



Licensing Committee

Tuesday 17 November 2009

Appendices

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B	SERVICE PLAN 2008/10	3



LICENSING COMMITTEE
FINANCIAL MONITORING STATEMENT
 Figures to the end of October 2009

PROJECTED BUDGET AND FORECAST

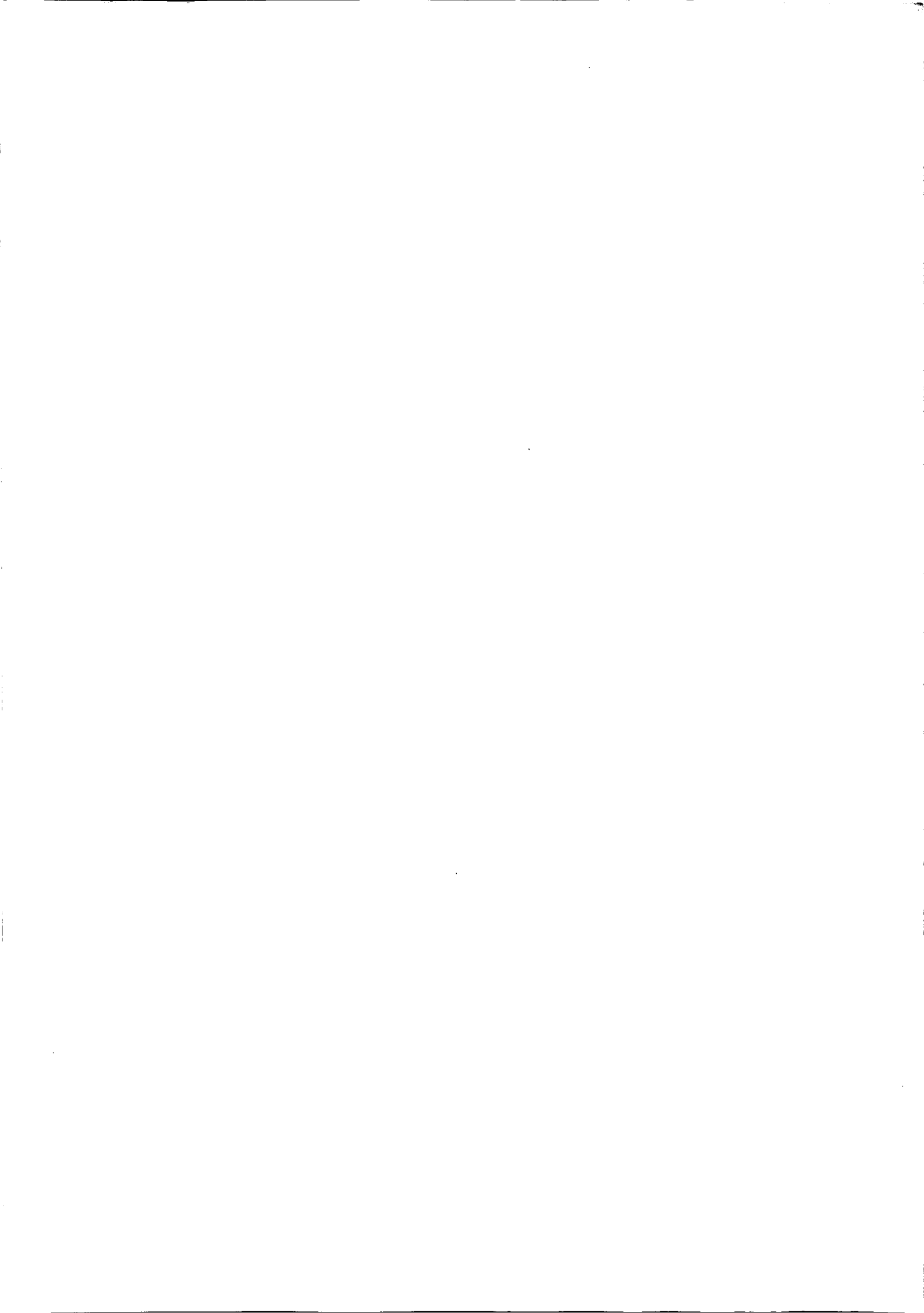
	2009/10	Future Years		
	Budget £'000	2010/2011 £'000	2011/12 £'000	2012/13 £'000
Approved Budget:				
Alcohol and related Licences	73	73	73	73
Gambling Licences	11	11	11	11
Total approved budgets	84	84	84	84
Approved and reported changes:				
<u>Changes approved in Financial Forecast (CMC - October 2009):</u>				
Alcohol - Potential new fee structure for minor variations (Licensing Cttee - Sept 2009)		1	1	1
General - Rebasing budgets (CMC - Sept 2009)	-2	-2	-2	-2
<u>Other approved changes:</u>				
None				
Other potential changes:				
None				
Latest Budget Projections	82	83	83	83

