

LICENSING COMMITTEE

DATE OF MEETING: 1 June 2021

TITLE OF REPORT: **Renewal of the Shared Licensing Service with Basingstoke & Deane Borough Council**

Report of: **Head of Place**

Cabinet member: **Cllr Sara Kinnell, Regulatory**

1 PURPOSE OF REPORT

1.1 To consider the renewal of the Shared Licensing Service between Hart District Council and Basingstoke & Deane Borough Council.

2 OFFICER RECOMMENDATION

2.1 That Licensing Committee:

1. Considers the renewal of the Shared Licensing Service between Hart District Council and Basingstoke & Deane Borough Council;
2. Agrees any comments to Cabinet to take into account when they consider the renewal of the Shared Licensing Service.

3 CONSIDERATION

3.1 Hart District Council and Basingstoke & Deane Borough Council entered into a Shared Licensing Service (SLS) on 1 July 2015. This arrangement was set out in a legal deed with an initial term of five years plus 1 year, ending in July 2021. Appendix 1 to this report sets out the licensing functions covered by the SLS, and those covered by Hart District Council.

3.2 The SLS provided greater resilience for both Councils who had comparatively small teams. Over the 6 years there have been improvements to the licensing functions to the benefit of public safety for both Councils. This has been achieved through updating relevant policies, creating efficiency in procedures, increasing use of the electronic case management system, and introducing effective compliance and enforcement checks.

3.3 In October 2019 the SLS moved to a single hub based in Basingstoke. This change has provided greater staff support and service reliance. This has been critical over the last 18 months in ensuring that residents and businesses have continued to receive high standards of service and support throughout the challenging periods of lockdown and reopening.

3.4 The last 15 months has seen the SLS focus on the delivery of key services and supporting the licensed trades all of which have been badly affected by the Covid restrictions.

3.5 Our Corporate Plan states that as a Council we are committed to ensuring that we embed the following values in all that we do:

- Putting our residents first
- Providing real opportunities for engagement with residents and other stakeholders
- Being open to change
- Taking responsibility for our actions
- Being fair, open and transparent.

The Shared Licensing Service has these values at its heart as has been demonstrated over the past five years.

3.6 It is also considered that the Shared Licensing Service accords with the Hart values of being helpful, approachable and responsive, and taking ownership in the delivery of the service to its customers in both Council areas.

3.7 The alternative to the continuation of the Shared Licensing Service would be for each authority to revert to providing its own licensing team with the attendant costs, and the lack of critical mass. The continuation of the Shared Licensing Service with Basingstoke & Deane Borough Council seems the most logical and cost effective way forward, and gives the service the resilience needed in a competitive market.

4 FINANCIAL IMPLICATIONS

4.1 There are no specific financial implications as the cost of the contract is not changing significantly in the short term.

**Contact Details: Robert Draper: Interim Regulatory Services Manager
robert.draper@basingstoke.gov.uk
Direct dial: 01256 845296**

Appendices

Appendix 1 – Licensing Functions

Appendix 1

Licensing functions included in the Shared Licensing Service:

Alcohol and Entertainment Premises Licensing
Hackney Carriage and Private Hire Vehicle Licensing
Street Trading
Gambling Act
Door to Door and Charity Collections
Temporary Events

Licensing functions covered by Hart District Council

Animal Welfare Licensing - EH Team
Special Treatment Registrations (skin piercing and tattooing) - EH Team
Scrap Metal Dealer Licensing - EH Team
Part B Processes - EH Team
HMO Licensing - Private Sector Housing
Camping and Caravan Licensing - Private Sector Housing
Pavement Licensing - Highways Team