



## BARROW BOROUGH COUNCIL

TOWN HALL  
DUKE STREET  
BARROW-IN-FURNESS

2nd May, 2014

To: The Members of Barrow Borough Council

Mr Mayor, Ladies and Gentlemen

You are hereby summoned to attend the Annual Meeting of BARROW BOROUGH COUNCIL which will be held in the COUNCIL CHAMBER at the TOWN HALL, BARROW on TUESDAY the 13th day of MAY, 2014 COMMENCING AT 2.00 P.M. for the transaction of the business specified below.

Executive Director

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Prior to the business of the meeting, Prayers will be offered.

### Business

1. TO ELECT THE CHAIRMAN AND MAYOR FOR THE ENSUING YEAR.
2. TO ELECT THE VICE-CHAIRMAN AND DEPUTY MAYOR FOR THE ENSUING YEAR.
3. (A) VOTE OF THANKS TO THE EX-CHAIRMAN AND MAYOR AND RETIRING MAYORESS.  
  
(B) PRESENTATION OF FORMER MAYOR'S MEDAL.
4. DECLARATIONS OF INTEREST.

To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

5. MINUTES. To confirm the Minutes of the Council's proceedings held on 8th April, 2014.
6. TO RECEIVE APOLOGIES FOR ABSENCE
7. TO RECEIVE ANY ANNOUNCEMENTS FROM THE CHAIRMAN AND/OR HEAD OF THE PAID SERVICE.
8. TO ELECT THE LEADER OF THE COUNCIL.
9. TO RECEIVE A REPORT FROM THE MONITORING OFFICER ON MINOR CHANGES IN THE CONSTITUTION.
10. TO APPOINT THE FOLLOWING COMMITTEES:
  - (1) Executive
  - (2) Planning
  - (3) Licensing
  - (4) Licensing Regulatory
  - (5) Overview and Scrutiny
  - (6) Audit
11. TO AGREE THE TERMS OF REFERENCE OF THE ABOVE COMMITTEES, THE SCHEME OF DELEGATION FOR COMMITTEES AND OFFICERS.
12. ANNUAL COUNCIL MEETING 2015 - DATES AND TIMES OF COUNCIL AND COMMITTEE MEETINGS IN 2014/2015.
13. TO RECEIVE A REPORT FROM THE EXECUTIVE DIRECTOR ON A REVIEW OF THE REPRESENTATION OF THE DIFFERENT POLITICAL GROUPS OF THE COUNCIL ON COMMITTEES AND DECIDE:
  - (i) The size of Committees
  - (ii) The allocation of seats and substitute seats to political groups, and
  - (iii) Delegate to Committees the power to make appointments to outside bodies appropriate to their terms of reference.
14. TO RECEIVE NOMINATIONS AND APPOINT COUNCILLORS (AND SUBSTITUTES) TO SERVE ON COMMITTEES. **TO FOLLOW**
15. TO APPOINT THE CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.
16. TO APPOINT THE CHAIRMAN AND MEMBERS OF THE HOUSING MANAGEMENT FORUM.

17. TO APPOINT THE FOLLOWING OFFICIAL SPOKESPERSONS:-

Children and Young People  
Economic Development/Regeneration  
Environment and Planning  
Equalities and Diversity  
Health and Safety  
Health and Well-being  
Housing  
Leisure and Tourism  
Licensing  
Media  
Member Development and Human Resources  
Sport  
Wildlife, Heritage and Culture

18. TO RECEIVE A REPORT FROM THE EXECUTIVE COMMITTEE AND CONSIDER RECOMMENDATIONS.

19. LICENSING FEES – ENVIRONMENTAL HEALTH. RESPONSES TO CONSULTATION.

20. QUESTIONS TO THE LEADER OF THE COUNCIL

Council has agreed that time be set aside for questions to the Leader of the Council.

Standing Order 10.2 and 10.4 set out the procedure for questions to the Leader and the notice period required.

21. TO PASS THE FOLLOWING RESOLUTION, THAT IS TO SAY:

That the Council authorises the fixing of its Common Seal to any documents to give effect to the Minutes and proceedings of the Committees submitted to or approved by this meeting and any other matters dealt with at this meeting.



