

CLACKMANNANSHIRE LICENSING BOARD

Report to Clackmannanshire Licensing Board

Date of Meeting: 15 August 2017

**Subject: Annual Licensing Board Income and Expenditure Report
2016/17**

Report by: Depute Clerk to the Board

1.0 Purpose

- 1.1. The Licensing Board has a duty to produce an annual Income and Expenditure Report on their alcohol licensing activities.

2.0 Recommendations

- 2.1. It is recommended that Clackmannanshire Licensing Board approve the annexed Annual Report of Income and Expenditure for the financial year 2016/17.

3.0 Considerations

- 3.1. The Scottish Government undertook a review of alcohol licensing fees in 2013 but was unable to gather sufficient data on income and expenditure to allow for fees to be reviewed at that time. Section 56 of The Air Weapons and Licensing (Scotland) Act 2015 inserted a new section 9B into the Licensing (Scotland) Act 2005 which imposes a duty upon Licensing Boards to prepare an income and Expenditure report to inform a review of fees.
- 3.2. The Scottish Government implemented this section on 15 May 2017 with the first report requested to cover financial year 2016/17. Following consultation between the Scottish Government representatives and members from the SOLAR Licensing Group, a template for this report was agreed upon, with the understanding that this may change for future annual reports. The annexed Report reflects this template.
- 3.3. Income is generated through licence fees, and this figure reflects the amount received in relation to alcohol and gambling applications during 2016/17.
- 3.4. Expenditure includes a wide range of costs associated with the provision of the licensing service, including the meetings of the Board itself. "Direct staff costs" include salary costs of those staff directly involved in the delivery and administration of the service; "Other staff costs" include support staff costs such as finance etc., and Board members costs; "Central Support" includes a portion of the central overheads charged for us of IT, premises, HR and other such services.

3.5. It is anticipated that the Scottish Government will prescribe a more detailed report in the future, and discussions around this will continue between them and representatives from the SOLAR Licensing Group.

4.0 Sustainability Implications

4.1. None.

5.0 Resource Implications

5.1. None

6.0 Exempt Reports

6.1. Is this report exempt? Yes (please detail the reasons for exemption below) No

7.0 Equalities Impact

7.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?

Yes No

8.0 Legality

8.1 It has been confirmed that in adopting the recommendations contained in this report, the Board is acting within its legal powers. Yes

9.0 Appendices

9.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

Annual Licensing Board Income and Expenditure Report 2016/17

10.0 Background Papers

10.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes (please list the documents below) No

Author(s)

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Stuart McQueen	Depute Clerk to the Licensing Board	X 2085

Approved by

NAME	DESIGNATION	SIGNATURE
Andrew Wyse	Clerk to the Licensing Board	Signed: A Wyse

Clackmannanshire Council Licensing Board Financial Report for the Year Ended 31st March 2017

	<u>£</u>	<u>£</u>
Income		
Alcohol Licensing fees		(60,306)
Expenditure		
Direct Staff Cost ¹	62,651	
Other Staff ²	23,398	
Supplies & Services (Insurance)	194	
Central Support ³	<u>17,487</u>	
<i>Total Expenditure</i>		103,730
<i>Deficit</i>		<u><u>43,424</u></u>

Notes

- 1 Direct Staff Cost: Salary costs of staff directly involved in licences administration
- 2 Other Staff Costs: This cost is made up of support staff costs such as finance, Legal services and Committee members costs
- 3 Central Support: This is portion of central overheard charges for use of IT, Premises, HR and other services