SAVINGS TARGETS (Built into the budgets above)

	2009/10	Future Years		
	Budget £'000	2010/2011 £'000	2011/12 £'000	2012/13 £'000
Revenue reductions (September 2009)				
Rebasing budgets - reduction in general office expenses to reflect past levels of expenditure	2	2	2	2

CURRENT YEAR KEY BUDGET INDICATORS

	2009/10	Budget	Actual	Variance
	Budget	to date	to date	to date
	£	£	£	£
Income from:				
Application fees	3,000	1,700	380	-1,320
Annual fees	51,500	4,100	3,713	-387
Variation licences	4,000	2,300	2,247	-53



Licensing Committee Service Plan: October 2008 – March 2010

Summary

This plan reports on performance against those actions that the Council has agreed must be taken to achieve continuous improvement in service priorities for Licensing.

It combines the targets that have been agreed within the –

- Sustainable Community Strategy and Corporate Plan
- National Indicator Set
- Local Area Agreement (2008-11)
- Annual Efficiency Target
- Corporate Governance Requirements
- Equality Policy
- Risk Management Plan
- 5 Year Financial Forecast
- Data Quality Policy
- Procurement Strategy
- Published Service Standards

- SCS
- NI
- LAA
- AET
- CGR
- EP
- RMP
- FF
- DQP
- PS
- PSS

The 'Source' column of the table below indicates the source document for the action point

W

Performance:



Progressing well







At risk of not being delivered and may require intervention







Failing







Action complete

Ref	Source	Action	Project Lead	Implement by (not later than end March 2011)	Barriers to Implementation / Additional Resources Identified	Target Outcomes	Performance	Comments
1	CGR	Comply with obligations placed on Runnymede by the Licensing Act 2003 – taking over alcohol licensing from Magistrates' Courts	Head of Env. Protection Licensing Officer	24 November 2005 for processing and issuing of licences	This depended on numbers of applications for licensing and review - temporary assistance of 1fte member of staff. The workload has been excessive for the Licensing Team who have had to re-direct resources to cope with the demand. Demands on staff time.	Compliance with legal timescales		Compliance was achieved 42 Hearings held 516 personal licences and 299 premises licences issued
2	CGR	Establish a Licensing Committee and meet the heavy demand of licensing applications from premises and persons during the 'transitional' period.	Head of Env. Protection Licensing Officer		The temporary post was cancelled at end of December 2006, and kept under review. Demands on staff time Member workload.	Compliance with legal timescales. Low proportion of hearings/app eals		Licensing Committee established.
3	CGR	Comply with legal requirements for renewal of Premises Licences September to November 2006	Head of Env. Protection Licensing Officer	Annual anniversary of issue date	The temporary post was cancelled at end of December 2006, and kept under review. Demands on staff time	Compliance with legal timescales		Invoices are sent out on anniversary of issue.
4	CGR	Enforcement of Licensing Policy through the introduction of a three year Inspection programme.	Head of Env. Protection Licensing Officer	Inspection regime to be completed by end of 2009.	Demands on staff time	Target of 90 inspections completed by end of 2006.		Inspections completed. New risk assessment matrix created for future inspections as required by Licensing Policy

A

Ref	Source	Action	Project Lead	Implement by (not later than end March 2011)	Barriers to Implementation / Additional Resources Identified	Target Outcomes	Performance	Comments
5	CGR	Review Licensing Policy	Head of Env. Protection Licensing Officer	December 2010. Legal requirement is once every three years	This work has been carried out using existing resources. Demands on staff time	Review completed by end of December 2007 in line with legal requirement		Review ongoing. and on target for Last completed in December 2007. Next Review due by end of 2010
6	CGR	Make licensing information available on the Council website	Head of Env. Protection Licensing Officer	Ongoing	This work has been carried out using existing resources. Demands on staff time, support from other departments	Application forms and all premises on website. Website able to process applications online for renewal of licences and new licences		Details of personal licences and all application forms are available on the Council website. Brief details of all premises licences are shown on the interactive map.
7	CGR	Information and training for Members on Licensing and Gambling	Head of Env. Protection Licensing Officer	Ongoing on a needs basis	Demands on staff and Member time	4 New Members trained in 2008		New Members trained as and when required
8	CGR	Take responsibility for issuing Section 34 permits for gaming machines in non-licensed premises from the Department of Administration and Leisure	Head of Env. Protection Licensing Officer	End of March 2006	New part time post established in August 2007 primarily funded by gambling fee income. Demands on staff time	Issue Permits from April 2006 as and when renewals occur on a three year cycle		Permits now being issued by Licensing Team.