## **BOROUGH OF BARROW-IN-FURNESS**

A MEETING OF THE COUNCIL of this Borough was held at the Town Hall, Barrow-in-Furness at 5.30 p.m. on Tuesday the 8th day of April, 2014 to take into consideration and determine upon the following subjects, namely: -

1. - DECLARATIONS OF INTEREST (IF ANY).
2. - MINUTES.
3. - TO RECEIVE APOLOGIES FOR ABSENCE.
4. - ANNOUNCEMENTS.
5. - (A) TO RECEIVE REPORTS FROM THE FOLLOWING COMMITTEES AND CONSIDER RECOMMENDATIONS.
  - (1) PLANNING
  - (2) LICENSING REGULATORY
  - (3) LICENSING
  - (4) EXECUTIVE
  - (5) AUDIT

(B) QUESTIONS TO THE LEADER OF THE COUNCIL.
6. MINUTE NO. 109, EXECUTIVE COMMITTEE, 22ND JANUARY, 2014.
7. - TO ORDER THE COMMON SEAL TO BE AFFIXED TO DOCUMENTS.

PRESENT:- Councillors C. Thomson (Mayor in the Chair), Barlow, Bell, Biggins, Burns, Callister, Cassidy, Derbyshire, Doughty, Garnett, Hamilton, Husband, Irwin, Johnston, R. McClure, W. McClure, McKenna, Maddox, Murphy, Murray, Opie, Pemberton, Pidduck, Pointer, Preston, Richardson, Seward, Sweeney, M. A. Thomson, Wall, Williams and Wilson.

The meeting was opened with prayers by the Mayor's Chaplain.

### **58 – Minutes**

The Minutes of the Council meeting held on 21st January, 2014 and the extraordinary meeting held on 4th March, 2014 were taken as read and confirmed.

## **59 – Apologies for Absence**

Apologies for absence were received from Councillors Guselli, Graham, Roberts and Thurlow.

## **REPORTS OF COMMITTEES**

### **60 – Planning**

It was moved by Councillor M. A. Thomson, and

RESOLVED:- That the report of meetings of the Planning Committee held on 4th February and 11th March, 2014 be received.

### **61 – Licensing Regulatory**

It was moved by Councillor Callister, and

RESOLVED:- That the report of the meetings of the Licensing Regulatory Committee held on 6th February and 20th March, 2014 be received.

### **62 – Licensing**

It was moved by Councillor Callister, and

RESOLVED:- That the report of the meeting of the Licensing Committee held on 6th February, 2014 be received.

### **63 – Executive**

It was moved by Councillor Pidduck and seconded by Councillor Sweeney that the report of the meetings of the Executive Committee held on 22nd January, 19th February and 26th March, 2014 be received and that each of the recommendations contained therein be adopted.

It was noted that the recommendations of the Executive Committee on 22nd January, 2014 had been approved by Council on 4th March, 2014.

RESOLVED:- That the report of the meetings of the Executive Committee held on 19th February and 26th March, 2014 be received and that each of the recommendations contained therein be adopted.

### **64 – Audit**

It was moved by Councillor Burns and seconded by Councillor Derbyshire that the report of the meeting of the Audit Committee held on 6th March, 2014 be received and that each of the recommendations contained therein be adopted.

RESOLVED:- That the report of the meeting of the Audit Committee held on 6th March, 2014 be received and that the recommendations contained therein be adopted.

### **65 – Question to the Leader of the Council**

One question had been submitted to the Leader of the Council under notice as required by Standing Orders 10.2 and 10.4 as follows:-

Councillor Richardson asked

“I have been advised that a number of Councils are intending to hold events to commemorate the Centenary Anniversary of the First World War. Bearing in mind the significance of the war to this area, would the Leader advise me if the Council intends to mark the Centenary, if so, what form will it take?”

Furthermore, Councillor Richardson requested that the Executive Director conducted a review into which names would be appropriate to be added to the cenotaph in the Park

The Leader responded to the question and addressed the concerns raised.

### **66 – Minute No. 109, Executive Committee, 22nd January, 2014**

At the meeting of Council on 4th March, 2014 Members agreed to delay a decision regarding the approval of revised grades and the establishment of new posts until the formal consultation process had been completed.

