

Minutes of a meeting of the Licensing Committee held on Wednesday, 30 May 2018 in Committee Room 1 - City Hall, Bradford

Commenced 3.30 pm
Concluded 3.55 pm

Present – Councillors

| CONSERVATIVE | LABOUR | THE INDEPENDENTS | INDEPENDENT |
|----------------------|------------------------------------|------------------|-------------|
| BM Smith Whitaker | Azam Godwin S Khan Slater | Hawkesworth | Stelling |

Apologies: Councillor Joanne Dodds, Councillor Michael Ellis and Councillor Adrian Naylor

Councillor Slater in the Chair

1. DISCLOSURES OF INTEREST

No disclosures of interest in matters under consideration were received.

2. MINUTES

Resolved –

- (1) That the minutes of the Committee meeting held on 13 June 2017 be signed as a correct record.
- (2) That the minutes of the Licensing Panels held on the following dates be signed as correct records:

Bradford District Licensing Panel

25 April 2017 – a.m.
20 June 2017
21 July 2017
1 August 2017
3 August 2017
26 September 2017 and 3 January 2018
3 January 2018 (1)
3 January 2018 (2)
15 January 2018

30 January 2018 (1)
30 January 2018 (2)
7 February 2018
2 and 13 March 2018 (1)
2 and 13 March 2018 (2)

3. INSPECTION OF REPORTS AND BACKGROUND PAPERS

There were no appeals submitted by the public to review decisions to restrict documents.

4. APPOINTMENT OF SUB COMMITTEE

Resolved –

- (1) That the Bradford District Licensing Panel (sub-committee) be appointed, with the functions as indicated in the terms of reference approved by Council on 9 October 2004 and amended on 21 May 2013.
- (2) That the Bradford District Licensing Panel shall comprise three members.
- (3) That the Bradford District Licensing Panel shall include the Chair of the Licensing Committee (or Deputy Chair when the Chair is unavailable) who shall chair the Panel and two other members of the Licensing Committee drawn on a rota basis.
- (4) That the quorum of the Bradford District Licensing Panel shall be three members.

Action: Interim City Solicitor/Committee Secretariat

5. REVIEW OF PREMISES LICENCE FEES CHARGED BY THE LICENSING SERVICE UNDER THE GAMBLING ACT 2005

The Assistant Director, Waste, Fleet and Transport Services presented a report (**Document “A”**) which sought approval to increase the current scale of gambling premises licence fees charged by the licensing service by 3% in line with inflation, for the financial year 2018/19.

The report revealed that under the Gambling Act 2005 the Council had responsibility for dealing with applications for gambling premises licences, gambling permits, lottery registrations and other miscellaneous permissions.

It was explained that the Secretary of State had prescribed a series of bands for gambling premises licence fees, with a maximum fee payable for each band. Licensing Authorities must determine their own fees within those bands. Fees for



permits and small lotteries were set by the Secretary of State. The maximum bands prescribed by the Secretary of State for Premises Licences were included in Appendix 1 to the report.

Members were advised that fees must be set upon the basis of full cost recovery, including the cost of administrating the licence system, processing applications, and seeking compliance.

It was explained that the Gambling Policy was reviewed annually and would be presented to Members later in the year.

It was noted that a costing exercise had been undertaken for premises licence applications which had taken into account the full cost of administering and processing applications from receipt to issue of a licence and on-going enforcement costs. Calculation of costs consisted of a full proportional share of overheads including accommodation, telephone, ICT, printing, stationery and postage. Staff costs included salary, pension, travel and proportional senior management costs. Legal and central support costs had also been included.

Members were assured that costs had been increasing and it was felt that the proposed cost increase was justified.

Members raised a number of issues to which the following responses were provided:-

- In comparison with other fees the charges in Bradford were the second largest in the area. This was comparable with the size of the district. The fees in Leeds, the largest authority, were more expensive and Calderdale and Kirklees were less.
- When calculating the proposed fees a percentage figure had been produced which was rounded up to the nearest one pound.
- There had been only one enforcement officer in the Licensing Department for some time. It had been acknowledged that additional personal were required and a second enforcement officer was to start in post very shortly. The licensing team also worked very closely with the dedicated licensing officer employed by West Yorkshire Police and their neighbourhood teams.
- Leeds City Council employed a number of enforcement officers and the team in Bradford compared with smaller authorities.
- The enforcement action required for gambling premises was less than that needed for premises providing alcohol.
- The authority did not have the ability to increase the licensing fees under the Licensing Act 2003 as they were set by the Government. It was felt that a rise in gambling fees could not be justified to provide alcohol related



enforcement measures.

- It was acknowledged that the forthcoming appointment of an additional enforcement officer would allow a more proactive approach to be taken and could highlight additional staffing needs in the future.

Resolved -

That, with effect from 1 July 2018, the current scale of fees be increased by 3% in line with inflation for 2018/19, as set out in Appendix 1 to Document "A".

Action: Assistant Director, Waste, Fleet and Transport Services

Chair

Note: These minutes are subject to approval as a correct record at the next meeting of the Licensing Committee.

THESE MINUTES HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER

