

**Licensing Team**  
**Proposed Project Workplan 2023/24**

Project	Scope	Reason	Risks	Timeline	Update February 2023
Promote Commercial services	To promote paid service "Licensing Direct" and Personal licensing training courses.	<p>To assist business recovery post pandemic.</p> <p>Provide an opportunity to generate income.</p>	<p>Reduced capacity in team to meet demand (Sickness/Annual Leave)</p> <p>Sourcing Trainers</p>	Ongoing	<ul style="list-style-type: none"> <li>A number of LD services have been utilised by local businesses in January 2023 (3).</li> <li>To generate further income for the service, marketing of the services offered is required.</li> </ul>
To review the Councils Statement of Licensing Policy (Valid for 5 years)	Review content and aspirations of the Council in terms of how it will deal with Licensing Act 2003 matters, including applications, hearings, reviews and enforcement.	Statutory Requirement	Legal Challenge	March 2023 – June 2023	<ul style="list-style-type: none"> <li>Urgent Review Required.</li> </ul>
To review the Councils	Review content and aspirations of the Council in terms of how it will deal with	Statutory Requirement	Legal Challenge	March 2023 – June 2023	<ul style="list-style-type: none"> <li>Urgent Review Required.</li> </ul>

Statement of Gambling Policy (Valid for 3 years)	Gambling Act 2005 matters, including applications and enforcement.				
To produce model Licensing conditions for use with Licensing Act applications, variations and reviews	<ul style="list-style-type: none"> <li>To assist applicants, responsible authorities, Committee and other persons in proposing licensing conditions relevant to individual licensing applications, variations and reviews.</li> <li>The availability of a pool of conditions which all parties have access to will promote consistency and will assist enforcement. To produce a pool of Licensing conditions which are clear, appropriate and enforceable</li> <li>A draft document will be produced for the Committee with a request for the committee to agree consultation prior to consideration of proposals and consultation responses received</li> </ul>	<ul style="list-style-type: none"> <li>Efficiency</li> <li>Consistency</li> <li>Support for Licensing Direct commercial service</li> </ul>	None identified. Use of model standards would not prevent use of bespoke conditions if required.	Alongside timeline for SoLP March 2023 – June 2023	<ul style="list-style-type: none"> <li>Will form part of the Statement of Licensing Policy Review</li> </ul>
Review of street trading Policy	<ul style="list-style-type: none"> <li>To liaise with colleagues in Economic Development, Public Realm and Food Safety Team regarding potential improvements to the current street trading policy in respect of consent/ licence and prohibited streets for street trading</li> </ul>	<ul style="list-style-type: none"> <li>The current policy does not take account of where on permitted streets trading can take place</li> <li>To help ensure a balanced and level</li> </ul>	<ul style="list-style-type: none"> <li>Some mobile traders may lose income and become unsustainable</li> </ul>	Low Priority – Resource intensive	<ul style="list-style-type: none"> <li>Licensing Manager pulling together info from relevant departments available to the public and</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that permitted street traders are subject to appropriate public safety checks</li> <li>• Formal consultation regarding any proposed changes</li> </ul>	<p>playing field approach between high street businesses and mobile street traders</p> <ul style="list-style-type: none"> <li>• To help avoid mobile traders locating outside inappropriate locations e.g. schools</li> <li>• Options to introduce a charging policy and increase revenue</li> </ul>			aligning with legislation.
Review of hackney carriage rank provision	<ul style="list-style-type: none"> <li>• It is understood that Lancashire County Council intend to conduct a review of hackney carriage rank provision across the County. The Council welcomes this and would seek to work in partnership with the County Council and Lancaster Councils hackney carriage trade</li> <li>• That the hackney carriage trade be invited to provide written proposals regarding hackney carriage rank provision at the earliest opportunity</li> </ul>	<ul style="list-style-type: none"> <li>• To improve availability of Hackney carriages to the public</li> </ul>	<p>Failure to review ranks regularly will lead to issues of non-compliance and or out of date signs and lines.</p> <p>The trade requires ranks in suitable locations.</p> <p>Difficult to establish Officers</p>		<ul style="list-style-type: none"> <li>• No work has commenced on this project.</li> <li>• A number of ranks have been affected by roadworks, with many being inaccessible without warning.</li> </ul>