The formal process ended on 31st March, 2014 and no comments/amendments had been received from the Trade Union.

It was moved by Councillor Pidduck and seconded by Councillor Sweeney that Recommendation 5 be agreed and that the revised grades as set out in the original report, including the establishment of new posts be agreed and implemented with effect from 1st April, 2014.

RESOLVED:- That Recommendation 5 of Minute No. 109 of the Executive Committee held on 22nd January, 2014 be agreed and that the revised grades as set out in the original report, including the establishment of new posts be agreed and implemented with effect from 1st April, 2014.

### **67 – Common Seal**

RESOLVED:- That the Council authorises the affixing of its Common Seal to any documents to give effect to the Minutes and proceedings of the Committees

submitted to or approved by this meeting and any other matters dealt with at this meeting.

The meeting closed at 5.57 p.m.



<b>COUNCIL</b>	<b>Agenda Item 9</b>
<b>Date of Meeting: 13th May 2014(Annual Meeting)</b>	
<b>Reporting Officer: Monitoring Officer</b>	
<p><b>Title: Review of Constitution</b></p> <p><b>Summary and Conclusions:</b></p> <p>The Constitution needs to be amended to reflect the Council's new management arrangements.</p> <p><b>Recommendation:</b></p> <p>Members are recommended to approve the amendments to the constitution.</p>	

### **Report**

The Constitution has been reviewed to take account of the Council's new management arrangements.

Officer designations and delegations have been updated.

Changes to the Financial Regulations and Contract Standing Orders agreed by Audit Committee at their meeting on 6<sup>th</sup> March 2014 have been incorporated into the revised document.

Members should note that the revised document will not be issued in hard copy but will be accessible via the Council's website. Printed copies will be available on demand.

<b>COUNCIL</b>	<b>Agenda Item 12</b>
<b>Date of Meeting: 13th May 2014(Annual Meeting)</b>	
<b>Reporting Officer: Executive Director</b>	
<p><b>Title: Annual Council Meeting 2015 – Dates and Times of Council and Committee Meetings in 2014/2015</b></p> <p><b>Summary and Conclusions:</b></p> <p>This report puts the under-mentioned recommendations for the date and time of the Annual Council meeting in 2015 and other meetings during 2014/2015.</p> <p><b>Recommendation:</b></p> <p>That,</p> <p>i) The Annual Council meeting in 2015 will be held on Tuesday, 12th May, 2015 at 2.00 p.m.</p> <p>ii) The under-mentioned dates be fixed for Council meetings in 2014/2015 namely:-</p> <p style="padding-left: 40px;">22nd July, 2014 14th October, 2014 20th January, 2015 24th March, 2015</p> <p>iii) The programme of ordinary meetings for Committees and the Housing Management Forum shown at <b>Appendix 1</b> to this report be agreed.</p>	

### **Report**

The Annual Council meeting is to be held in May on a date and at a time fixed by the Council.

The Council at its Annual meeting is also required to approve a programme of ordinary meetings of the Council for the year a copy of which is attached at **Appendix 1**.

2014	May	June	July	August	September	October	November
Mon					1		
Tue			1		2		
Wed			2		3	1	
Thur	1		3 O & S		4 LICENSING/ REGULATORY	2	
Fri	2		4	1	5	3	
Sat	3		5	2	6	4	1
Sun	4	1	6	3	7	5	2
Mon	5 MAY DAY BANK HOLIDAY	2	7	4	8	6	3
Tue	6	3	8	5	9 PLANNING	7 PLANNING	4 PLANNING
Wed	7	4	9	6	10 EXECUTIVE	8	5
Thur	8	5	10	7	11 O & S	9	6
Fri	9	6	11	8	12	10	7
Sat	10	7	12	9	13	11	8
Sun	11	8	13	10	14	12	9
Mon	12	9	14	11	15	13	10
Tue	13 ANNUAL COUNCIL	10	15 PLANNING	12 PLANNING	16	14 COUNCIL	11
Wed	14 EXECUTIVE	11	16	13	17	15	12
Thur	15 LICENSING/ REGULATORY	12 HMF	17	14	18	16 LICENSING/ REGULATORY	13 LICENSING/ REGULATORY
Fri	16	13	18	15	19	17	14
Sat	17	14	19	16	20	18	15
Sun	18	15	20	17	21	19	16
Mon	19	16	21	18	22	20	17
Tue	20 PLANNING	17 PLANNING	22 COUNCIL	19	23	21	18
Wed	21	18	23	20	24	22 EXECUTIVE	19
Thur	22 EUROPEAN ELECTIONS	19 LICENSING/ REGULATORY	24 LICENSING/ REGULATORY	21	25 AUDIT	23 O & S	20
Fri	23	20	25	22	26	24	21
Sat	24	21	26	23	27	25	22
Sun	25	22	27	24	28	26	23
Mon	26 BANK HOLIDAY	23	28	25 BANK HOLIDAY	29	27	24
Tue	27	24	29	26	30	28	25
Wed	28	25 EXECUTIVE	30 EXECUTIVE	27		29	26
Thur	29 O & S	26 AUDIT	31	28 HMF		30	27 HMF
Fri	30	27		29		31	28
Sat	31	28		30			29
Sun		29		31			30
Mon		30					
Tue							
Wed							
Thur							

