the policy position approved at its meeting on the 14th March 2017 remains the policy to be applied to spend / allocation of any such monies. In 2019/20 the total money received under the terms of the scheme was £36.7K.

The relevant reports and decisions can be found here: <http://decisionmaking.westberks.gov.uk/ieListDocuments.aspx?CId=449&MIId=4217&Ver=4>

3. Implications

- 3.1 **Financial:** The net revenue budget for the PPP service in 2020/21 was set at £3.715M.
- The recommendation by JMB is for a standstill budget based on the 2020/21 revenue budget but with salary related pressures factored in. No increases in supplies and services or contractual related budgets are proposed. This would see a budget of £3.876M being recommended for 2021/22.
- The fees and charges proposed are set out **Appendix B** to this report. These are either statutory fees where any variance will have been set by law or discretionary fees. In respect of the discretionary fees these are based on the principle of full cost recovery agreed previously by this Committee.
- For the avoidance of doubt any grant funding received under the Proceeds of Crime Asset Recovery Incentivisation Scheme **does not** form part of the PPP revenue budget. This has been agreed by the Committee previously.
- Following public questions raised around the fees set for 2020/21 insofar as they relate to licences issued under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 and the Housing Act 2004 their compliance with the Services Directive these have been reviewed and proposals with respect to an updated methodology are to be found at **Appendix C** to this report. A separate briefing note for members to answer the specific questions has also been produced.
- 3.2 **Policy:** The Joint Public Protection Committee has responsibility for setting the strategic direction and policy of the PPP Service. This includes the maintenance of financial oversight to ensure sound financial management. More specifically the Committee has responsibility for recommending to the Councils a budget that meets its needs along with a proposal for fees and charges.
- 3.3 **Personnel:** There are no personnel implications arising from this report.

3.4 Legal:

The IAA that set up the Partnership effectively delegates responsibility for the strategic direction of the joint service to the Joint Committee. The responsibilities of the committee are set out in Schedule 1 to the agreement.

Included is the responsibility to propose a fee structure, annual budget to the Councils and agree any variations from the budget from the IAA. It also has the responsibility to set out a proposal for the agreed percentage figures. The agreement requires that these should be submitted by 30th November in year preceding the effective implementation date or other such date agreed by the Councils.

It remains at all times the responsibility of the partner Councils to set their own budgets including fees and charges having received the recommendation of the Committee.

Compliance with the Services Directive has been considered as part of this report and to assist with public questions asked of the Joint Committee, there is no evidence to suggest breaches but more work is required to improve transparency on the fees and charges methodology.

3.5 Risk Management:

At previous meetings the Committee has been updated on the issue of risk relating to income. The Covid19 pandemic has significantly impacted many businesses that are currently licenced by the Councils. At the end of the August 2020 the lost income in the 2020/21 financial amounted to some 36K.

Going forward many licensed sectors face challenge. These include taxis / private hire; animal welfare establishments and licences issued under the Licensing Act 2003 and Gambling Act 2005.

This creates a high degree of uncertainty for the Councils and the service. The next few months may give a clearer indication of the longer term impact as the job retention scheme ends and licences come up for renewal. In the meantime every effort to manage in year and future risk is being taken by holding vacant posts and delaying recruitment.

3.6 Property:

None

4. Other options considered

- 4.1 The Councils are currently still considering their wider revenue budgets for 2021/22. Budget setting is being conducted at a time of considerable uncertainty caused by a number of factors arising from the Covid19 pandemic. At the time of writing none of the Councils have indicated savings for 2021/22 for public protection related services but should any council wish to do so the approved methodology is set out at Appendix D to this report. The ability for this Committee to recommend a base budget for 2021/22 is not therefore impaired.
- 4.2 The PPP could absorb the salary inflation costs for 2021/22 but this was discounted due to the operational impact of losing up to 4FTE at a time when demand on services is unprecedented. This would have significantly reduced capacity and resilience in areas such as the food inspection programme and private sector housing, as well as reducing the ability to respond to general neighbourhood enquiries.
- 4.3 Fees and charges can be calculated in a number of ways, the service has considered applying a generic rate for all discretionary elements, as has been the practice for many years, but given the outcome of the recent review this was not considered to be the best option. At this stage it is not known how this may impact on the overall budget and as more data is gathered the Joint Committee will be informed.

5. Executive Summary

- 5.1 The Inter-Authority Agreement (IAA) between the Councils sets out the functions that are delegated to the Joint Committee under the terms of the agreement. These include an array of statutory functions relating to private sector housing, nuisance, environmental protection, licensing, trading standards, food safety and standards and health and safety.
- 5.2 The IAA also identifies the key priority areas for the service which are community protection; protection and improving health; protection of the environment; supporting prosperity and economic growth and the delivery of effective and improving service.
- 5.3 In order to deliver these functions for the Councils they are requested on an annual basis to allocate a budget to the Joint Committee. That budget is proposed by the Joint Committee along with a proposed schedule of fees and charges. The total net revenue budget for the service is then divided between the Councils in the agreed percentages. The proposed net revenue budget for 2021/22 is £3.876M and the agreed percentages as set out in 5.11. The basis of the calculation is set out in **Appendix A** to this report.
- 5.4 In preparing its recommended budget the Committee is required to consider the following matters:
- The previous expenditure of the PPP and the service levels achieved;

- Any proposals for the development of the PPP and the services it offers;
- Any material changes to the activities of the PPP;
- Any other matters relevant from time to times;
- Development and impact of any efficiencies that could lead to reduced costs and consider any investment required to realise these efficiencies.

5.5 At the Committee meeting on the 7th November 2019 the Committee approved a methodology for local service reduction should any partner authority wish to propose this. The methodology approved recognised that nature of the partnership and the need to maintain ‘agreed percentages’ and cover the costs of shared resource with respect to core service delivery costs. The methodology approved can be found at **Appendix D**.

5.6 Fees and charges have also been reviewed and in accordance with the request of Committee in December 2017 work has been carried out to review and where appropriate to update the fees in accordance with the principle of full cost recovery agreed previously by the Committee.

5.7 The budget is based on a number of factors including annual salary inflation, pension changes, NI adjustments and adjustments for incremental salary rises. Existing discretionary fees and charges have been reviewed and are now mostly aligned across the PPP authorities.

5.8 An internal review of the generic hourly rate (following the agreed methodology of the PPP agreed by JPPC in 2017) has been undertaken and confirmed to be increased from £57 p/h to £59 p/h. This has not been increased for 2 years having being held at £57 in 2020/21. For simplicity this is essentially total cost divided by number of staff.

5.9 Following a number of exchanges with businesses about specific licences which are captured within the scope of the Services Directive, the service carried out individual reviews of these processes and moved away from a generic hourly rate to identify if there was any risk of legal challenge. The review led to the formation of differential hourly rates for officers at different pay scales. This was seen as an improvement to the overall transparency of the service. This led to new fees being considered for both Home Boarding and Houses in Multiple Occupation. More work is required to extend this review to other licenses and to consider budget implications in the future. **Recommendations are detailed in Appendix C.**

5.10 The service has required minimal capital investment. The two areas of capital investment made by the service to date are the establishment and improvement of the PPP office at Theale and the introduction of the single case / premises management system. Both of these are subject to repayment over 5 years. The repayments for the latter are delivered through reduction in software licence costs based on the movement from three to one system.

5.11 Table – Proposed Budget 1921/22

Authority	20/21 Percentage	21/22 Percentage	Budget Allocation	Increase om 1920/21
Bracknell Forest	25.76	25.83	£1,001,000	£43.6K
West Berkshire	40.00	39.96	£1,549,110	£54K
Wokingham	34.24	34.21	£1,326,470	£63.1K

Total budget = £3.876M

5.12 There are a range of COVID19 related issues to contend with that could impact on the budget position of the service, explored in **Appendix A**, at this stage it is not possible to establish if this will lead to a deficit, which would have a material impact on fees and charges, so no specific recommendations have been put forward to address this issue. Further reports will be brought to the Joint Committee as and when more information is available.

6. Conclusion

6.1 This is a key responsibility for the Joint Committee to recommend a revenue budget including a fees and charges structure. It also has a responsibility to keep under review the budget and consider the outturn and any variance. A report will be brought forward in due course to report the 2021/22 outturn.

6.2 The Joint Management Board has considered the budget in light of the impact of the Coronavirus Pandemic including potential loss of income and one off grant payments covering additional work undertaken by the service during this time. Whilst it remains the view that the integrity of the partnership is best maintained by delivering any savings collectively as has happened in previous years the methodology for local service disinvestment has been agreed should any Council wish to pay a lower contribution than that set out at 5.10.

6.3 It has been a consistent view of Joint Management Board and Committee that cost recovery forms the basis of all decisions relating to the setting of discretionary fees and any other charges or cost recovery levied or otherwise to deliver the service e.g. recovery of court costs.

6.4 Joint Management Board have acknowledged that more work is needed to review the wider implications of the Services Directive but remain of the view that it has acted reasonably and proportionately to determine the fees and charges being published. There is no evidence to suggest the service is generating a surplus, in fact more work needs to be done to understand potential deficits in income. This could lead to staffing levels and service levels changing in future years.

6.5 The recommendations aim to meet the requirements of the IAA, the approved business plan and current indicated budget position of the partners.

Appendices

Appendix A – Supporting Information

Appendix B – Draft Fees and Charges 2021/22

Appendix C – Proposals for fees - Animal Welfare Regulations 2018 and Housing Act 2004

Appendix D – Agreed Methodology for Localised Service Disinvestment

Background Papers: None

PPP Strategic Aims and Priorities Supported:

The proposals will help achieve the following Public Protection Partnership aims as stated in the Inter Authority Agreement:

- 1 – Community Protection**
 - 2 – Protecting and Improving Health**
 - 3 – Protection of the Environment**
 - 4 – Supporting Prosperity and Economic Growth**
 - 5 – Effective and Improving Service Delivery**
-

Officer details:

Name: Paul Anstey

Job Title: Head of Public Protection and Culture

Tel No: 01635 519837

E-mail Address: paul.anstey@westberks.gov.uk

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Appendix A

Public Protection Partnership Budget - Supporting Information

1. Introduction/Background

- 1.1. The net revenue budget for 2021/22 has been calculated taking into account:
- The annual cost of living rise (£65.25K)
 - Incremental rises effective from the 1st April 2021 (£36.7K)
 - Minor NI Changes
 - Increase in pension contributions notified to the host authority
 - No inflationary rise has been applied to supplies and services or contractual payments

This gives a total net revenue budget for 2021/22 of **£3.876M**

- 1.2. This means that with inflation and adjustments the budget has increased by £161K although the staff and budgets are hosted by West Berkshire Council it is important to note that these inflationary pressures would have been experienced by the individual partner councils had the services been hosted individually.
- 1.3. The agreed percentages remain within 0.2% of the 2020/21 percentages. The minor variances relate to pensions.