Ref	Source	Action	Project Lead	Implement by (not later than end March 2011)	Barriers to Implementation / Additional Resources Identified	Target Outcomes	Performance	Comments
9	CGR	Comply with obligation to take on permits for gaming machines from Licensing Justices (Magistrates' Courts)	Head of Env. Protection	24 November 2005	New part time post established in August 2007 primarily funded by gambling fee income. Demands on staff time	Issue Permits from November 2005		Permits now being issued by Licensing Team.
	CGR	Comply with obligations placed on Runnymede by the Gambling Act 2005 – taking over the licensing of gambling premises from Licensing Justices (Magistrates' Courts)	Licensing Officer	Act should be fully implemented by September 2007	New part time post established in August 2007 primarily funded by gambling fee income. Demands on staff time	Adoption of Gambling Policy by end of 2006		Policy adopted.
10	CGR	Information and training for Members on Gambling Act 2005	Head of Env. Protection Licensing Officer	Update on the Act by October 2006 and full training by end of December 2006	External trainer to provide training in January 2007 Demands on staff time	All relevant Members informed and trained		Members now trained
11	SCS (i) EP	Report on progress against departmental Equality Action Plans	All	Half-yearly report	Refer to departmental Equality Action Plans (EAPs)	Refer to EAPs		

**Department of Technical Services
Departmental Equality Action Plan: Jan 2009 – March 2010**

The Department of Technical Services is made up of Planning, Engineering, Environmental Protection, Safer Runnymede and Admin and employs 166.9 Full Time Equivalents.

List of Services (by division):

Environmental Protection:

Commercial	Licensing	Health & Safety
Health & Pollution	Recycling	

Engineering Services:

Building Control	Engineering	Refuse & street cleansing
Building Services	Parking services	

Planning:

Development Control	GIS	Policy & Implementation
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Safer Runnymede:

Community Alarm	CCTV	Emergency Planning
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Introduction

This Equality Action Plan includes strategic and practical actions that demonstrate how the department will ensure our services are accessible to all people who need them, irrespective of gender, age, ethnicity, disability, religion/belief, or sexual orientation.

This Action Plan has been developed in consultation with our Equality Working Group – volunteers and representatives from staff, stakeholders and the community. More information on the Equality Working Group, and Runnymede Borough Council's wider participation strategy, can be found in our Equality Policy.

Individuals and groups can experience a range of barriers that prevent them enjoying the same quality of life as their peers. This action plan sets equality objectives for those policies, practices or services that have been identified - through Equality Impact Assessments - as being at risk of discriminating against individuals or groups by creating or exacerbating existing barriers. The Department of Technical Services has set targets to investigate further whether these barriers to services exist and, if so, to make reasonable adjustments to policies, practices or services to improve accessibility.

Key to implementing these objectives will be ensuring systems and measures are in place to monitor information within service areas on service-user, population and workforce profiles for gender, age, ethnicity, disability, religion/belief, and sexual orientation. Where these systems do not already exist they will be developed as part of the Equality Impact Assessment review timetable (outlined at appendix 1)

Reporting arrangements for this Equality Action Plan

The Director of Technical Services holds responsibility for this Action Plan, against which progress will be reported to the Directors' Management Team (DMT). Objectives, targets and progress are further scrutinised and approved by Members through the Leisure and Environment Committee and Licensing Service Plans. Progress against targets will therefore be reviewed twice a year by Committee. This process will ensure that equality targets are mainstreamed into both service delivery/review mechanisms and corporate management arrangements, and will ensure that appropriate resources have been allocated to achieving the aims of this action plan. Further

scrutiny will be provided by the Equality Working Group (EWG), where external challenge is provided by representatives from key local equality groups and public sector colleagues

This Action Plan will be published online on the Council's Equality webpage, and will be available with committee papers at public libraries and at the Runnymede Civic Centre reception. It will be reviewed and revised periodically by the EWG and DMT, and no later than March 2010

Departmental/Service Equality Objectives and Targets

This Equality Action Plan (EAP) states equality objectives and targets for improving access to services for all, irrespective of race, gender, disability, sexual orientation, religion/belief and age.