2015	December	January	February	March	April	May
Mon	1					
Tue	2 PLANNING					
Wed	3 EXECUTIVE				1	
Thur	4 O & S	1 TOWN HALL CLOSED			2	
Fri	5	2			3 GOOD FRIDAY	1
Sat	6	3			4	2
Sun	7	4	1	1	5	3
Mon	8	5	2	2	6 EASTER MONDAY	4 MAY DAY BANK HOLIDAY
Tue	9	6 PLANNING	3 PLANNING	3 BUDGET COUNCIL	7	5
Wed	10	7	4	4 O & S	8	6
Thur	11 AUDIT	8	5 LICENSING/REGULATORY	5 AUDIT	9	7 PARLIAMENTARY, BOROUGH AND PARISH COUNCIL ELECTIONS
Fri	12	9	6	6	10	8
Sat	13	10	7	7	11	9
Sun	14	11	8	8	12	10
Mon	15	12	9	9	13	11
Tue	16	13	10	10 PLANNING	14	12 ANNUAL COUNCIL
Wed	17	14	11	11 EXECUTIVE	15	13 EXECUTIVE
Thur	18 LICENSING/REGULATORY	15 HMF	12	12 LICENSING/REGULATORY	16	14 LICENSING/REGULATORY
Fri	19	16	13	13	17	15
Sat	20	17	14	14	18	16
Sun	21	18	15	15	19	17
Mon	22	19	16	16	20	18
Tue	23	20 COUNCIL	17	17	21	19 PLANNING
Wed	24	21 EXECUTIVE	18	18	22	20
Thur	25 CHRISTMAS DAY	22	19	19	23	21
Fri	26 BOXING DAY	23	20	20	24	22
Sat	27	24	21	21	25	23
Sun	28	25	22	22	26	24
Mon	29 TOWN HALL CLOSED	26	23	23	27	25 BANK HOLIDAY
Tue	30	27	24	24 COUNCIL	28 PLANNING	26
Wed	31	28	25	25	29	27
Thur		29 O & S	26 HMF	26	30	28
Fri		30	27	27		29
Sat		31	28	28		30
Sun				29		31
Mon				30		
Tue				31 PLANNING		

<b>COUNCIL</b>	<b>Agenda Item 13</b>
<b>Date of Meeting: 13th May, 2014 (Annual Meeting)</b>	
<b>Reporting Officer: Executive Director</b>	
<p><b>Title: Review of Representation of Political Groups on Committees</b></p> <p><b>Summary and Conclusions:</b></p> <p>Section 15 of the Local Government and Housing Act, 1989 places a duty on the Local Authority at its Annual Meeting (or as soon as practicable after the meeting) to review the representation of the different Political Groups on the Council.</p> <p>This report deals with that review and the consequent recommendations.</p> <p><b>Recommendations:</b></p> <p>To recommend the Council -</p> <ol style="list-style-type: none"> <li>1. To agree the size of Committees;</li> <li>2. To agree the allocation of seats and substitute seats to political groups in accordance with the details at <b>Appendix 2</b>; and</li> <li>3. To agree the allocation of seats on Outside Bodies, the number of seats and allocations in respect of Forums, Panels, Working Groups etc. in accordance with the details at <b>Appendix 3</b> and (with the exception of the Housing Management Forum) delegate to the appropriate committees the power to make the necessary appointments.</li> </ol>	