The End of Year Performance report considered by this Committee in July 2020 set out many aspects of the workload split between authorities. Whilst there had been some small variance it is proposed that this should be looked at over a rolling three year period as one year could be skewed by a single event such as a large investigation, disease outbreak etc.

Authority	20/21 Percentage	21/22 Percentage	Budget Allocation	Increase om 1920/21
Bracknell Forest	25.76	25.83	£1,001,000	£43.6K
West Berkshire	40.00	39.96	£1,549,110	£54K
Wokingham	34.24	34.21	£1,326,470	£63.1K

2. The Impact of Covid19 – Loss of Income

- 2.1. Very few areas of local authority budget setting has not been impacted by the Covid19 pandemic. The services provided by the partnership are no different and have been impacted in a number of different ways an including Loss of Income

In the period April 2020 - August 2020 it is anticipated that the total income lost due to licence surrender, non-renewal etc. amounted to £36K

Income continues to fall as licences come up for renewal or licences are surrendered. We have seen reductions in the taxi and private hire trade whose revenue is intrinsically linked to the hospitality and business sectors as well as airport and holiday fares. All of these revenue streams are under pressure and without significant recovery it is likely many more drivers and vehicles licences will not be renewed in due course.

The effects on hospitality are significant. A number of restaurant chains have announced closures and these include premises within the PPP area. The number of pubs continues to decline and at this time it is not known how many will face unviability as we move into autumn and winter and the use of outdoor spaces is no longer viable.

Gambling establishments in the form of betting shops were already closing following the capping of stakes on 'fixed odds terminals'. A number that closed due to lockdown business restrictions have not re-opened.

There has been also a significant reduction in licenced events although the number of events licenced and unlicensed is now picking up and because of the Councils responsibility under the Coronavirus regulations granting local powers to control events the service has a significant increase in workload. An event for which a £21 TEN fee (set by law) may be payable can create many hours of work.

Animal establishments have all faced significant financial challenges to a lesser or greater degree. Almost certainly the most challenged aspect of the sector is animal boarding establishments who rely on either caring for people's pets whilst they are away from home or face other personal challenges or who provide day care for people's dogs whilst they are at work. Like taxis and private hire they face the collateral impact of changes in other sectors.

All in all it is not known what the licensing income base will be in 2021/22. We will keep the Committee and the Councils informed of emerging trends and budget variances. In the meantime we continue to mitigate and manage risk by keeping posts vacant and using temporary staff where expedient. It goes without saying that the higher the loss the more difficult this will be to manage without more fundamental structural change as critical mass is lost.

3. The impact of Covid19 – Additional Expenditure

- 3.1. At the meeting of this Committee on the 24th June 2020 the Committee received a paper on the role of the Public Protection Service in the delivery of the Covid19 response. This included enforcing new legislation relating to business restrictions, responding to resident and employee concerns and the provision of advice to businesses. More detail can be found elsewhere on this agenda of the work since this time.

- 3.2. In terms of funding for additional work, particularly around local outbreaks, each of the PPP Councils received grant funding from DHSC. The service prepared, and submitted a bid and has been awarded funding from this central grant. The bid was predicated on the provision of a 7 day service for 18 months as well as some additional resource to carry out local outbreak investigation in workplaces and high risk settings. This combined funding amounts to £169K for the period 1st July 2020 to 31st December 2021. As a grant this funding is being accounted for separately and we will report back to the Councils as required. It does not form part of this revenue budget.
- 3.3. Other areas of work which are increasing and are expected to increase further are concerns raised by residents about businesses allegedly not complying with Covid legislation or guidance. We are looking at whether we can access other grant monies available and in particular those aimed at supporting businesses.
- 3.4. The final and significant area is events and gatherings. The Covid (No3) Regulations 2020 gave local authority significant powers to issue directions and, if need be, prohibitions in respect of premises, events and public places. It is worth saying that certain events (gatherings) are permissible subject to them being risk assessed and we are working with public health colleagues to consider all risk assessments. This is a significant piece of work and can take many hours per event. We then also conduct visits to ensure compliance. The cost of this work is being assessed and again we are looking at whether resources can be found for some additional staffing for a 12 month period.

4. Supporting Information – Emerging Pressures

- 4.1. The PPP continues to look for options to mitigate pressures including building capacity. We continue to concentrate on working with other authorities to share resource and build capacity as well as looking to obtain grant funding to mitigate costs in respect of investigations and court matters. Examples include the work we do around case management with colleagues from Oxfordshire and RBFRS, the sharing of resource for animal feed activity, petroleum inspections, proceeds of crime and animal health. We are currently considering further options around joint investigation work in the trading standards arena where much of the offending is cross border.
- 4.2. One emerging area of workload is the end of the EU withdrawal transition period. At the time of report preparation negotiations on future trade relationship were still being conducted. Most of the regulatory controls that relate to food, products, the environment, agriculture, safety, animal health and welfare are currently based in single market law. Over the last few months these are being adopted into domestic law but there are many changes that will affect business around approvals, certification and border controls etc. These changes will grow as we continue the process of divergence. As the enforcement body for most of these areas of law we expect to see a significant but unquantifiable (at this stage) increase in workload. This could include checks and certification, increased enforcement role and advice for local businesses. When we have a clearer picture we will report back to Committee on this issue.

5. Supporting Information – Fees and Charges

- 5.1. At the meeting of the Committee in December 2017 (when it considered the 2018/19 fees and charges) a number of matters were decided. It was agreed that as a matter of principle that all fees and charges should be set on the basis of full cost recovery. In 2018/19 a generic hourly rate for the service was set at £55 p/h as the basis of cost recovery. This was increased in 2019/20 to £57 per hour and was held at this level for 2020/21. For 2021/22 the full cost of the service, including internal support service re-charges (as per Council budget build processes) and the current establishment lists were updated which resulted in a new rate of £59 p/h. This is the figure used for fee setting for 2021/22, unless specified.
- 5.2. In calculating this fee a range of factors have been considered including the wide variety of council overheads each of the partners must contribute to, the levels of staffing, their costs, contracts and the necessary training to maintain a competent workforce.
- 5.3. All fees proposed by this Committee will be considered by each of the Councils Licensing Committees prior to submission to each full Council as part of the budget setting process. If consultation was felt appropriate it would be a matter for the Licensing Committees as these are local matters. Statutory consultations for taxi and private hire vehicles and private hire operator fees would of course be conducted as a matter of course.

5.4. Animal Welfare Establishments

A new licensing regime for Animal Welfare Establishments e.g. pet shops, animal boarding, riding establishments etc. entered into force in October 2018.

For 2019/20 the fees were capped to the levels for 2018/19. This gave the service and the licence holders' time to adjust to the new and significantly more detailed and comprehensive licensing regime.

The fees set for 2020/21 gave rise to a significant level of concern being raised by those involved in Home Boarding (Day Care) for dogs. These concerns have been looked at in detail and a proposal on a new methodology can be found at **Appendix C** to this report. This is based on the principle that there is basic fee for compliant businesses and non-compliant businesses will pay a higher fee where, for example, additional visits of chasing of information is needed.

It is worth noting that the new regime is risk based. In Wokingham and West Berkshire those with the highest standards of compliance who were granted a three year licence have seen on marginal increases under the existing methodology. They will see a reduction under the new methodology compared to 2019/20.

The whole basis of the Regulations is improved standards. It is hoped that we can work with licence holders to get to the stage that they all meet the criteria to be classed as low risk and can achieve the granting of a three year licence.

5.5. Houses in Multiple Occupation (HMO)

There have been a series of exchanges with interested parties in relation to the fees set for issuing 5 year HMO licences. This focussed on compliance with the Services Directive and the level of transparency regarding the formation of the hourly rate that applied. In response to this question a review was carried out by the Joint Management Board and the findings are detailed in **Appendix C**.

5.6. Fees for Licenses Granted for 2 or more years

There are a number of licence fees proposed which run for 2 or more years. Given the uncertainty faced by many sectors it is proposed that in such cases the fee can be paid in equal annual instalments over the period of the licence.

6. Supporting Information – Risks should the budget not be agreed

6.1 It is important to understand the implications of not approving this recommended budget and how the PPP would need to manage risk. In order to allow the partners to consider this the summary below shows what would be the most logical steps to address a budget reduction:

- a) Any programmed work which can be quantified in terms of number of visits/inspections/audits would be prioritised as a service reduction. This would almost entirely be seen in the reduction in the number of staff allocated to either Food Safety/Hygiene/Standards or Private Sector Housing. Depending on the level of reduction it could mean both. This is seen as preferable to a reduction in community led response work which inevitably leads to much more prevalent service complaints, member and MP enquiries. All of which have been agreed as priority areas for the management team to avoid. There may be redundancy costs associated with this option.
- b) Stop providing business support and event management guidance. This has been an area of high demand throughout the COVID-19 response phase and is likely to be an issue of high concern throughout the EU Exit response phase. These matters are not a legal requirement for the PPP to provide, although it has been widely acknowledged that this is a role that the PPP have fully embraced and has been vital to business recovery planning and economic development.
- c) Increase the threshold for neighbourhood response led work to all but the most vulnerable in the community i.e. automate all processes via websites/chatbots etc. unless there is a direct link to ill health/shielded individuals or high risk settings such as schools and care homes. This may require some upfront investment to achieve.

Background Papers:

Papers containing facts or material you have relied on to prepare your report. The public can access these background papers.

PPP Strategic Aims and Priorities Supported:

The proposals will help achieve the following Public Protection Partnership aims as stated in the Inter Authority Agreement:

- 1 – Community Protection
- 2 – Protecting and Improving Health
- 3 – Protection of the Environment
- 4 – Supporting Prosperity and Economic Growth
- 5 – Effective and Improving Service Delivery

Officer details:

Name: Sean Murphy
 Job Title: Public Protection Manager
 Tel No: 01635 519840
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Equality Impact Assessment – Stage One

What is the proposed decision that you are asking the Committee to make:	To consider the revenue budget for the PPP for 2021/22 including fees and charges
Summary of relevant legislation:	
Does the proposed decision conflict with any of the partnerships key objectives?	No
Name of assessor:	Sean Murphy
Date of assessment:	06/09/2020

Is this a:		Is this:	
Policy	✓	New or proposed	✓
Strategy		Already exists and is being reviewed	
Function		Is changing	
Service			

1. What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To set out a draft budget for 2021/22 to be considered by the Committee prior to submission to Councils as part

	of the budget setting processes. This includes fees and charges.
Objectives:	To agree a draft budget for 2021/22 to be considered by the Councils as part of the budget setting processes. This includes fees and charges. Ultimately the budgets and fees and charges will be set by the individual Councils and will be subject to local equalities impact assessments.
Outcomes:	
Benefits:	The delivery of the key PPP priorities of: Community Protection and in particular the protection of the vulnerable Protecting and Improving Health Protection of the Environment Supporting economic growth Improving and efficient service delivery

2. Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.

