

ACTION PLAN – LICENSING UNIT

NOVEMBER 2012

No	Recommendation	Responsible for action	Update
A01	Ensure that policy statements relevant to the Licensing Act 2003 and Gambling Act 2005 be dated with the date the policy was reviewed and published.	GMW	Dates of adoption, review and publication are confirmed, arrangements are in place to date the policies in accordance with the recommendation.
A02	Ensure that a statement of Gambling Policy is available on the Council's public website.		Arrangements to be made with the Information and Web Services Officer to ensure that the Gambling Policy Statement will be placed on the web before 31/12/12.
A03	Ensure that the Licensing Policy be submitted to the Environment Scrutiny Committee for detailed consideration and then delivered back to the full Council in accordance with the decision of the full Council on 16 December 2010.		Licensing Policy will be submitted to the Central Licensing Committee on 10 December 2012 to approve the changes before receiving the approval of the Policy Cabinet Member / Cabinet. Policy in its entirety will be reviewed in 2013.
A04	Ensure that the total fees and date of receipt are entered into the system "Civica".	Licensing Officers	Training issue: Guidance has been prepared and will be introduced by 1/1/2013.
A05	Where the payment received is more than one fee should be possible to see the cost of each item.		
A06	The revised fees must be approved by the Central Licensing Committee or the relevant Portfolio Leader.	GMW	Fee schedule will be amended in accordance with the recommendations during the usual fee review period and then approved by the Central Licensing Committee.
A07	The list should distinguish between the cost of a CRB check fees and fee for administering the application.		
A08	Should not be raising the VAT element on the administration fee CRB check.	Licensing Officers	Training issue: Guidance has been prepared and will be introduced by 1/1/2013.
A09	Licensing Officers should ensure that the fees are coded to the correct expenditure code in the ledger.		
A10	Licensing Officers should generate reports from the system Civica (Flare) on a regular basis, eg monthly.		

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A11	Should review the reports and correct any error identified in order to ensure that Civica system (Flare) current.	Licensing Officers	Training issue: Guidance has been prepared and will be introduced by 1/1/2013.
A12	Reports should be used to remind the holders of licenses required to renew the license applies.		
A13	In order to comply with changes to the Licensing Act 2003, the Senior Income Officer should be asked to produce a monthly report of Premises Licences invoices unpaid.	SLB	Completed.
A14	The Public Protection Unit should develop a Register of Licensing which is open to the Public.	SLB	The publication of the register requires investment in the IT system. Prices have been received and the negotiation of terms continues.
A15	Ensure that the Licensing Register is available on the Council's website and includes applications for new licenses and any transfers of the licenses.		
A16	Because there are so many inconsistencies and errors in the invoices of Premises Licences that are due, the Senior Income Officer should be requested to create a report of current unpaid invoices to enable the Public Protection Unit to correct the report and to modify the Civica (Flare) system as necessary.	SLB	Completed.
A17	Establish a clear system within the Public Protection Unit to administer Premises Licences requiring suspension.	SLB	National guidelines have been published in the 'Section 182' October 2012. We have adopted this guidance.
A18	Ensure that the name of the licensee that appear on the invoice.	Licensing Officers	Training issue: Guidance has been prepared and will be introduced by 1/1/2013.
A19	The Public Protection Unit should use the Council's debtor system to monitor the licences which have been suspended and to verify when a payment has been received.	SLB	Licensing Officers have access to debtors system now. Training to be organized regarding how to create invoices by 1/1/2012.
A20	Public Protection Unit should raise invoices on the premises licenses need to be renewed during the year.		
A21	Should proceed with arrangements to send a reminder letter to holders of gambling licenses and of licences under the Lotteries Act.	SLB	Completed.

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A22	The Operational Systems Manager should discuss with the Finance Unit (Environment Group) to rearrange the list Codes Expenditure for the current needs of the Public Protection Unit.	SLB	Completed. The new codes will be used from 1 April 2013.
A23	Ensure that there the date on which the money was collected abnd the relevant period be placed on the TR 34 Banking Receipts form.	Licensing Officers	Training issue: Guidance has been prepared and will be introduced by 1/1/2013.
A24	Money received should be paid into an account of the Council at least once a week.		
A25	If the Public Protection Unit is to ensure that all the cash it has in its possession is the subject of insurance cover, it should ensure that the money is kept in a locked safe if over £ 500.	GMW & SLB	The collection of cash payments from Markets are currently subject to action following a Risk Assessment. One of the recommendations following the Risk Assessment is that a safe be located in the offices for when cash is accepted as payment for licenses or payments of Markets. We will assess the feasibility of taking money which has been accumulated following the collection of the Saturday Market to the Post Office by the time of closing.
A26	In cases where it is necessary to collect money outside of normal Council working hours, ensure that any money which has accrued up to the closure of Post Office hours to be paid in order to reduce the risk to the relevant officer and to comply with insurance cover.	GMW	