### **Report**

It is the duty of the Council or of a relevant Committee in performing this function to determine the allocation to different political groups of the seats which fall to be filled by appointments and in making such determinations to give effect, so far as reasonably practicable, to the following principles:-

1. That not all the seats on the body are allocated to the same political group.

2. That the majority of the seats on the body is allocated to a particular political group if the number of members belonging to that group is a majority of the Authority's membership.
3. Subject to Nos. (1) and (2) above, that the number of seats on the ordinary Committees of the Authority which are allocated to each political group bears the same proportion to the total of all seats on the ordinary Committees of that Authority as is borne by the number of Members of that group to the membership of that Authority;
4. Subject to Nos. (1) and (3) above, that the number of the seats on the body which are allocated to each political group bears the same proportion to the number of all the seats on that body as is borne by the number of Members of the group to the membership of the Authority; and
5. The number of seats held on the Council by each group is:-

Labour Group	29
Conservative Group	7

The relevant Regulations require that so far as is reasonable the proportion of the total seats on Committees and on individual Committees held by the Political Groups bear the same proportion to their seats on the Council.

**Appendix 2** shows the recommended allocation of seats on Committees and Sub-Committees.

Members are asked to note the following:-

1. The number of seats on the Executive, Licensing, Licensing Regulatory, Planning and Overview and Scrutiny Committee have been set at twelve.
2. The Council's Constitution provides that –
  - (a) Members of the Executive Committee shall not be eligible to be members of the Planning Committee and vice-versa.
  - (b) One Executive Committee member from each political group may be appointed to the Overview and Scrutiny Committee subject to the proportionality rules. All other Councillors qualify to sit on the Committees and any Sub-Committee established.
4. The number of Councillors on the Housing Management Forum has been set at eight.
5. The number of Councillors on the Audit Committee has been set at six.

The recommended seat allocations in respect of those Outside Bodies to which the proportionality rules have been applied and in respect of Forums, Working Groups and Panels are at **Appendix 3**.

It is recommended that the Council delegate to Committees the power to make appointments to outside bodies etc. appropriate to their terms of reference.

## APPENDIX 2

### MAY 2014 CALCULATION OF POLITICAL BALANCE ON COMMITTEES

#### STAGE 1 – Percentage Representation on the Council:

Party	Membership	Percentage %
Labour	29	80.56
Conservative	7	19.44

#### STAGE 1A – Total number of seats on Committees to be Allocated:

Committee	Membership
Executive	12
Planning	12
Licensing Regulatory	12
Licensing	12
Overview and Scrutiny	12
Audit	6
<b>Total</b>	<b>66</b>

#### STAGE 2 – Total Allocation of Seats to Each Party

(To ensue as far as reasonably practicable that the numbers of seats allocated to a group in total is in the same proportion as the number of members of the group on the council as a whole)

Party	Number of seats	Seats (rounded up)
Labour	53.16	53
Conservative	12.83	13

#### STAGE 3 – Percentage Allocation of Total Number of Seats on Committees:

Party	Number of seats	%
Labour	53.16	80.56
Conservative	12.83	19.44
Total		100%



#### **STAGE 4 – Allocations on Individual Committees**

To ensure that so far as reasonably practicable the number of seats allocated to a group on each committee is in the same proportion as the number of members of the group on the council as a whole)

<b>Committee</b>	<b>Party</b>	<b>Seats on Committee</b>	<b>Seat Entitlement</b>	<b>Total</b>
Executive	Labour	12	9.67	10
	Conservative		2.33	2
Planning	Labour	12	9.67	10
	Conservative		2.33	2
Licensing Regulatory	Labour	12	9.67	10
	Conservative		2.33	2
Licensing	Labour	12	9.67	10
	Conservative		2.33	2
O&S	Labour	12	9.67	10
	Conservative		2.33	2
Audit	Labour	6	4.83	5
	Conservative		1.17	1
Total Seats				66
Labour				55
Conservative				11

Under this option the Conservatives need to be allocated two additional seats in place of the Labour Group from the Executive, Planning, Licensing or Regulatory Licensing Committees, which would satisfy the statutory political balance rules. It is recommended that the seats be allocated to the Planning, Licensing or Regulatory Licensing Committees. The Council would need to decide which.