As part of the three-yearly cycle of service reviews, Equality Impact Assessments (EIAs) have been carried out for all key services and for any new policies developed in that time. These EIAs have been reviewed by the working group, which has, where necessary, requested further information and/or proposed changes to the way the service is delivered to reduce any barriers to access. Where these changes require further action by the department, they have been translated into equality objectives, in consultation with the EWG.

Departmental Equality Objectives

Each department is committed to contributing to the following corporate targets:

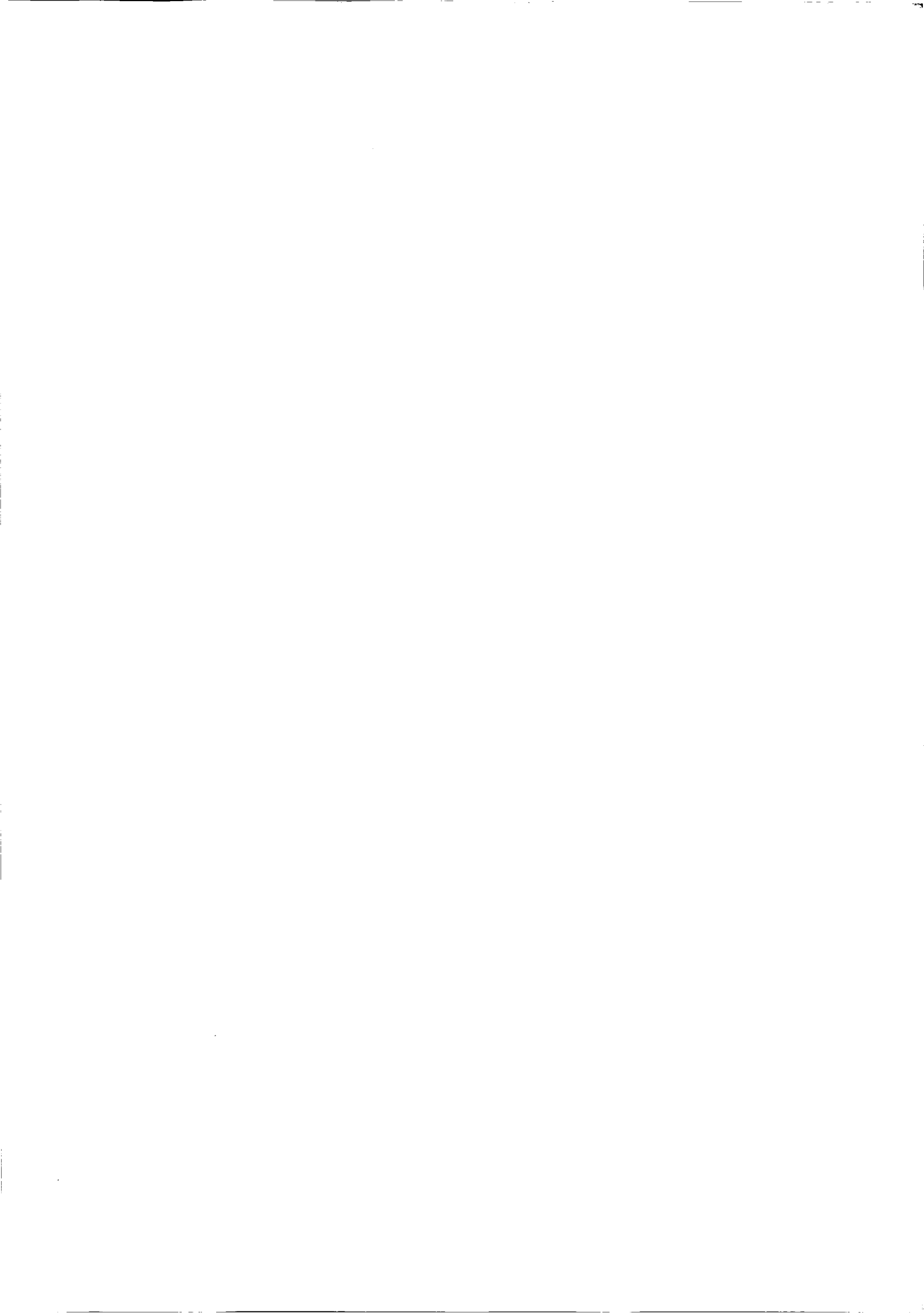
Equality Objective	Target	Outcome
Monitor ethnicity, disability and gender of service users	Annual	Services monitored: Safer Runnymede
Explore corporate mechanism for services to monitor religion/belief and sexual orientation	March 2009	
Complete Equality Impact Assessment whenever changes to services (new, enhanced or reduced) are being considered	As required	EIAs completed: Construction Design Management (CDM) Regulations
Percentage of top 5% of earners who are women BV 11a	10%	10.42% (08/09 outturn)
Percentage of top 5% of earners from black and minority ethnic communities BV 11b	5%	0.9% (08/09 outturn)
Percentage of top 5% of earners who are disabled BV 11c	2%	4.76% (08/09 outturn)
The percentage of local authority employees with a disability BV 16a	3%	3.19% (08/09 outturn)
The percentage of local authority employees from ethnic minority communities BV 17a	4%	3.79% (08/09 outturn)
Percentage of authority buildings open to the public in which all public areas are suitable for, and accessible to, disabled people BV 156	97.8%	96% (08/09 outturn)