(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)

Group Affected	What might be the effect?	Information to support this
Age	No	
Disability	No	
Gender Reassignment	No	
Marriage and Civil Partnership	No	
Pregnancy and Maternity	No	
Race	No	
Religion or Belief	No	
Sex	No	
Sexual Orientation	No	
Further Comments relating to the item:		

3. Result

Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer: The premises are accessibility compliant.	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No

4. Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name:

Date:

Description		Wokingham / West Berks / Bracknell 2020/2021 (Excluding VAT)	Proposed Wokingham/West Berkshire/Bracknell 2021/2022 (Excluding VAT) + 0.6 % (CPI 30 June 2020 rate)	Wokingham / West Berks / Bracknell 2021/2022 (Excluding VAT) Fees Rounded Off	%increase/decrease for committee	Notes
Hourly Rate for PPP		£57.00	£59.00	£59.00	4%	Hourly rate revised calculation carried out September 2020 - to be used instead of 0.6% increase
Public Protection Partnership						
Environmental Protection						
Prevention of Damage by Pests						
Pest Site survey		N/A				Hourly rate as part of cost recovery where WID only
Rat treatment		N/A				Hourly rate as part of cost recovery where WID only
Any other Pest treatment		N/A				Hourly rate as part of cost recovery where WID only
Dog Warden Services						
Stray Dogs - Not taken to Kennel		£73.00	£73.44	£73.00	0%	Amalgamate. Vet fees separate as applicable
Stray Dogs - Taken to Kennel		Fees based on charges & cost recovery. Vet fees separate as applicable	Fees based on charges & cost recovery. Vet fees separate as applicable	Fees based on charges & cost recovery. Vet fees separate as applicable		Fees based on charges & cost recovery. Vet fees separate as applicable
Dog Fouling fixed penalty charge		£75.00		£75.00		Set in FPN policy
Misc stray dog activities ie taxi, relocating, microchipping etc		£57.00	£59.00	£59.00	4%	Plus cost recovery on charges.
Abandoned Vehicles						
Removal (prescribed fee)	Less than 3.5 tonnes	£150.00	£150.00	£150.00		Set by statute
Daily Storage (prescribed fee)	Less than 3.5 tonnes	£20.00	£20.00	£20.00		Set by statute
Enforcement disposal costs (prescribed fee)	Less than 3.5 tonnes	£75.00	£75.00	£75.00		Set by statute
Fixed penalty notice	Reduced to £120 if paid within 7 days	£200.00	£200.00	£200.00		Set by statute
Enforcement invoice costs		£77.00	£77.00	£77.00		Set by statute
Trading Standards						
Weights and Measures Fees (per hour)		£64.00	£64.38	£64.00	0%	Discretionary, includes the cost of maintaining calibration of equipment annually
Explosives Licenses / Registrations - set by statute						
New licence for explosives below 250Kg NEC						
	1 year	£109.00		£109.00		Set by statute
	2 years	£141.00		£141.00		Set by statute
	3 years	£173.00		£173.00		Set by statute
	4 years	£206.00		£206.00		Set by statute
	5 years	£238.00		£238.00		Set by statute
Renewal licence for explosives below 250Kg NEC						
	1 year	£54.00		£54.00		Set by statute
	2 years	£86.00		£86.00		Set by statute
	3 years	£120.00		£120.00		Set by statute
	4 years	£152.00		£152.00		Set by statute
	5 years	£185.00		£185.00		Set by statute
New licence for explosives above 250Kg NEC						
	1 year	£185.00		£185.00		Set by statute
	2 years	£243.00		£243.00		Set by statute
	3 years	£304.00		£304.00		Set by statute
	4 years	£374.00		£374.00		Set by statute
	5 years	£423.00		£423.00		Set by statute
Renewal licence for explosives below 250Kg NEC						
	1 year	£86.00		£86.00		Set by statute
	2 years	£147.00		£147.00		Set by statute
	3 years	£206.00		£206.00		Set by statute
	4 years	£266.00		£266.00		Set by statute
	5 years	£326.00		£326.00		Set by statute
Varying the name of licensee or address of site		£36.00		£36.00		Set by statute
Any other kind of variation		£40.00		£40.00		Set by statute
Transfer of licence		£36.00		£36.00		Set by statute

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Replacement licence		£36.00		£36.00		Set by statute
Fullm year registration for fireworks		£515.00		£515.00		Set by statute
Petroleum Licensing - set by statute						
Petroleum Licensing Fees	not exceeding 2,500 litres	£44.00		£44.00		Set by statute
Petroleum Licensing Fees	not exceeding 50,000 litres	£60.00		£60.00		Set by statute
Petroleum Licensing Fees	exceeding 50,00 litres	£125.00		£125.00		Set by statute
Primary Authority						
Primary Authority Work hourly chargeable rate		£57.00	£59.00	£59.00	4%	
Annual charge - previous year usage 10 hours or less		£513.00	£516.08	£516.00	1%	
Annual charge - previous year usage 20 hours		£1,025.00	£1,031.15	£1,031.00	1%	
Anything likely to be in excess of 20 hours		CR				Individually assessed
Support with Confidence						
Application fee	1-5 employees	£59.00	£59.35	£59.00	0%	All disbursements charged at cost
	6-20 employees	£119.00	£119.71	£120.00	1%	As above except fee reduced to £50 if registered with confidence
	21+ employees	£298.00	£299.79	£300.00	1%	As above except fee reduced to £50 if registered with confidence
Buy with Confidence						Not Statutory but agreed fee - no % increase
Members from 2017/18 Application Fee	1-5 employees	£128.00	£125.00	£125.00	-2%	Nationally agreed with 'Buy with Confidence' scheme holder as varied from time to time
	6-20 employees	£170.00	£167.00	£167.00	-2%	Nationally agreed with 'Buy with Confidence' scheme holder
	21+ employees	£212.00	£208.00	£208.00	-2%	Nationally agreed with 'Buy with Confidence' scheme holder
Annual Fee	1-5 employees	£255.00	£250.00	£250.00	-2%	Nationally agreed with 'Buy with Confidence' scheme holder
	6-20 employees	£383.00	£375.00	£375.00	-2%	Nationally agreed with 'Buy with Confidence' scheme holder
	21-49 employees	£510.00	£500.00	£500.00	-2%	Nationally agreed with 'Buy with Confidence' scheme holder
	50+		POA	POA		Nationally agreed with 'Buy with Confidence' scheme holder
Members before 2017/18 Annual Fee	1-5 employees	£125.00	£125.00	£125.00	0%	Applicable only to legacy Bracknell members
	6-20 employees	£189.00	£189.00	£189.00	0%	Applicable only to legacy Bracknell members
	21+ employees	£252.00	£252.00	£252.00	0%	Applicable only to legacy Bracknell members
Commercial						
Food Export Certificates		£57.00	£59.00	£59.00	4%	Full cost recovery based on officer hourly rate
Food Hygiene Rating Scheme rescore	2 hours	£114.00	£118.00	£118.00	4%	New - agreed dec 2019
Anti-Social Behaviour Act:						
High Hedges Fee (Class A – Fee Discretionary)		£1,199.00	£1,206.19	£1,206.00	1%	Cost recovery for consultant
Licences, Registrations and Similar Consents						
<i>Licensing Act 2003:</i>						
Premises Licence – "one off" fees set by statute based upon rateable value (RV) of premises (Class B – Statutory Fee)						
Band A – RV up to 4300		£100.00		£100.00		Statutory -no increase.
Band B – RV 4300 to 33000		£190.00		£190.00		Statutory -no increase.
Band C – RV 33001 to 87000		£315.00		£315.00		Statutory -no increase.
Band D – RV 87001 to 125000		£450.00		£450.00		Statutory -no increase.
Band E – RV 125001 and above		£635.00		£635.00		Statutory -no increase.
Pre-Application Advice, Hourly charge	Min 1 Hr	£57.00	£59.00	£59.00	4%	
Premises Licence – Annual Fee (Class B – Statutory Fee)						
Band A		£70.00		£70.00		Statutory -no increase.
Band B		£180.00		£180.00		Statutory -no increase.
Band C		£295.00		£295.00		Statutory -no increase.
Band D		£320.00		£320.00		Statutory -no increase.
Band E		£350.00		£350.00		Statutory -no increase.

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Personal Licence - (Class B – Statutory Fee)						
Personal Licence - (Class B – Statutory Fee)		£37.00		£37.00		Statutory -no increase.
Temporary Event Notices (TEN's) - (Class B – Statutory Fee)		£21.00		£21.00		Statutory -no increase.
Application for copy licence, change address or club rules		£10.50		£10.50		Statutory -no increase.
Application to vary DPS/transfer licence/interim notice		£23.00		£23.00		Statutory -no increase.
Application for making a provisional statement		£315.00		£315.00		Statutory -no increase.
Minor variation		£89.00		£89.00		Statutory -no increase.
Application to disapply mandatory DPS condition		£23.00		£23.00		Statutory -no increase.
Pre-Application Advice, hrly charge	Min 1 Hr	£57.00	£59.00	£59.00	4%	
Gambling Licenses						
Casinos (regional)	New Application	£15,000.00		£15,000.00		100% of Statutory Maximum
	Provisional Statement	£15,000.00		£15,000.00		100% of Statutory Maximum
	Application with Provisional Statement	£8,000.00		£8,000.00		100% of Statutory Maximum
	Variation	£7,500.00		£7,500.00		100% of Statutory Maximum
	Transfer/Reinstatement	£6,500.00		£6,500.00		100% of Statutory Maximum
	Annual Fee	£15,000.00		£15,000.00		100% of Statutory Maximum
Casinos (large)	New Application	£10,000.00		£10,000.00		100% of Statutory Maximum
	Provisional Statement	£10,000.00		£10,000.00		100% of Statutory Maximum
	Application with Provisional Statement	£5,000.00		£5,000.00		100% of Statutory Maximum
	Variation	£5,000.00		£5,000.00		100% of Statutory Maximum
	Transfer/Reinstatement	£2,150.00		£2,150.00		100% of Statutory Maximum
	Annual Fee	£10,000.00		£10,000.00		100% of Statutory Maximum
Casinos (small)	New Application	£8,000.00		£8,000.00		100% of Statutory Maximum
	Provisional Statement	£8,000.00		£8,000.00		100% of Statutory Maximum
	Application with Provisional Statement	£3,000.00		£3,000.00		100% of Statutory Maximum
	Variation	£4,000.00		£4,000.00		100% of Statutory Maximum
	Transfer/Reinstatement	£1,800.00		£1,800.00		100% of Statutory Maximum
	Annual Fee	£5,000.00		£5,000.00		100% of Statutory Maximum
Bingo Clubs	New Application	£3,500.00		£3,500.00		100% of Statutory Maximum
	Provisional Statement	£3,500.00		£3,500.00		100% of Statutory Maximum
	Application with Provisional Statement	£1,200.00		£1,200.00		100% of Statutory Maximum
	Variation	£1,750.00		£1,750.00		100% of Statutory Maximum
	Transfer/Reinstatement	£1,200.00		£1,200.00		100% of Statutory Maximum
	Annual Fee	£1,000.00		£1,000.00		100% of Statutory Maximum
Betting Premises	New Application	£3,000.00		£3,000.00		100% of Statutory Maximum
	Provisional Statement	£3,000.00		£3,000.00		100% of Statutory Maximum
	Application with Provisional Statement	£1,200.00		£1,200.00		100% of Statutory Maximum
	Variation	£1,500.00		£1,500.00		100% of Statutory Maximum
	Transfer/Reinstatement	£1,200.00		£1,200.00		100% of Statutory Maximum
	Annual Fee	£600.00		£600.00		100% of Statutory Maximum
Tracks	New Application	£2,500.00		£2,500.00		100% of Statutory Maximum
	Provisional Statement	£2,500.00		£2,500.00		100% of Statutory Maximum
	Application with Provisional Statement	£950.00		£950.00		100% of Statutory Maximum
	Variation	£1,250.00		£1,250.00		100% of Statutory Maximum
	Transfer/Reinstatement	£950.00		£950.00		100% of Statutory Maximum
	Annual Fee	£1,000.00		£1,000.00		100% of Statutory Maximum
Family Entertainment Centres	New Application	£2,000.00		£2,000.00		100% of Statutory Maximum
	Provisional Statement	£2,000.00		£2,000.00		100% of Statutory Maximum
	Application with Provisional Statement	£950.00		£950.00		100% of Statutory Maximum
	Variation	£1,000.00		£1,000.00		100% of Statutory Maximum
	Transfer/Reinstatement	£950.00		£950.00		100% of Statutory Maximum
	Annual Fee	£750.00		£750.00		100% of Statutory Maximum

