

# Agenda

## Meeting of the Licensing Committee

**Date:** Wednesday, 9 October 2024

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**Time:** 14:00

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**Venue:** Council Chambers, Clydebank Town Hall, 5 Hall Street, Clydebank  
G81 2NR

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**Contact:** Lynn Straker, Committee Officer  
Email: [lynn.straker@west-dunbarton.gov.uk](mailto:lynn.straker@west-dunbarton.gov.uk)  
[committee.admin@west-dunbarton.gov.uk](mailto:committee.admin@west-dunbarton.gov.uk)

Dear Member

Please attend a **Meeting of the Licensing Committee** as detailed above.

The business is shown on the attached agenda.

Yours faithfully

**PETER HESSETT**

Chief Executive

**Distribution:**

Councillor Ian Dickson  
Councillor Gurpreet Singh Johal  
Councillor Jonathan McColl  
Councillor John Millar  
Councillor Lawrence O'Neill  
Councillor Chris Pollock  
Councillor Hazel Sorrell

All other Councillors for information.  
Chief Officer – Regulatory and Regeneration

Date Issued: 25 September 2024

## MEETING OF LICENSING COMMITTEE

WEDNESDAY, 9 OCTOBER 2024

### AGENDA

**1 APOLOGIES**

**2 DECLARATIONS OF INTEREST**

Members are invited to declare if they have an interest in any of the undernoted items of business on this agenda and, if so, state the reasons for such declarations.

**3 MINUTES OF PREVIOUS MEETING 5 - 10**

Submit for approval, as a correct record, the Minutes of meeting of the Licensing Committee held on 7 August 2024.

**4 OPEN FORUM**

The Committee is asked to note that no open forum questions have been submitted by members of the public.

**5 EXCLUSION OF PRESS AND PUBLIC 11**

The Committee is asked to consider passing the following resolution prior to consideration of Items 6, 7, 8 and 9 as undernoted:-

“That under Section 50A(4) of the Local Government (Scotland) Act, 1973 the press and public be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information as defined in Paragraph 14 of Part 1 of Schedule 7A of the Act.”

**6 APPLICATION FOR GRANT OF A TAXI/PRIVATE HIRE  
CAR DRIVER'S LICENCE**

Submit report by the Chief Officer – Regulatory and Regeneration requesting the Committee to consider an application for grant of a Taxi/Private Hire Car Driver's Licence submitted by Mr Christopher Percy.

**7 APPLICATION FOR GRANT OF A TAXI/PRIVATE HIRE  
CAR DRIVER'S LICENCE**

Submit report by the Chief Officer – Regulatory and Regeneration requesting the Committee to consider an application for grant of a Taxi/Private Hire Car Driver's Licence submitted by Mr Greg McPhie.

**8 APPLICATION FOR GRANT OF A TAXI/PRIVATE HIRE  
CAR DRIVER'S LICENCE**

Submit report by the Chief Officer – Regulatory and Regeneration requesting the Committee to consider an application for grant of a Taxi/Private Hire Car Driver's Licence submitted by Mr. Jose George.

**9 APPLICATION FOR RENEWAL OF A TAXI/PRIVATE  
HIRE CAR DRIVER'S LICENCE**

Submit report by the Chief Officer – Regulatory and Regeneration requesting the Committee to consider an application for the grant of a Taxi/Private Hire Car Driver's Licence submitted by Mr. Yousuf Ghouri.

**10 TAXI FARE REVIEW UPDATE 13 - 15**

Submit report by the Chief Officer – Regulatory and Regeneration providing information to allow the Licensing Committee to update its practice in relation to its consultation in relation to taxi fare reviews.

**11 CIVIC AND MISCELLANEOUS LICENSING FEE REVIEW 17 - 25**

Submit report by the Chief Officer – Regulatory and Regeneration providing an update on the outcome of a review of licence fees relating to Civic and Miscellaneous licence types and possible amendments to the duration of licences.

**LICENSING COMMITTEE**

At a Meeting of the Licensing Committee held in the Council Chambers, Clydebank Town Hall, 5 Hall Street, Clydebank on Wednesday, 7 August 2024 at 2.00 p.m.

**Present:** Councillors Gurpreet Singh Johal, Ian Dickson, Jonathan McColl, June McKay, Chris Pollock and Hazel Sorrell.

**Attending:** Michael McDougall, Manager of Legal Services; Robert Mackie, Senior Licensing Officer; Lawrence Knighton, Licensing Standards Officer and Lynn Straker, Committee Officer.

**Also Attending:** Sergeant Ben Rusden, Police Scotland and Judi Ferguson, Building Services Team Leader.

**Apologies:** Apologies for absence were intimated on behalf of Councillors John Millar and Lawrence O'Neill.

**Councillor Gurpreet Singh Johal in Chair**

**DECLARATIONS OF INTEREST**

It was noted that there were no declarations of interest in any of the items of business on the agenda.