#### **SUB-COMMITTEE**

Licensing	Labour	3	2.42	2
	Conservative		0.58	1

**ANNUAL COUNCIL MEETING, 13TH MAY, 2014**

**OUTSIDE BODIES ETC.**

	<b><u>SEATS</u></b>	<b><u>NOTIONAL SEAT ALLOCATIONS</u></b>		<b><u>SEE NOTES ON CATEGORIES</u></b>
		<b><u>LAB</u></b>	<b><u>CON</u></b>	
Allotments Liaison Committee	9	7	2	(1)
Barrow Local Committee – Highways Advisory Group	3	2	1	(2)
Barrow Borough Sports Council	3	2	1	(2)
Cumbria Police and Crime Panel	1	1	0	(2)
Wildlife and Countryside Advisory Committee	<u>9</u>	<u>7</u>	<u>2</u>	(2)
	25	19	6	

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**Categories**

- (1) A body established to advise on a particular matter or administer a particular budget allocated by the Council and as such, subject to the Proportionality Rules.
- (2) A Committee on which the Local Authority is represented, which is advisory and which deals with matters which may have a bearing on a Local Authority's functions or makes representations on its behalf and which, on balance, are subject to the Proportionality Rules applied so far as reasonably practicable.
- (3) A Committee either established (or not) by this Local Authority, although it has representatives appointed to it, and is not subject to the Proportionality Rules.
- (4) An advisory body the representation on which has been determined by the Local Authority on a Ward basis.

**FORUMS, WORKING GROUPS, PANELS ETC.**

	<b><u>SEATS</u></b>	<b><u>NOTIONAL SEAT ALLOCATIONS</u></b>		<b><u>SEE NOTES ON CATEGORIES</u></b>
		<b><u>LAB</u></b>	<b><u>CON</u></b>	
Housing Management Forum	8	6	2	(1)
Renovation Grants Panel	4	3	1	(1)
*Medical Assessment/Housing Applications Appeals Panel	*3	-	-	(1)
*Review Board - Housing Register/Homeless Applicants	*3	-	-	(1)
Planning Policy Working Group (2 Members Executive Committee and 4 Members Planning Committee)	6	5	1	(1)
Planning Panel	5	4	1	(1)
*Appeals Panel	*4	-	-	(1)
Early Retirement/Voluntary Redundancy Panel	4	3	1	(1)
Grading Appeals Panel	4	3	1	(1)
Tenant Scrutiny Working Group	3	2	1	(1)
Taxi/Private Hire Liaison Group	3	2	1	(1)
Taxi Licensing Working Party	4	3	1	(1)
Licensing Policy Consultation Working Group	4	3	1	(1)
Barrow Alcohol Inquiry Working Party	4	3	1	(1)
Homelessness Funding Working Group	2	2	0	(1)
Member Training Working Group	4	3	1	(1)
Health and Safety Management Board	5	4	1	(1)
	Excluding *60	46	14	

Selected by Executive Director in accordance with proportionality rules when required

<b>COUNCIL</b>	<b>Agenda Item 18</b>
Date of Meeting: 13th May, 2014 (Annual Meeting)	
Reporting Officer: Executive Director	
<p><b>REPORT OF THE SPECIAL EXECUTIVE COMMITTEE (Report of the meeting held on 30th April, 2014)</b></p> <p><b>Recommendations:</b></p> <p>The following recommendation has been referred to Council.</p> <p><b>1.0 Housing Management Forum Recommendation</b></p> <p><b>Relocation of Housing Service to the Town Hall</b></p> <p>1.1 The purpose of the Housing Manager’s report was to agree a sum of £250K from the Housing Revenue Account balance being identified to fund the relocation of the Housing Service to the Town Hall.</p> <p><b>1.2 Recommendation:-</b></p> <p><b>To recommend the Council to agree £250K be made available from the HRA balance to contribute towards the cost of the Housing Service being relocated.</b></p> <p><u>Delegated Decisions</u></p> <p>The matters determined by the Executive Committee in exercise of the powers which have been delegated to the Committee will be detailed in the Minutes of the meeting noted above reproduced in Volume 5 (2013/14) of the Printed Minutes.</p>	