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Adult Gaming Centres	New Application	£2,000.00		£2,000.00		100% of Statutory Maximum
	Provisional Statement	£2,000.00		£2,000.00		100% of Statutory Maximum
	Application with Provisional Statement	£1,200.00		£1,200.00		100% of Statutory Maximum
	Variation	£1,000.00		£1,000.00		100% of Statutory Maximum
	Transfer/Reinstatement	£1,200.00		£1,200.00		100% of Statutory Maximum
	Annual Fee	£1,000.00		£1,000.00		100% of Statutory Maximum
Lotteries and Amusements	New Application	£40.00		£40.00		Statutory -no increase.
	Annual Fee	£20.00		£20.00		Statutory -no increase.
All Licences	Notification of change	£50.00		£50.00		100% of Statutory Maximum
	Copy of Licence	£25.00		£25.00		100% of Statutory Maximum
Pre-Application Advice, hrly charge	Min 1 Hr	£57.00	£59.00	£59.00	4%	
Club Gaming Machines						
Club Gaming or Machine Permit	New Application	£200.00		£200.00		Statutory-no increase
Club Gaming or Machine Permit	Existing holder	£100.00		£100.00		Statutory-no increase
Club Gaming or Machine Permit	Renewal	£200.00		£200.00		Statutory-no increase
Club Gaming or Machine Permit	Annual Fee	£50.00		£50.00		Statutory-no increase
Club Gaming or Machine Permit	Variation	£100.00		£100.00		Statutory-no increase
Club Gaming or Machine Permit	Copy of Licence	£15.00		£15.00		Statutory-no increase
Club Gaming or Machine Permit (holds a Club Premises Certificate under Licensing Act 2003)	New Application	£100.00		£100.00		Statutory-no increase
Club Gaming or Machine Permit(holds a Club Premises Certificate under Licensing Act 2003)	Renewal	£100.00		£100.00		Statutory-no increase
Licensed Premises Notifications						
To make available up to 2 gaming machines on premises which hold on-premises alcohol licence	Notification of intention	£50.00		£50.00		Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Application (existing holder)	£100.00		£100.00		Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	New Application	£150.00		£150.00		Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Annual Fee	£50.00		£50.00		Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Annual Fee (payable within 30 days of date permit takes effect)	£50.00		£50.00		Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Variation	£100.00		£100.00		Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Transfer	£25.00		£25.00		Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Change of Name	£25.00		£25.00		Statutory-no increase
Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Copy of Permit	£15.00		£15.00		Statutory-no increase
Pre-Application Advice, hrly charge	Min 1Hr	£57.00	£59.00	£59.00	4%	
Sex Establishments – (Class A – Fee Discretionary)						
Cinema		min £3,100 to max £5,150	min £3,100 to max £5,150	min £3,100 to max £5,150		No change
Shop		min £3,100 to max £5,150	min £3,100 to max £5,150	min £3,100 to max £5,150		No change
Entertainment Venue		min £3,100 to max £5,150	min £3,100 to max £5,150	min £3,100 to max £5,150		No change
Pre-Application Advice, hrly charge	Min 1 Hr	£57.00	£59.00	£59.00	4%	

Description		Wokingham / West Berks / Bracknell 2020/2021 (Excluding VAT)	Proposed Wokingham/West Berkshire/Bracknell 2021/2022 (Excluding VAT) + 0.6 % (CPI 30 June 2020 rate)	Wokingham / West Berks / Bracknell 2021/2022 (Excluding VAT) Fees Rounded Off	%increase/decrease for committee	Notes
* Inspections are carried out annually, regardless of the star rating or length of licence, by a vet and officer. Vets fees will be recharged separately.						
Example of charge per horse in a yard with 60 horses						
1- 10 horses @ £15 = £150.00						
horses 11-50 @ £10 = £400.00						
horses 51 - 60 @ £8 = £80.00						
Other fees 2020/2021						
Variation to the licence fee (inclusive of one visit)	£224.00			£224.00		
Replacement licence fee (lost or stolen paperwork, change of name, etc.)	£56.00			£56.00		
Re-evaluation of star rating (inclusive of one visit)	£112.00			£112.00		
Transfer due to death of licensee	£56.00			£56.00		
Dangerous Wild Animal Consent*	2 years	£457.00	£459.74	£460.00	1%	WB & WOK only Cost recovery
Dangerous Wild Animal Consent - New*	2 years	£486.00	£488.92	£489.00	1%	Bracknell only Cost recovery
Dangerous Wild Animal Consent - Renewal*	2 years	£282.00	£283.69	£284.00	1%	Bracknell only Cost recovery
Zoo Licenses (new and renewals)*	Up to 6 Years	£2,054.00	£2,066.32	£2,066.00	1%	Cost recovery
Hairdresser Registration		£43.00	£43.26	£43.00	0%	Bracknell only
Scrap Metal						Discretionary
Scrap Metal Site - New	3 Years	£498.00	£500.99	£501.00	1%	Cost recovery
Scrap Metal Site - Renewal	3 Years	£498.00	£500.99	£501.00	1%	Cost recovery
Scrap Metal Mobile Collector - New	3 Years	£265.00	£266.59	£267.00	1%	Cost recovery
Scrap Metal Mobile Collector - Renewal	3 Years	£265.00	£266.59	£267.00	1%	Cost recovery
Scrap Metal -Variation of Licence		£366.00	£368.20	£368.00	1%	Cost recovery
Scrap Metal-Change of Site Manager		£68.00	£68.41	£68.00	0%	Cost recovery
Scrap Metal- Copy of licence		£11.00	£11.07	£11.00	0%	Cost recovery
Scrap Metal- Change of Name		£36.00	£36.22	£36.00	0%	Cost recovery
Pre-Application Advice, hrly charge		£57.00	£59.00	£59.00	4%	
Private Water Supplies (Statutory Maximums stated)						
Risk Assessment	Carried out every 5 years	£57.00	£59.00	£59.00	4%	Minimum charge 1 Hr, simple risk assessment and report typically 5 hours
Sampling		£57.00	£59.00	£59.00	4%	Cost recovery charge for a visit, taking a sample and delivering it to the laboratory. Typically 2.5 hours
Private water and pool samples	includes cost of testing	£60.00	£60.36	£60.00	0%	
Investigation		£108.00	£108.65	£109.00	1%	Carried out in the event of a test failure, can be substituted by the risk assessment - this does not include any required analysis costs
Analysis - Regulation 10		£28.00	£28.17	£28.00	0%	Where a supply provides <10m ³ /day or serves <50 people and is used for domestic purposes
Analysis of Group A Parameters						Cost of laboratory analysis will be recovered and will depend on type of suite being analysed. Customer will be advised of cost.
Analysis of Group B Parameters						Additional parameters sampled less often to ensure the water complies with all safety standards - Hrly rate applies
Environmental Permitting (Eng&W) Regulations 2016						