Service Equality Objectives

Each section is committed to contributing to relevant targets below:

Source	Section	Equality Objective	Target	Comments	Complete
EIA 12/06	Safer Runnymede	Equality monitoring information to be collected when possible (if complaints received)	Annual	No complaints received	✓
EIA 07/07 EIA 10/07	Working Group/ Development Control	Identify common policies/forms issued by statutory services (Council Tax, Benefits) and seek translated documents from other local authorities	June 09	Ongoing	
EIA 10/07	Licensing	Undertake individual EIAs for Taxi, Alcohol and Gambling Licensing services, as there are different provisions and requirements for the different groups of people affected	March 10	Ongoing	
EIA 10/07	Environmental Protection	Share with other services information held about minority groups through premises inspections – establish standard forms for all services	March 09	Targets to develop standard statutory forms	✓
EIA 01/09	Parking services	Engage with Joint Parking Group on need to consider equality issues when considering changes to parking restrictions	As changes proposed	Ongoing	
EIA 01/09	Parking services	Collate ticket cancellation data to identify whether there are problems with particular car parks or parking areas, and, if so, engage with disabled users	March 09	Cancellations are proportionate	✓

If you have any comments on this action plan, please contact James Cooper on 01932 425503 or email james.cooper@runnymede.gov.uk



FUNCTIONS FOR IMPACT ASSESSMENT

Once completed these impact assessments will be available on the Council's website: www.runnymede.gov.uk. Choose "E" from the "A-Z" and then "Equalities"

2009/10

April – June 2009

Administration & leisure

Access to leisure centres

Youth council

Asset management (property services)

Property letting (property services)

Management of cemeteries

(Review EIA from 2005/06)

Finance

Benefits

(Review EIA from 2005/06)

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July – September 2009

Chief Executive's

Recruitment

Grievance & disciplinary

Anti-bullying/harassment

(Review EIA from 2005/06)

(Review EIA from 2005/06)

Technical Services

Local Development Framework (core strategy)

**October – December 2009
Housing & Community Services**

Tenancy management (Review EIA from 2005/06)
Allocations
Homelessness (Review EIA from 2005/06)
Departmental service standards (Review EIA from 2005/06)
Nuisance procedure (Review EIA from 2005/06)
Racial Harrassment (Review EIA from 2005/06)
Respect (Review EIA from 2005/06)
Succession (Review EIA from 2005/06)

**January – March 2010
Technical Services**

Taxi licensing
Licensing of premises

2010/11

**April - June 2010
Administration & Leisure**

Electoral Services (Review EIA from 2008/09)
Community halls
Chertsey Museum

Finance

Council tax/Local taxation (Review EIA from 2008/09)

**July – August 2010
Housing & Community Services**

Bus pass scheme (Review EIA from 2007)
Day centres (Review EIA from 2007/08)
Meals service (Review EIA from 2005/06)
Community alarm
Private Sector Housing (Review Care & Repair EIA from 2008)
Right to buy

September – December 2010

Technical services

Building control (Review EIA from 2006/07)
Development control (Review EIA from 2006/07)
Refuse collection (Review EIA from 2007/08)
Inspection of food premises (Review EIA from 2005/06)
Planning enforcement (Review EIA from 2007/08)
Community Safety – CCTV

2011/2012

April – June 2011

Administration & leisure

Parks & open spaces (Review EIA from 2006/07)
Allotments (Review EIA from 2006/07)
Playscheme/splash (Review EIA from 2006/07)
Sports development (Review EIA from 2006/07)
Cemetery management (Review EIA from 2006/07)
Arts Development (Review EIA from 2006/07)

July-September 2011

Finance

Benefits/Council tax fraud/enforcement

Technical Services

Parking services

Cross-departmental

Grants to voluntary groups (Review EIA from 2009)

2012/13

Sustainable Community Strategy (Review EIA from 2009)
Communications Strategy (Review EIA from 2009)
Procurement Strategy (Review EIA from 2009)