<b>COUNCIL</b>	<b>Agenda Item 19</b>
<b>Date of Meeting: 13th May, 2014 (Annual Meeting)</b>	
<b>Reporting Officer: Executive Director</b>	
<p><b>Title: Licensing Fees - Environmental Health</b></p> <p><b>Summary and Conclusions:</b></p> <p>This report seeks Members approval of the proposed locally set licensing fees based on full cost recovery, following a comprehensive review that has been carried out and the outcome of the public consultation.</p> <p><b>Recommendations:</b></p> <p>Members are recommended to approve the locally set licensing fees set out in <b>Appendix 4</b>, which will be effective from the 1st June, 2014.</p>	

### **Report**

This report sets out consultation responses to the proposed locally set licensing fees set out in **Appendix 4** of the attached report to the Executive Committee of the 19th February, 2014. This report also contains the outcome of the agreed public consultation.

#### **Public consultation**

As agreed at the Executive Committee on the 19th February, 2014, a public consultation has been carried out from the 7th April, 2014 to the 1st May, 2014 by publishing the Budget Proposals on the Council's website, in the North West Evening Mail, the proposals were also available to view at the Town Hall.

There has been a number of requests for further information with regard to the fee setting process, however no responses to this consultation have been received.

Type of Licence	Estimated Annual average no. of licences issues (2010-2013)	Current Licence Fees	Total licence fee per unit	Change	Projected Income 2014/15
Renewal drivers licence – hackney carriages and private hire	340	45 hd 39 phd	140.00	95.00	47600.00
New/renewal vehicle licence –private hire	218	119 new 106.50 renewal	91.00	-28.00	19838.00
New drivers licence – hackney carriages and private hire	100	44 hd 39 phd	173.00	129.00	17300.00
New/renewal vehicle licence – hackney carriages	137	117.00	96.00	-21.00	13152.00
Street trading – renewal licence Town Centre & General	24	202.00	255.00	53.00	6120.00
Zoo special inspection fees	3	Recharge	231.00		5000.00
Change of taxi vehicle	54	12.50	80.00	67.50	4320.00
<b>Renewal</b> pet shop, riding est., dog breeder, DWA and animal boarding (excluding vets fee)	18	39 Riding Est 72 DWA 62	157.00	85.00	2826.00
Street trading - promotional	15	31 or 77	122.00	45.00	1830.00
Hackney carriage/private hire Operators licence	17	135.00	82.00	-53.00	1394.00
Skin and misc. treatments (Person only)	9	46.50 Tattoo/electrolysis 25 Ear piecing	145.00	98.50	1305.00
Vehicle transfer plates/Change of Vehicle	13	12.50	74.00	61.50	962.00
Skin and misc. treatments (Dual – premises with or without persons)	5	46.50 Tattoo/electrolysis 93 Ear piecing	171.00	78.00	855.00
Boatman's Licence	7	3.50	95.00	91.50	665.00
Street trading – new licence Town Centre & General	2	202.00	332.00	130.00	664.00
Home boarding establishment for dogs – new/renewal	5	39.00	130.00	91.00	650.00
Boat Licence	4	81.50	127.00	45.50	508.00
New pet shop, riding est., dog breeder, DWA and animal boarding (excluding vets fee)	1	39 Riding Est 72 DWA 121	220.00	148.00	220.00
Scrap Metal Mobile Collectors Licence (Variation £46, Replacement £10)	2	225.00	106.00	-119.00	212.00
Sex shop renewal	1	2529.00	111.00	-2418.00	111.00
Sex shop new	0	2529.00	197.64	-2331.36	0.00
<b>Total Fees (DETERMINED LOCALLY)</b>					<b>£125,532.00</b>
Scrap Metal Dealers Licence	5	306.00	165.00	-141.00	825.00
New/renewal of Zoo Licence (Vets and nominated Officer fees are additional)	1	1170.00	451.00	-719.00	451.00
					<b>£1,276.00</b>
Licensing - Premises		STATUTORY FEE			66750.00
Licensing - Betting and Gaming		STATUTORY FEE			9000.00
Internal Premises Licensing		STATUTORY FEE			1740.00
<b>Total STATUTORY FEES</b>					<b>£77,490.00</b>
<b>Total Projected Income (Local and Statutory)</b>					<b>£203,022.00</b>
<b>Cost Centre 059 (Budget Book) Total</b>					<b>£206,490.00</b>
<b>Budget (2014/15)</b>					<b>£34,190.00</b>
<b>Revised Budget after fee setting exercise</b>					<b>£3,468.00</b>