Description		Wokingham / West Berks / Bracknell 2020/2021 (Excluding VAT)	Proposed Wokingham/West Berkshire/Bracknell 2021/2022 (Excluding VAT) + 0.6 % (CPI 30 June 2020 rate)	Wokingham / West Berks / Bracknell 2021/2022 (Excluding VAT) Fees Rounded Off	%increase/decrease for committee	Notes
Scheduled Processes - (Class B – Statutory Fee)						
Standard Process		£1,650.00		£1,650.00		Statutory-no increase
Service Stations (PVI & PVII)		£257.00		£257.00		Statutory-no increase
Dry Cleaners		£155.00		£155.00		Statutory-no increase
Vehicle Refinishers		£362.00		£362.00		Statutory-no increase
Mobile screening & crushing plant		£1,650.00		£1,650.00		Statutory-no increase
for the third to seventh applications		£985.00		£985.00		Statutory-no increase
for the eighth and subsequent applications		£498.00		£498.00		Statutory-no increase
Substantial Changes						
Standard Process		£1,050.00		£1,050.00		Statutory-no increase
Reduced Activities		£102.00		£102.00		Statutory-no increase
Annual Subsistence Charge						
Standard Process	LOW	£772.00		£772.00		Statutory-no increase
	MEDIUM	£1,161.00		£1,161.00		Statutory-no increase
	HIGH	£1,747.00		£1,747.00		Statutory-no increase
Service Stations PVR2	LOW	£113.00		£113.00		Statutory-no increase
	MEDIUM	£226.00		£226.00		Statutory-no increase
	HIGH	£341.00		£341.00		Statutory-no increase
VRs and other reduced fees	LOW	£228.00		£228.00		Statutory-no increase
	MEDIUM	£365.00		£365.00		Statutory-no increase
	HIGH	£548.00		£548.00		Statutory-no increase
Dry Cleaners /PVR1	LOW	£79.00		£79.00		Statutory-no increase
	MEDIUM	£158.00		£158.00		Statutory-no increase
	HIGH	£237.00		£237.00		Statutory-no increase
Mobile Screening & Crushing Plant	LOW	£646.00		£646.00		Statutory-no increase
	MEDIUM	£1,034.00		£1,034.00		Statutory-no increase
	HIGH	£1,506.00		£1,506.00		Statutory-no increase
For the second permit	LOW	£646.00		£646.00		Statutory-no increase
	MEDIUM	£1,034.00		£1,034.00		Statutory-no increase
	HIGH	£1,506.00		£1,506.00		Statutory-no increase
For the third to seventh permit	LOW	£385.00		£385.00		Statutory-no increase
	MEDIUM	£617.00		£617.00		Statutory-no increase
	HIGH	£924.00		£924.00		Statutory-no increase
For the eighth & subsequent applications	LOW	£198.00		£198.00		Statutory-no increase
	MEDIUM	£316.00		£316.00		Statutory-no increase
	HIGH	£473.00		£473.00		Statutory-no increase
Late payment charge	When invoice issued & not paid in 8 weeks	£52.00		£52.00		Statutory-no increase
Transfer & Surrender						
Transfer		£169.00		£169.00		Statutory-no increase
Partial Transfer		£497.00		£497.00		Statutory-no increase
Surrender		£0.00		£0.00		Statutory-no increase
Transfer Reduced fees		£0.00		£0.00		Statutory-no increase
Partial Transfer Reduced fees		£47.00		£47.00		Statutory-no increase
Private Sector Housing						
Inspection of housing premises for immigration purposes (Class A – Fee Discretionary)		£400.00	£402.40	£402.00	0%	
Enforcement Notices served under Housing Act 2004		£115.00	£115.69	£116.00	1%	Activities as prescribed
HMO Licence NEW - assisted application		£1,197.00	£1,204.18	£1,204.00	1%	
HMO Licence RENEWAL		£800.00	£804.80	£805.00	1%	
Civil Penalties housing offences						Up to £30,000.00
Caravan Site Licence						
Site licence new		£437.00	£439.62	£440.00	1%	(Option 2 of DCLG Guide for Charging)
New licence per pitch		£16.00	£16.10	£16.00	0%	
Transfer of licence		£185.00	£186.11	£186.00	1%	
Alteration of conditions		£339.00	£341.03	£341.00	1%	

Description	Wokingham / West Berks / Bracknell 2020/2021 (Excluding VAT)	Proposed Wokingham/West Berkshire/Bracknell 2021/2022 (Excluding VAT) + 0.6 % (CPI 30 June 2020 rate)	Wokingham / West Berks / Bracknell 2021/2022 (Excluding VAT) Fees Rounded Off	%increase/decrease for committee	Notes	
Annual fee per pitch	£14.00	£14.08	£14.00	0%		
Enforcement action -per hour	£57.00	£59.00	£59.00	4%	Hourly rate as for activity as prescribed.	
Deposit, vary or deleting site rules	£116.00	£116.70	£117.00	1%		
Variation of licence	£115.00	£115.69	£116.00	1%		
Other Fees					Hourly rate applies minimum for 2 hours	
Environmental Info Individual or Non Commercial	£115.00	£118.00	£118.00	3%	Cost recovery	
Environmental Info Commercial and Government	£115.00	£118.00	£118.00	3%	Cost recovery	
Civil Actions (Class A – Fee Discretionary)	£115.00	£118.00	£118.00	3%	Cost recovery	
Safety Certification and administration	Minimum 2 hours	£115.00	£118.00	£118.00	3%	Cost recovery
Pre-Application Advice, hourly charge	£57.00	£59.00	£59.00	4%		
Resident and Business Advice					Hourly rate applies	
General Business Advice (non-primary authority)	Per hour - free for first 30 minutes	£57.00	£59.00	£59.00	4%	
Request for Advice		£57.00	£59.00	£59.00	4%	
Hackney Carriage / Private Hire Licensing						
Vehicle Licences						
Hackney Carriage Vehicle New / Renewal	£288.00	£289.73	£290.00	1%	cost recovery	
Private Hire Vehicle New / Renewal	£288.00	£289.73	£290.00	1%	cost recovery	
Home to School New / Renewal	£147.00	£147.88	£148.00	1%	Bracknell only	
Private Hire Vehicle with Dispensation	£288.00	£289.73	£290.00	1%	Included in operator fees	
Temporary Vehicle licence	Issue up to 3 months maximum	£231.00	£232.39	£232.00	0%	cost recovery
Private Hire Operators - NEW					NEW from 2020-2021 LICENCE FEE SCHEDULE BASED ON PER VEHICLE for 5 YEARS: per vehicle calculation of 4 hours at hourly rate plus an hour per year (for years 2-5) for first vehicle, plus 15 minutes per additional vehicle per year (years 1-5) up to a maximum of 20 vehicles (2021-2022 hourly rate £59.00)	
1 vehicle	£456.00	£472.00	£472.00	4%		
2 vehicles	£527.25	£545.75	£545.75	4%		
3 vehicles	£598.50	£619.50	£619.50	4%		
4 vehicles	£669.75	£693.25	£693.25	4%		
5 vehicles	£741.00	£767.00	£767.00	4%		
6 vehicles	£812.25	£840.75	£840.75	4%		
7 vehicles	£883.50	£914.50	£914.50	4%		
8 vehicles	£954.75	£988.25	£988.25	4%		
9 vehicles	£1,026.00	£1,062.00	£1,062.00	4%		
10 vehicles	£1,097.25	£1,135.75	£1,135.75	4%		
11 vehicles	£1,168.50	£1,209.50	£1,209.50	4%		
12 vehicles	£1,239.75	£1,283.25	£1,283.25	4%		
13 vehicles	£1,311.00	£1,357.00	£1,357.00	4%		
14 vehicles	£1,382.25	£1,430.75	£1,430.75	4%		
15 vehicles	£1,453.50	£1,504.50	£1,504.50	4%		
16 vehicles	£1,524.75	£1,578.25	£1,578.25	4%		
17 vehicles	£1,596.00	£1,652.00	£1,652.00	4%		
18 vehicles	£1,667.25	£1,725.75	£1,725.75	4%		
19 vehicles	£1,738.50	£1,799.50	£1,799.50	4%		
20 vehicles	£1,809.75	£1,873.25	£1,873.25	4%		
20+ vehicles	£1,809.75	£1,873.25	£1,873.25	4%		
Private Hire Operators - RENEWAL					NEW from 2020-2021 LICENCE FEE SCHEDULE BASED ON PER VEHICLE for 5 YEARS: per vehicle calculation of 2 hours at hourly rate plus an hour per year (for years 2-5) for first vehicle, plus 15 minutes per additional vehicle per year (years 1-5) up to a maximum of 20 vehicles (2020-2021 hourly rate £59.00)	
1 vehicle	£342.00	£354.00	£354.00	4%		
2 vehicles	£413.25	£427.75	£427.75	4%		
3 vehicles	£484.50	£501.50	£501.50	4%		

Description		Wokingham / West Berks / Bracknell 2020/2021 (Excluding VAT)	Proposed Wokingham/West Berkshire/Bracknell 2021/2022 (Excluding VAT) + 0.6 % (CPI 30 June 2020 rate)	Wokingham / West Berks / Bracknell 2021/2022 (Excluding VAT) Fees Rounded Off	%increase/decrease for committee	Notes
4 vehicles		£555.75	£575.25	£575.25	4%	
5 vehicles		£627.00	£649.00	£649.00	4%	
6 vehicles		£698.25	£722.75	£722.75	4%	
7 vehicles		£769.50	£796.50	£796.50	4%	
8 vehicles		£840.75	£870.25	£870.25	4%	
9 vehicles		£912.00	£944.00	£944.00	4%	
10 vehicles		£983.25	£1,017.75	£1,017.75	4%	
11 vehicles		£1,054.50	£1,091.50	£1,091.50	4%	
12 vehicles		£1,125.75	£1,165.25	£1,165.25	4%	
13 vehicles		£1,197.00	£1,239.00	£1,239.00	4%	
14 vehicles		£1,268.25	£1,312.75	£1,312.75	4%	
15 vehicles		£1,339.50	£1,386.50	£1,386.50	4%	
16 vehicles		£1,410.75	£1,460.25	£1,460.25	4%	
17 vehicles		£1,482.00	£1,534.00	£1,534.00	4%	
18 vehicles		£1,553.25	£1,607.75	£1,607.75	4%	
19 vehicles		£1,624.50	£1,681.50	£1,681.50	4%	
20 vehicles		£1,695.75	£1,755.25	£1,755.25	4%	
20+ vehicles		£1,695.75	£1,755.25	£1,755.25	4%	
Variation to licence		£57.00	£59.00	£59.00	4%	to include reissue of licence with additional vehicle registration added plus extra fees for these for length of licence
Driver Licences						
Driver – New / Renewal	3 years	£269.00	£270.61	£271.00	1%	
Home to School New / Renewal	3 years	£185.00	£186.11	£186.00	1%	Bracknell only
Conversion of driver licence to another type		£80.00	£80.48	£80.00	0%	
Other Private Hire and Hackney Carriage Charges						
Transfer of vehicle to new owner		£114.00	£118.00	£118.00	4%	2 hours
Change of vehicle		£74.00	£74.44	£74.00	0%	
Replacement licence		£41.00	£41.25	£41.00	0%	
Replacement badge		£41.00	£41.25	£41.00	0%	
Replacement vehicle licence plate		£57.00	£59.00	£59.00	4%	
Meter test - retest after failure	Bracknell Forest and Wokingham	£32.00	£32.19	£32.00	0%	Not West Berks
Knowledge Test		£74.00	£74.44	£74.00	0%	
Missed Appointment		£37.00	£37.22	£37.00	0%	
Disclosure and Barring Service Check (DBS)	Bracknell Forest	£67.00	£67.40	£67.00	0%	
Disclosure and Barring Service Check (DBS)	West Berkshire and Wokingham	£92.50	£93.50	£94.00	2%	Capita cost + half an hour at hourly charge (£64+£29.50)
Advertising on a Hackney Carriage Initial	Bracknell Forest and Wokingham	£47.00	£47.28	£47.00	0%	Not West Berks
Advertising on a Hackney Carriage Renewal	Bracknell Forest	£32.00	£32.19	£32.00	0%	Bracknell only
Change of Address (PH & HC)		£14.00	£14.08	£14.00	0%	
Backing Plate		£26.00	£26.16	£26.00	0%	
Medical Exemption from carrying assistant dog		£22.00	£22.13	£22.00	0%	
Refund processing fee		£57.00	£59.00	£59.00	4%	
Change of vehicle registration		£57.00	£57.34	£57.00	0%	
Pre-Application Advice, hourly charge	Min 1 Hr	£57.00	£59.00	£59.00	4%	
Age of vehicle inspection initial/reinspection		£56.00	£59.00	£59.00	5%	
Disability Awareness Training Course				POA		
Safeguarding Training				POA		
First Aid training for drivers	Bracknell Forest and Wokingham			POA		Not West Berks

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APPENDIX C - Proposals for fees - Animal Welfare Regulations 2018 and Housing Act 2004

Animal Welfare Key Issues:

1. This is new legislation and the PPP have reviewed the impact of the changes over the last 12mths. There is a better understanding of the risks posed by this area of business.
2. The new legislation was brought in to improve animal welfare.
3. The governments assessment of impact on both local authorities and businesses was defined by the level of compliance expected i.e. there will be a reduced financial burden on both if business comply with the new model conditions.
4. The PPP has reviewed its hourly rate this year and at £59 per hr compares favourably with other LA's.