	so that these can form part of the first stage of the review		at Highways to assist with review		<ul style="list-style-type: none"> <li>A number of HC ranks were updated by LCC following contact with Highways. (Nov 21)</li> <li>Current Unmet demand survey may provide some insight into rank activity and highlight area for attention or concern.</li> </ul>
<p>Hackney Carriage Fare Review 2024/25</p> <p>Annual Requirement</p>	<ul style="list-style-type: none"> <li>Methodology and frequency of fare reviews was determined by the Council Cabinet in April 2022.</li> <li>It was determined that RPI (retail price index) would continue to be used as a methodology and reviews are to be conducted annually. Using RPI rate from November and rounding down calculations to the nearest 5p.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure fares reflect the cost of living.</li> </ul>	<ul style="list-style-type: none"> <li>Further decrease in availability of drivers/vehicle in the District – licensed trade becomes unsustainable</li> </ul>	November 2023	<ul style="list-style-type: none"> <li>Current review ongoing, Advertising and Consultation required, consideration given to public/trade before updated fares come into force on a specified date.</li> </ul>

					<ul style="list-style-type: none"> <li>Keeping abreast with developments with alternative methodology, no further progress with IoL.</li> <li>Annual review to begin November 2023.</li> </ul>
Licensing Fees review	<ul style="list-style-type: none"> <li>Licensing Manager to conduct a full Licensing fee review based on full cost recovery.</li> </ul>	Licensing Fees were maintained in 2022 – no review was undertaken	<p>Fees were frozen as part of the covid response, adjustments may be required to ensure full cost recover.</p> <p>Legal Challenge - Judicial review</p>	To implement new fees from April 2023	<ul style="list-style-type: none"> <li>Benchmarking is being undertaken with Lancashire and Cumbrian Authorities.</li> <li>Costing exercise completed with service accountant</li> </ul>
Multi-Agency Vehicle Operation	<ul style="list-style-type: none"> <li>Planned Operation with partner agencies, Lancashire</li> </ul>	<ul style="list-style-type: none"> <li>To ensure the licensed fleet of HC/PHVs are</li> </ul>	<ul style="list-style-type: none"> <li>Members of the trade become</li> </ul>	Spring /Summer 2023	<ul style="list-style-type: none"> <li>Planning has begun, Licensing</li> </ul>

	<p>Constabulary/DVLA/VOSA .</p> <ul style="list-style-type: none"> <li>Provides an opportunity to complete a high number of vehicle inspections, check compliance with licence conditions.</li> <li>The trade will not be notified of when the operation will be conducted, if requested they will be required to present their vehicle for inspection.</li> </ul>	<p>mechanically fit and roadworthy.</p> <ul style="list-style-type: none"> <li>Additionally, that condition/signage requirements are met.</li> </ul>	<p>complacent regarding compliance with licence conditions, leading to a poorly maintained fleet.</p>		<p>Officers have engaged with partner agencies to co-ordinate availability and confirm location.</p>
Scrap Metal Compliance and Enforcement Activity	<ul style="list-style-type: none"> <li>Ensure all those operating in/around the District have the relevant licences</li> <li>To improve compliance and standards in the District</li> <li>Facilitate a multi-agency approach, involving internal and external partners</li> </ul>	<ul style="list-style-type: none"> <li>It has been highlighted that the number of licensed Scrap Metal Dealers has reduced since legislation/licensing requirements in 2013</li> <li>Compliance visits and spot checks have not been conducted in previous years due to other service priorities</li> </ul>	<ul style="list-style-type: none"> <li>Illegal activity in the District increases, putted added pressure on colleagues in other departments and external partners eg. Police</li> </ul>	Throughout 2023	<ul style="list-style-type: none"> <li>Licensing Officers conducting checks on previous licence holders, encouraging application if business operation remains.</li> <li>Contact(s) made through Waste crime group</li> <li>Staged approach to enforcement.</li> </ul>

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**Colour coding Key (priority)**

	<b>Lowest Priority</b>
	<b>Medium Priority</b>
	<b>Highest Priority</b>

**Colour coding Key (Progress)**

	<b>On track or completed</b>
	<b>Behind schedule but progressing ok</b>
	<b>Significantly behind schedule, delayed, at risk or no progress</b>