Excluded from the Total

Dock Museum,  
Park Leisure Centre,  
The Forum

**Licensing**  
**Cost Centre 059**

Fund	Cost Centre	Account Code		Budget 2014-2015	Revised Budget after fee setting exercise exercise
1	059	0000/0006/0007	A Pearson	17,450	17,450
1	059	0000/0006/0007	O Broadhead	33,070	33,070
1	059	0000/0006/0007	JC Chattaway	3,210	3,210
1	059	0000/0006/0007	J Hodgson	2,770	2,770
1	059	0000/0006/0007	G Barker	1,840	1,840
1	059	0000/0006/0007	S Carey	8,960	8,960
1	059	0000/0006/0007	J Curtis	22,820	22,820
1	059	0000/0006/0007	Senior Env Heath Officer (H&S FS)	1,840	1,840
1	059	0000/0006/0007	JE Selby	14,000	14,000
1	059	0000/0006/0007	SY O'Neill	21,770	21,770
1	059	0000/0006/0007	Licensing overtime	2,420	2,420
1	059	0031	Staff insurance	660	660
1	059	0032	Medical examinations	20	20
1	059	0043	Long service awards	50	50
1	059	0060	Essential user lump sum	2,690	2,690
1	059	0062	Essential user allowance	550	550
1	059	0064	Casual user allowance	540	540
1	059	0070	Use of public transport	110	110
1	059	0200	Equipment purchase	2,000	2,000
1	059	0201	Equipment rental	300	300
1	059	0213	Photocopier rental	340	340
1	059	0243	ADC Hospitality	160	160
1	059	0262	Printing and stationery	710	710
1	059	0263	ADC Printing and stationery	260	260
1	059	0264	Photocopying charges	450	450
1	059	0266	Publications	530	530
1	059	0269	Insurance	620	620
1	059	0278	Postage	60	60
1	059	0279	ADC Postage	340	340
1	059	0281	Telephone - rentals	340	340
1	059	0282	Telephone - calls	280	280
1	059	0293	Software maintenance	1,910	1,910
1	059	0307	Subsistence	100	100
1	059	0349	Subscriptions	440	440
1	059	0355	Advertising	1,650	1,650
1	059	0369	Professional fees	18,800	18,800
1	059	1140	Borough Treasurers - recharge	5,840	5,840
1	059	1141	Information technology - recharge	16,750	16,750
1	059	1142	Legal - recharge	2,510	2,510
1	059	1143	Human Resources - recharge	3,710	3,710
1	059	1145	Office accommodation - recharge	5,290	5,290
1	059	1148	Office support - admin - recharge	1,590	1,590
1	059	1149	Customer Services - recharge	6,740	6,740
1	059	1273	Fees	(5,000)	(5,000)
1	059	1450	Licensing - taxis	(73,560)	(104,566)
1	059	1451	Licensing - betting and gaming	(9,000)	(9,000)
1	059	1452	Licensing - animal welfare	(5,420)	(3,696)
1	059	1453	Licensing - street trading	(6,420)	(8,614)
1	059	1454	Licensing - boats and boatmen	(950)	(1,173)
1	059	1455	Licensing - adult shop	(440)	(111)
1	059	1456	Licensing - premises	(66,750)	(66,750)
1	059	1457	Licensing - personal	(1,330)	(2,160)
1	059	1458	Licensing - scrap metal	(1,690)	(212)
1	059	1592	Internal premises licensing	(1,740)	(1,740)
			<b>Cost Centre Total</b>	<b>34,190</b>	<b>3,468</b>

zoo inspections fees(expenses included above in professional fees)

only budgeted for 2 scrap metal collectors next year  
Dock Museum, Park Leisure Centre, The Forum