1. Background

- 1.1. The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 sets out the duties of local authorities in England to license activities involving animals and the relevant establishments relating to this. The implementation of this new regime by the PPP has happened incrementally over the last 2 years and we have worked with licensees taking a light touch approach to support them in reaching compliance.
- 1.2. The aim of the Animal Welfare Act is to improve the welfare of animals, promote greater responsibility of their carers and provide greater investigation and entry powers for police and local authority to deal with offences. These aims were supported by the introduction of a legal requirement for the PPP to carry out 2 inspections during the lifetime of the licence.
- 1.3. In the governments assessment of why the law needed to change it was noted in their explanatory memorandum that there was a strong public expectation that animal welfare standards would be robustly enforced by local authorities. The changes were supported by the vast majority of respondents to the public consultation and it was fully acknowledged that small businesses would be affected but through 'earned recognition' fees could be set in a way that reflected risk.

2. Setting of Fees

- 2.1. PPP discretionary fees are based on a full cost recovery model. This has been agreed by all committees covering the Public Protection Partnership.
- 2.2. The fees for 2020/21 were also agreed by the full council. Regard was had to [Open for business: LGA guidance on locally set licence fees](#), the guidance for the Regulations also advises having regard to BEIS Guidance for Business on the Provision of Services Regulations, however this is now withdrawn.

2.3. Regulation 13 of the Regulations set out what a local authority may charge fees for:

- a) The costs of consideration of an application, including any inspection relating to that consideration;
- b) The reasonable anticipated costs of consideration of a licence holder's compliance with the Regulations and the licence conditions to which a licence holder is subject. This includes the costs of any further inspections related to compliance;
- c) The reasonable anticipated costs of enforcement in relation to any licensable activity of an unlicensed operator; and
- d) The reasonable anticipated costs of the local authority compiling and submitting the data required by regulation 29 to the Secretary of State.

3. Previous Committee Considerations

3.1. [Annex D](#) of Joint Public Protection Committee 7th November 2019 report on Fees and Charges set out how the Animal Welfare fees were calculated and set out an example using Dog Boarding fees.

3.2. The new regulations contain more detailed requirements than those under the previous licensing regime and the licensing parameters are substantial. The 2018 regulations require premises to be awarded star ratings in much the same way as food premises are risk assessed. Those premises deemed as low risk being awarded a higher star rating resulting in a longer term licence being issued.

4. Relevant Factors for Setting a Fee

4.1. Last year (2020/21) the fee of £570 was based on an overall time taken of 10 hour at £57 hourly rate. This was based on a data that was available at the time.

4.1.1. Administration - checking of applications, data imputing, liaising with internal/external officers, preparation of the licence for issue, renewal notifications, maintenance of data base, processing appeals where applicable. **2 hours** of officer time has been allowed for this work.

4.1.2. Inspections – these include pre visit checks - licence holders compliance history/previous inspection report/complaints prior to new/renewal. Inspections (x2 announced and unannounced, including time for aborted unannounced visits), travel time (x 2 announced and unannounced) on site premise inspection (x 2 announced and unannounced), report preparation, risk rating score determination, ongoing compliance costs. **8 hours** of officer's time had been allowed for this work in 2019/20.

4.2. We have reviewed our time recording and have determined that for 2021/22 a reduction of 2 hours per licence can be provided for all animal welfare licences where 2 inspections by a competent officer is required (with a minimum of 2hours for any licence). This is now appropriate as efficiencies have been developed in the last year with processing of licences, understanding and

building relationships with existing premises and a greater understanding by all involved in the application of the regulations.

- 4.3. The regulations allow for the Licensing Authority to include reasonable anticipated costs of enforcement in relation to any licensable activity of an unlicensed operator; and the reasonable anticipated costs of the local authority compiling and submitting the data required by regulation 29 to the Secretary of State. Officer's chargeable hourly rate has been set at **£59.00ph** for 2021/2022 (as detailed in the main report). It is appropriate to use this figure as it already takes into account that during the issuing of a licence or permit a number of levels of staff are involved from administrative, professional and management. The fee has been divided into two categories application and grant fee this decision came about because there are two areas of licensing work involved that of administration and inspections/compliance and complaint work.
- 4.4. A licensing regime is not allowed to generate a surplus and the PPP discretionary fees are therefore based on a cost recovery basis. The fee set is for the period of the licence so a licence holder who satisfies all the requirements of the highest standard will be able to obtain a 3 year licence.
- 4.5. Where other local authorities have stated their hourly rate the PPP compares favourably (ranges between £100 and £60 on a recent google search for 20/21 published fees and charges).

5. Financial Impact of the Legislative Changes

- 5.1. When implementing significant legislative changes that impact on business costs it is common to receive a level of negative response. The COVID-19 incident has placed significant pressures on a variety of businesses and this is clearly impacting on the businesses operating in this sector. The PPP has no desire to create further financial hardship but must operate in a way that avoids any legitimate business costs being covered by the general taxpayer. Where inspections haven't been able to be carried out we have extended existing licences for three months and we have been happy to discuss phased payment options with any licence holders' on a case by case basis.
- 5.2. Fees set for 2020/21 did lead to an increase in costs for Home Boarders. It should be noted that many businesses required multiple visits, repeated advice and support to adapt to the new framework and these costs needed to be recovered. This is all legitimate work to be incorporated in the costs of compliance as per the Local Government Associations guidance and findings from relevant case law.
- 5.3. The most affected were businesses operating within the Bracknell Forest Council area who were previously paying an initial fee of £142 then an annual renewal of £119 (£380 over 3 years). These fees were not set on a cost recovery basis.

5.4. Based on the PPP's current assessment of time and resources spent managing this process it has been possible, through a number of efficiencies (generally as a result of improved familiarity with the legislation by both the businesses and the PPP), to reduce the overall amount of time required to manage the system.

5.5. This review has led to the reduction of 17% from 20/21 fees. The vast majority of businesses will benefit from these changes.

5.6. To quantify the worst case scenario for business (those operating in the Bracknell Forest Council area) this means that a business classed as low risk will see an increase of 24%. The proposed fee of £472 would provide a 3 year licence (annual cost of £157.30p).

5.7. There is generally a high level of compliance of businesses within the PPP area and a commitment to animal welfare. Currently the risk profile is as follows:

Current licences issued within the PPP (at September 2020)

Type	Licence Length				Total
	1yr (1 or 2 star)	2yr (3 or 4 star)	3yr (5 stars)	6yr (Zoo licence)	
Animal Boarding	11	1	2		14
Home Boarding	13	23	7		43
Performing Animals			3		3
Selling Animals as Pets	1	4	2		7
Riding Establishment		3	2		5
Grand Total	25	31	16	0	72
% of total in Star Categories	35%	43%	22%	0%	

Type	Licence Length				Total
	1yr (1 or 2 star)	2yr (3 or 4 star)	3yr (5 stars)	6yr (Zoo licence)	
Animal Boarding	4	6	2		12
Home Boarding	9	17	4		30
Animal Breeding	1	5	2		8
Performing Animals			4		4
Selling Animals as Pets		1	2		3
Riding Establishment		1	5		6
Dangerous Wild Animal		1			1
Zoo Licence	1			1	2
Grand Total	15	31	19	1	69
% of total in Star Categories	23%	47%	29%	2%	

Wokingham	Licence Length				Total
Type	1yr (1 or 2 star)	2yr (3 or 4 star)	3yr (5 stars)	6yr (Zoo licence)	
Animal Boarding	1	4	2		7
Home Boarding	16	22	2		40
Dog Breeding	3	1			4
Performing Animals			3		3
Selling Animals as Pets	3	7	4		14
Riding Establishment		1	3		4
Dangerous Wild Animal		1			1
Grand Total	23	36	14		73
% of total in Star Categories	32%	49%	19%	0%	

PPP Service	Licence Length				Total
Type	1yr (1 or 2 star)	2yr (3 or 4 star)	3yr (5 stars)	6yr (Zoo licence)	
Total	63	98	49	1	211
% in each licence length/Star rating group	30%	46%	23%	0%	

6. Penalties for Non-Compliance

6.1. In part 3 Regulation 20 of The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 it sets out the following:

'(1) It is an offence for a person, without lawful authority or excuse—

(a) to breach a licence condition;

(b) to fail to comply with regulation 7 or 19.

(2) A person who commits an offence under paragraph (1) is liable on summary conviction to a fine.'

6.2. The procedural guidance note for local authorities identifies the offence for anyone who carries on any of the licensable activities without a licence:

'is liable to imprisonment for a term of up to six months, a fine or both, section 30 of the Animal Welfare Act 2006 allows for local authorities to prosecute for any offences under that Act.'

6.3. Section 32 of the Animal Welfare Act also identifies that the fine is not to exceed level 5 on the standard scale i.e. up to £5,000.

7. Options for Animal Welfare Fees and Charges

7.1. There are 3 options for fees in 2021/22:

7.1.1. Option 1: Do nothing other than add the CPI of 0.6% to last year's fee.
Home Boarding Fee = £456

7.1.2. Option 2: Use the generic hourly rate and not include the additional work identified as part of the review. Home Boarding Fee = £478 (rounded up)

7.1.3. Option 3: implement the fees as per the briefing note for public questions i.e. breakdown each activity following the LGA Guidance, reflect the different rates and add it all together. Home Boarding Fee = £685 (round up)

8. Recommendation for Animal Welfare Fees and Charges

8.1. **Option 2** is recommended by officers as it reflects the greater understanding of risk, with more data to refer to in the overall impact of managing the system. It also reduces the overall costs to the majority of licensees if they operate a compliant business.

9. Options for Houses in Multiple Occupation

9.1. There are 3 options:

9.1.1. **Option 1:** Do nothing other than add the CPI of 0.6% to last year's fee. HMO Licence Fee = £1,197

9.1.2. **Option 2:** Apply the new generic hourly rate and stick to the original time allocation. HMO Licence Fee = £1,204

9.1.3. **Option 3:** Implement the fees as per the briefing note for public questions i.e. breakdown each activity following the LGA Guidance, reflect the different rates and add it all together. HMO Licence Fee = £1,098

10. Recommendation for Houses in Multiple Occupation

10.1. **Option 3** is recommended by officers as it reflects the greater understanding of risk, with more data to refer to in the overall impact of managing the system.

Note 1

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018

Scoring Matrix		Welfare Standards		
		Minor Failings (existing business that are failing to meet minimum standards)	Minimum Standards (as laid down in the schedules and guidance)	Higher Standards (as laid down in the guidance)
Risk	Low Risk	1 Star 1yr licence Min 1 unannounced visit within 12 month period	3 Star 2yr licence Min 1 unannounced visit within 24 month period	5 Star 3yr licence Min 1 unannounced visit within 36 month period
	Higher Risk	1 Star 1yr licence Min 1 unannounced visit within 12 month period	2 Star 1yr licence Min 1 unannounced visit within 12 month period	4 Star 2yr licence Min 1 unannounced visit within 24 month period

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APPENDIX D - Agreed Methodology for Localised Service Disinvestment

1. Background

- 1.1 The Inter-Authority Agreement (IAA) of the 6th January 2017 was developed to reflect the principles underlying the shared service ethos namely, one level of service, regardless of geography tailored to meet common and local needs.
- 1.2 The funding formula in the IAA was based upon the principle of 'agreed percentages' i.e. that each authority contribute in accordance with local demand to the common service aims. Some local arrangements exist for additional services and these are paid for outside of the scope of the IAA core funding formula. Examples, amongst many, include contract management for Legal Work (BFC), Fly-Tipping enforcement (WOK), Tobacco Control Schools work (West Berks). This funding is over and above the core funding formula and is accounted for separately.
- 1.3 One of the benefits of the shared service was to allow the PPP to develop the fundamental elements that were needed to deliver a modern intelligence led regulatory and enforcement service. This allowed for the development of specialist units covering such areas as Intelligence and Systems, Case Management and Governance, Financial Investigations and Partnership Support. These can be described as the 'core offer' of the service.
- 1.4 At the time the IAA was drafted the issue of local service disinvestment was raised. It was always acknowledged that whilst this was possible it had to be done in a way that did not unfairly disadvantage the other parties to the agreement. For the first three years of the agreements operation no party has proposed such a move. We now have a situation where local disinvestment is being considered and therefore a methodology is required.

2.0 Overarching Principles

- 2.1 The 'agreed percentage' methodology of service contributions is core to the entire agreement. By its nature any unilateral reduction in core funding would significantly alter the 'agreed percentages'. This is significant on two levels. Firstly it skews the reality of proportionate local service delivery. Secondly it alters the partners liabilities in that 'agreed percentages' are used to not only calculate contributions for delivery but for example contributions relating to redundancies or even the liability should the agreement come to an end. For this reason it is proposed that in any local service disinvestment these must be preserved.
- 2.2 The second over-arching principle relates to self-funded elements (ring-fenced) of the service. Licensing is the key element of the service that falls into this category. Strict rules around cost recovery mean that licensing funding cannot be used to effectively cross-subsidise other elements of the service. To this extent any proposals must be based around the budget net of licensing income and spend. In this licensing is not alone. Other elements such as contributions

to the shared case management unit, grant funding for investigations, ring-fenced public health work need to also be removed from any considerations.

3.0 Proposed Methodology

3.1 Based on the principle of preservation of the concept of 'agreed percentages' and the need to exclude licensing and other directly funded elements of the service it is proposed that the methodology is as follows:

Remove high level elements of the 'management' namely salaries of:

1. PPM
2. Strategic Management Team (4 x Strategic Managers)
3. Management Support Officer
4. Operational Management Team (7x Principle Officers)

Remove the cost of the 'core-offer', namely:

1. Intelligence and Systems (3 officers)
2. Partnership Support (Including Finance and Customer Services)
3. Joint Case Management Unit (shared arrangement with Oxfordshire County Council and RBFRS)
4. Financial Investigation Officers (2 x officers)
5. Governance (1 x Officer)
6. Safeguarding Lead
7. Training and Development Lead

Remove Contractual Commitments and core supplies and consultancy, namely:

1. Stray dog collection and kennelling
2. Air quality monitoring contractual arrangements
3. Public Analyst fees
4. Forensics and other expert fees
5. Vehicle fleet re-charges
6. Core subscriptions e.g. law databases, PNLD, TSSEL
7. Systems costs (e.g. premise databases)

3.2 Based on the following assumptions:

- all the above costs are removed and the net budget forms the basis for local disinvestment and,
- that the Committee approves the recommendation for a core stand-still budget for 2020/21

The available net amount for local disinvestment service available for 20/21 would be circa £1.7M. Applying the agreed percentages this would breakdown as follows:

Bracknell Forest: £450K

West Berkshire: £680K

Wokingham: £570K

3.3 Within this identified budget allocation are the following areas of work (not exclusive):

- Service Requests
- Consumer Complaints
- Food safety
- Food Standards
- Agricultural Standards
- Animal health and welfare
- Human and animal disease control measures
- Health and Safety at Work
- Energy performance
- Product Safety
- Estate Agency and Lettings
- Intellectual Property
- Unfair Trading
- Investigations including Fraud
- Private Sector Housing standards
- Houses in Multiple Occupation
- Air Quality
- Planning consultations and condition discharge
- Pest related matters
- Statutory nuisance
- Sales of age restricted products e.g. alcohol, tobacco and knives
- Weights and Measures
- Dog control (not strays – dangerous dogs etc.)

3.4 Many of these are demand led and all are statutory duties with the exception of support for planning matters. Many are matters of significant social policy (housing, alcohol and tobacco) or local concern (air quality, nuisance etc.). Nevertheless these remain local political decisions and Board and Service Manager will put together any package of proposals requested by any partner authority.

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TITLE	Statutory Taxi & Private Hire Vehicle Standards Report
FOR CONSIDERATION BY	Licensing and Appeals Committee 6 October 2020
WARD	Non-specific
DIRECTOR	Sean Murphy - Public Protection Manager

OUTCOME / BENEFITS TO THE COMMUNITY

The Statutory Standards published on 21 July 2020 set-out a range of robust measures to protect taxi and private hire vehicle passengers, particularly those most vulnerable.

Government advice is that licensing authorities must work together to ensure that, above all else, the taxi and private hire vehicle services the public use are safe.

The Department for Transport will monitor licensing authorities' responses to the Statutory Standards and all authorities are expected to provide an update by 31st January 2021 in developing the standards

RECOMMENDATION

(1) Members note the content of the statutory standards

(2) Members agree to further reports detailing changes to conditions contained in the Hackney Carriage and Private Hire Policy and School and Community Services Policy to comply with the statutory standards

SUMMARY OF REPORT

To inform members of the recently published 'Statutory Taxi & Private Hire Vehicle Standards' issued by the Department for Transport (DfT).

To set out the work required to be completed in regards the Hackney Carriage and Private Hire Policy and School and Community Services Policy in line with recommendations made by the Statutory Taxi and Private Hire Vehicle Standards to be then considered by the Licensing and Appeals Committee.

Background

Introduction/Background

1.1 On 21 July 2020, the Department of Transport issued Statutory Taxi & Private Hire Vehicle Standards for the first time which replaced the Department's 2010 Best Practice Guidance.

1.2 Under the Policing and Crime Act 2017 the Secretary of State for Transport is enabled to issue statutory guidance on the exercising of taxi and private hire vehicle licensing functions to protect children and vulnerable individuals who are over 18 from harm when using these services.

1.3 The Guidance is the result of extensive consultation with the police, the trade, the Institute of Licensing and others and sets out the approach that Licensing Authorities must adopt when carrying out their functions.

1.4 This authority has already previously implemented a number of the recommendations on its own volition but the guidance provides the opportunity to further tighten the current licensing scheme. The report below sets out the major changes to the licensing regimes.

2 New Standards

2.0 The main areas of the statutory standards cover the following;

2.1. Licensing policy. Authorities should produce a 'cohesive policy document' that brings all procedures together (including a convictions policy). When formulating policies, the overriding objective must be to protect the public. Policies should be reviewed every five years.

2.2 Fit and proper test. Until now there has been no statutory definition of what amounts to a 'fit and proper' person for the purposes of the legislation. Now this should be based on a balance of probabilities basis and be proportionate. Applicants should not be 'given the benefit of the doubt' and if the panel is only "50/50" as to whether the applicant is 'fit and proper' they should not be given a licence. This is a lower threshold than for criminal convictions and can therefore include information that goes beyond criminal convictions.

2.3 Administration. There should be sufficient training and adequate resource for all those involved with making licensing decisions. Any functions that are delegated should be set out in a clear scheme of delegation and it is suggested that less contentious matters can be resolved by authorised officers. It is recommended that more serious matters are dealt with by committee.

2.4 Whistleblowing. It is recommended that authorities have effective internal procedures for staff to raise concerns and procedures in place for any concerns to be dealt with openly and fairly.

2.5 DBS checks. Subscription to the DBS Update Service by drivers and operators at their own expense. This will enable the Authority to review the DBS record of a driver or operator at any time, but it is recommended that the records should be reviewed every six months as a minimum. In addition there is a new requirement that all Booking and Dispatch staff should be subject to a basic DBS check and it will be mandatory for operators to keep records of any individual that responded to the booking request and/or despatched a vehicle to the booking request.

2.6 Overseas convictions. DBS cannot access criminal records held overseas – certificates of good character should be obtained where an applicant has

previously lived outside the UK for a period of more than 3 continuous months.

2.7 Convictions policies. All authorities should have a clear policy that takes a particularly cautious view of any offences against individuals with special needs, children and other vulnerable groups, particularly those involving violence, those of a sexual nature and those linked to organised crime.

2.8 Common Law Police disclosures. These should also be considered as part of the 'fit and proper' test. This replaced the previous Notifiable Occupations Scheme.

2.9 Multi-agency Safeguarding Hub (MASH). Authorities should establish a means to facilitate the objectives of the local MASH. It highlights obstacles in sharing information as a barrier to effective safeguarding.

2.10 Complaints against licensees. All authorities should have robust complaint recording systems and take action if necessary. Authorities should produce guidance for passengers on how to make complaints. Operators should be able to share concerns regarding drivers with the local authority.

2.11 Mandatory safeguarding awareness training for all drivers. Authorities should provide safeguarding advice and guidance and explain to drivers how to respond and report concerns and where to get advice. Training should include 'County Lines' drug trafficking awareness.

2.12 All licence holders to demonstrate proficiency in English language. All drivers should be able to converse with passengers to understand destination, estimates of time along with other common passenger requests. Drivers should be able to provide correct change and produce a legibly written receipt upon request.

2.13 Enforcement. Joint authority agreements between authorities are encouraged. Drivers should be made aware of relevant policies and repercussions.

2.14 Suspension and revocation of driver licences. The guidance clarifies situations in which revocations and suspensions may be used.

2.15 Private hire operators and criminal record checks. All operators should be subject to an annual basic DBS check. Ancillary staff that have access to booking records should also be DBS checked.

2.16 Record keeping. The guidance suggests minimum information that should be recorded when accepting a booking.

2.17 CCTV in vehicles. Local consultation to determine if mandatory CCTV would have a positive or negative on the safety of passengers.

2.18 Local consultation. It suggests it is good practice to consult when proposing significant changes in local licensing rules. Consultation should include passengers and trade groups.

2.19 Changes to policies – should apply to all licence holders (so any changes would be retrospective).

2.20 Criminality checks for vehicle proprietors. Basic disclosure undertaken annually.

2.21 Stretched Limousines. Consideration should be given to their licensing

3 Assessment of Previous Convictions

3.1 The standards suggest a range of recommendations relating to all taxi licensing convictions policies.

4 Conclusion

4.1 Members are requested to consider the new standards and recommended changes. Further reports will be presented in order to implement changes to current conditions and policies and these will then be subject to wider consultation including the trade.

Analysis of Issues

There are no implications arising from the recommendation in this report.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	No impact	N/A	N/A
Next Financial Year (Year 2)	No impact	N/A	N/A
Following Financial Year (Year 3)	No impact	N/A	N/A

Other financial information relevant to the Recommendation/Decision

None

Cross-Council Implications

There are no implications arising from the recommendation in this report.

List of Background Papers

Statutory Taxi and Private Hire Vehicle Standards

Contact Julia O'Brien	Service Public Protection Partnership
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Date 23 September 2020	Version No. 1

TITLE	Annual Report 2019/2020
FOR CONSIDERATION BY	Licensing and Appeals Committee 6 October 2020
WARD	Non-specific
DIRECTOR	Sean Murphy - Public Protection Manager

OUTCOME / BENEFITS TO THE COMMUNITY

The Licensing Service considers and issues a range of licences and permits required by businesses in order that they can deliver a range of services and goods to residents and visitors to Wokingham Borough. Legislation requiring a licence/permit for a business activity is generally enacted on health and safety grounds to protect users of a service or those that might be affected due to their proximity to the licensed premises or their interaction with a licensed person.

The Service is aware that the licensing function, whilst offering protection, can also act as a barrier to others who wish to deliver services or supply goods and every effort is made to assist businesses to understand and progress rapidly through the licensing process. The service therefore has a number of functions including business advice, processing of applications, monitoring compliance and where necessary taking enforcement action.

RECOMMENDATION

That the Committee NOTES the content of this report and Licensing and Appeals Committee and Service related activity for 2019/2020.

SUMMARY OF REPORT

To set out the work of the Licensing and Appeals Committee and Sub-Committee in 2019/20 as well as the work of the Licensing Service as delivered through the Public Protection Partnership.

Background

The Licensing Committee is responsible for setting the policy direction that sets the basis of licensing activity. Under the Licensing Act 2003 and the Gambling Act 2005 there is a legal obligation for the Council to set key policies. In other areas the Council has a range of powers to set licence conditions and adopt sector specific policy positions.

Over the 2019/20 period the Licensing Committee considered a number of matters (including for the hackney carriage and private hire trades the suitability of applicants and licensees policy and Disability Awareness Training for drivers and operators).

The Licensing Service operates on a cost recovery basis except where statutory fees are set. The Committee considers discretionary fees before they are considered by Full

Council as part of the budget setting process. In 2019/20 the Committee approved changes to the hackney carriage and private hire vehicle and operator fees, as well as the new fee structure for Animal Welfare Establishments.

It is acknowledged by the trade that an effective licensing regime, effectively administered and founded on sensible and effective policies can be good for the license holder in that it creates confidence. The Service is aware that the licensing function, whilst offering protection, can also act as a barrier to others who wish to deliver services or supply goods and every effort is made to assist businesses to understand and progress through the licensing process. The Service therefore has a number of functions including business advice, processing of applications, monitoring compliance and where necessary taking enforcement action.

The role played by the Committee is key to sound decision making in day to day delivery. The Committee also have a crucial role in overseeing the effectiveness of the licensing regime through the setting of key policy directions and delivery related policies.

Attached as Annex **A** are figures for the number of applications received for the different licences, registrations, permits and consents administered by the department, for the period 1 April 2019 – 31 March 2020. This is a single indicator of the number of transactions that the Licensing Section has with businesses operating within the Borough. In addition, Annex **B** shows the current total of licences that were valid during on the dates stated.

The service had set itself a baseline for 2018/19 for the first time to issue licences within statutory timescales or 5 working days from receipt of a complete and valid application. The service overall achieved 58.7% in 2018/19 and this increased in 2019/20 to 67.7 %. During the year we have seen the increase demand on the service that an increase workload to the Service. The Application processing experienced lack of resources in the first half of the year but by success recruitment the improvement in processing was clearly seen during quarter 4.

A further aspect is that of assisting businesses to grow whilst complying with the legal requirements and conditions. Officers regularly meet with applicants or licence holders to give guidance. PPP dealt with 127 complaints and requests for service relating to licensing in Wokingham Borough 2018/2019 (compared with 176 in 2018/19, 184 in 2017/18 and 240 in 2016/17). These figures do not include general telephone enquiries, only matters which have been logged for further response. We have continued to add more information, advice and forms to the PPP website and the launch of the social media Facebook and twitter accounts during the year has assisted with the dissemination of information and advice.

Officers use a risk based assessment programme to visit licensed premises to check compliance and provide assistance and advice for those businesses. In 2019/20 officers carried out 107 inspections (compared with 90 in 2018/19, 144 in 2017/18 and 101 in 2016/17). A number of these visits were carried out with Home Office Immigration Compliance and Enforcement, as a responsible authority under the Licensing Act 2003. In the last month of the year the effect of Covid 19 pandemic and the commencement of lockdown affected our licensing work. The inspection work had to be ceased therefore the inspection programme could not be completed.

Safeguarding training for drivers set up in Q2 commenced in Q3. At the end of the year, due to Covid 19, virtual training was offered. By the end of the year 90% of the drivers had completed the Disability Awareness Training.

Officers initially deal with non-compliance by working with the business to raise standards and further unannounced visits may be made to verify improvement. Where non-compliance continues, officers use an Enforcement Policy which provides for a stepped process to include warnings, cautions, review, suspension or revocation of a licence or finally prosecution. In the last year officers suspended 15 private hire vehicle licences (compared with 2 in 2018/19 and 58 in 2017/2018).

Over the course of the year, the following licences and applications were considered by Licensing Sub-Committees:

- April 2019 Private Hire Operator– licence revoked
- July 2019 Premise license – granted with conditions as applied for

One other area of work not covered within the above is monitoring for compliance with licence conditions at a number of licensed events, such as Rewind and Henley Regatta.

Analysis of Issues

There are no implications arising from the recommendation in this report.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	No impact	N/A	N/A
Next Financial Year (Year 2)	No impact	N/A	N/A
Following Financial Year (Year 3)	No impact	N/A	N/A

Other financial information relevant to the Recommendation/Decision

None

Cross-Council Implications

There are no implications arising from the recommendation in this report.

List of Background Papers

None

Contact Suzanne McLaughlin	Service Public Protection Partnership
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Date 21 September 2020	Version No. 1.1

Numbers of applications per year

Licence Type	2019/2020	2018/2019	2017/2018	2016/2017	2015/2016
Animal Boarding Establishment	2	3	7	1	5
Home Boarding Licence	18	3	35	5	1
Pet Shop Licence	5	30	14	1	0
Riding Establishment	1	3	4	0	3
Dermal Personal Registration	0	1	15	9	25
House to House Collections	21	24	9	9	18
Street Collections	53	0	59	62	98
Street Trading Consent	17	0	21	3	0
Licensed Premises Gaming Machine Permit	1	0	4	5	1
Notification of 2 or less gaming machines	3	0	3	3	4
Club Gaming Permits (Non-fast track)	0	27	0	1	0
Club Machine Permits (Non-fast track)	0	83	0	1	0
Small Society Lottery	0	0	71	38	17
Gambling Premises	0	0	0	1	2
Personal Licence	90	18	100	92	161
Scrap Metal Dealer - Site	2	3	3	3	1
Scrap Metal Dealer - Mobile	2	0	0	4	0
Premises Licence	103	27	84	52	42
Premises Licence Application (No alcohol)	90	24	3	2	3
Club Premises Certificate	0	10	3	0	3
Dual Driver	12	48	26	25	138
Private Hire Driver	16	101	28	19	120
Private Hire Operator	7	8	15	19	21
Hackney Carriage Vehicle	46	42	70	14	16
Private Hire Vehicle	187	0	118	61	53
School And Community Services Driver	9	47	7	8	32
School And Community Services Vehicle	41	0	43	13	14
School And Community Services Operator	7	18	0	2	2
Temporary Event Notice	498	3	429	392	384
GRAND TOTALS:	1231	520	1206	859	1172

Total number of licences current

Licence Type	31/03/20	31/03/2019	31/03/2018
Animal Boarding Establishment and Dog Breeding	10	14	8
Home Boarding Licence	34	32	30
Pet Shop Licence	14	14	13
Riding Establishment Licence	4	5	6
Dermal Personal and Premises Registration	144	103	61
House to House Collections	21	18	15
Street Collections	55	47	35
Street Trading Consent	24	23	34
Club Gaming Permits	1	2	1
Club Machine Permits	6	5	7
Licensed Premises Gaming Machine Permit	15	15	17
Notification of 2 or less gaming machines	64	61	61
Small Society Lottery	98	76	150
Gambling Premises	8	8	8
Personal Licence	1515	1553	1519
Scrap Metal Dealer - Site	8	10	10
Scrap Metal Dealer - Mobile	4	6	6
Premises Licence	335	327	324
Premises Licence Application (No alcohol)	71	71	70
Club Premises Certificate	36	36	36
Dual Driver	175	185	200
Private Hire Driver	132	156	158
Private Hire Operator	40	40	40
Hackney Carriage Vehicle	86	88	92
Private Hire Vehicle Licence	149	129	138
School And Community Services Driver	40	46	47
School And Community Services Vehicle	61	63	63
School And Community Services Operator	3	3	3
Private Hire Vehicle with dispensation	76	59	59
Temporary Event Notice	497	58	47
GRAND TOTALS:	3726	3260	3258

Next Financial Year (Year 2)	No impact	N/A	N/A
Following Financial Year (Year 3)	No impact	N/A	N/A

Other financial information relevant to the Recommendation/Decision
None

Cross-Council Implications
There are no implications arising from the recommendation in this report.

List of Background Papers
None

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Date 24 September 2020	Version No. 1.1