**MINUTES OF PREVIOUS MEETINGS**

The Minutes of Meeting of the Licensing Committee held on 5 June 2024 were submitted and approved as correct record.

**OPEN FORUM**

The Committee noted that no open forum questions had been submitted by members of the public.

**EXCLUSION OF PRESS AND PUBLIC**

The Committee agreed to approve the following resolution to exclude the press and public from the meeting to allow the following item to be heard:-

“That under Section 50A(4) of the Local Government (Scotland) Act, 1973 the press and public be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information as defined in Paragraph 14 of Part 1 of Schedule 7A of the Act.”

### **APPLICATION FOR GRANT OF A TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE**

A report was submitted by the Chief Officer – Regulatory and Regeneration requesting the Committee to consider an application for grant of a Taxi/Private Hire Car Driver's Licence submitted by Mr. David Butchart.

After discussion and having heard the applicant in further explanation and in answer to Members' questions, Members agreed to grant the Licence subject to noted and agreed conditions.

#### **DECIDED:-**

Members agreed to grant the Licence subject to noted and agreed conditions.

### **APPLICATION FOR RENEWAL OF A TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE**

A report was submitted by the Chief Officer – Regulatory and Regeneration requesting the Committee to consider an application for the renewal of a Taxi/Private Hire Car Driver's Licence submitted by Mr. James McCallum.

After discussion and having heard Sergeant Rusden, Police Scotland and the applicant in further explanation and in answer to Members' questions, Members agreed to a continuation of the hearing for the Licence until a future date of the Licensing Committee and the outcome of pending court case in this matter.

#### **DECIDED:-**

Members agreed to a continuation of the hearing for the Licence until a future date of the Licensing Committee and the outcome of pending court case in this matter.

### **APPLICATION FOR RENEWAL OF A TAXI/PRIVATE HIRE CAR DRIVER'S LICENCE**

A report was submitted by the Chief Officer – Regulatory and Regeneration requesting the Committee to consider an application for the renewal of a Taxi/Private Hire Car Driver's Licence submitted by Mr. Martin Mullen.

After discussion and having heard Sergeant Rusden, Police Scotland and the applicant in further explanation and in answer to Members' questions, Members agreed to grant the licence.

**DECIDED:-**

Members agreed to grant the licence.

**APPLICATION FOR GRANT OF A SHORT TERM LET LICENCE**

A report was submitted by the Chief Officer – Regulatory and Regeneration requesting the Committee to consider an application for grant of a Short Term Let Licence submitted by Mr. Martyn Taylor in respect of premises at Flat 2/1 13 Carrochan Gardens, Balloch, Alexandria G83 8FF.

Members first heard from a number of objectors to the application and their reasons for their objection. They then heard from the applicant in support of the application.

**ADJOURNMENT**

Councillor Johal, Chair, adjourned the meeting for a short recess. The meeting reconvened at 4.22 p.m. with all those present in the sederunt in attendance.

After discussion and having heard the applicant in further explanation and in answer to Members' questions, Councillor Johal, seconded by Councillor Pollock moved a motion to grant the licence with conditions in place as noted.

Councillor McColl, seconded by Councillor Dickson, moved an amendment to not grant the licence, due to a number of reasons as detailed by objectors at the meeting.

Having heard the Manager of Legal Services in clarification of certain matters, a roll call vote was taken. Three Members voted for the motion, namely Councillors Johal, Pollock and McKay and three Members voted for the amendment, namely Councillors Dickson, McColl and Sorrell. The Manager of Legal Services noted as it was a tied roll call vote, in line with Standing Orders the deciding vote would be passed to Councillor Johal as Chair. The motion was accordingly declared carried for the licence to be granted subject to noted conditions.

**DECIDED:-**

On the outcome of a roll call vote, the licence was granted subject to noted conditions.

**VARIATION IN ORDER OF BUSINESS**

Having heard the Chair, the Board agreed to vary the order of business as hereinafter minuted.

## **APPLICATION FOR GRANT OF A SHORT TERM LET LICENCE**

A report was submitted by the Chief Officer – Regulatory and Regeneration requesting the Committee to consider an application for grant of a Short Term Let Licence submitted by Ms. Laura Clark in respect of premises at Milton House, Milton Brae, Milton G82 2TU.

The Manager of Legal Services noted the concerns from Environmental Health had now been resolved in this matter. Members then heard from Building Services Team Leader who detailed their concerns.

After discussion and having heard the Building Services Team Leader and the applicant in further explanation and in answer to Members' questions, Members agreed to grant the licence subject to the conditions noted and concerns from Building Standards being addressed appropriately within the next 6 months or the application would be brought back to the Committee.

### **DECIDED:-**

Members agreed to grant the licence subject to the conditions noted and concerns from Building Standards being addressed appropriately within the next 6 months or the application would be brought back to the Committee.

Note:- Councillor Dickson left the meeting after this item.

## **APPLICATION FOR GRANT OF A SHORT TERM LET LICENCE**

A report was submitted by the Chief Officer – Regulatory and Regeneration requesting the Committee to consider an application for grant of a Short Term Let Licence submitted by Mr. Edward McVey, Waterman's Cottage, Blairlinnis, Blairlinnis House, Gartocharn, Alexandria G83 8ND.

After discussion and having heard the Building Standards Team Leader and the applicant in further explanation and in answer to Members' questions, Members agreed to a continuation of the hearing to a future date of the Licensing Committee to allow applicant to suitably resolve concerns with Building Services.

### **DECIDED:-**

Members agreed to a continuation of the hearing to a future date of the Licensing Committee to allow the applicant to suitably resolve concerns with Building Services.

## **APPLICATION FOR GRANT OF A SHORT TERM LET LICENCE**

A report was submitted by the Chief Officer – Regulatory and Regeneration requesting the Committee to consider an application for grant of a Short Term Let

Licence submitted by Ms. Kelly Maxwell-Brown in respect of premises at 62 Middleton Street, Alexandria G83 0DG.

After discussion and having heard the Building Services Team Leader and the applicant in further explanation and in answer to Members' questions, Members agreed to grant the licence subject to conditions noted and all concerns being suitably resolved with Building Services.

**DECIDED:-**

Members agreed to grant the licence subject to conditions noted and all concerns being suitably resolved with Building Services.

**APPLICATION FOR GRANT OF A SHORT TERM LET LICENCE**

A report was submitted by the Chief Officer – Regulatory and Regeneration requesting the Committee to consider an application for grant of a Short Term Let Licence submitted by Mr. Jonathan Rankin and Mr. Scott Piatkowski in respect of premises at South Lodge, Old Luss Road, Balloch G83 8QP.

After discussion and having heard the Building Standards Team Leader and the applicant in further explanation and in answer to Members' questions, Members agreed to grant the licence subject to the conditions noted.

**DECIDED:-**

Members agreed to grant the licence subject to the conditions noted.

**APPLICATION FOR GRANT OF A SHORT TERM LET LICENCE**

A report was submitted by the Chief Officer – Regulatory and Regeneration requesting the Committee to consider an application for grant of a Short Term Let Licence submitted by Ms. Leslie McLellan, Sheildaig Farm, Upper Stoneyhallan Road, Alexandria G83 8QY.

After discussion and having heard the Building Services Team Leader and the applicant in further explanation and in answer to Members' questions, Members agreed to continue the hearing to a future meeting of the Licensing Committee to allow the applicant to suitably resolve concerns held by Building Standards.

**DECIDED:-**

Members agreed to continue the hearing of the application to a future meeting of the Licensing Committee to allow the applicant to suitably resolve concerns held by Building Standards.

The meeting closed at 5.06 p.m.

DRAFT



Referencing Items 6, 7, 8 and 9 as undernoted:-

**NOT FOR PUBLICATION**

**by virtue of Paragraph 14 of Part 1 of Schedule 7A of  
the Local Government (Scotland) Act, 1973**

ANY ACTION TAKEN OR TO BE TAKEN IN  
CONNECTION WITH THE PREVENTION,  
INVESTIGATION OR PROSECUTION OF CRIME

**PLEASE NOTE THAT CONFIDENTIAL INFORMATION  
AND PAGES HAVE BEEN REMOVED**



**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer – Regulatory & Regeneration****Licensing Committee – 9 October 2024**

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**Subject: Taxi fare review update**

**1 Purpose**

**1.1** To allow the Licensing Committee to update its practice in relation to its consultation in relation to taxi fare reviews.

**2 Recommendations**

**2.1** It is recommended that Members:-

- (a) continue their practice of consulting persons or bodies representative of taxi operators in terms of section 17 of the Civic Government (Scotland) Act 1982;
- (b) authorise officers to consult with holders of a taxi operator licence to ascertain views on the terms of the document at Appendix 1; and;
- (c) report the outcome of the consultation to a future meeting of the Licensing Committee for consideration.

**3 Background**

**3.1** The Council regulates the licensing of Taxi and Private Hire Cars under the Civic Government (Scotland) Act 1982 (“the Act”). The Council’s licensing functions are delegated to the Committee.

**3.2** Section 17 of the Civic Government (Scotland) Act 1982 (the 1982 Act) requires the licensing authority to fix scales for the fares and other charges in relation to the hire of taxis. It must do so within 18 months of the previous scales coming into effect. Prior to fixing these scales, the licensing authority must review these scales.

**3.3** The Committee operates two zones within its area, Clydebank and Dumbarton & the Vale of Leven. At the Committee’s meeting of 30 March 2022, it determined to consult with the Clydebank Taxi Operator’s Group in relation to the review of its scale for the fares and other charges in the Clydebank zone. The Committee consults with trade representatives in the Dumbarton and the Vale of Leven zone.

**3.4** At the Committee meeting of 17 April 2024, Members considered its

latest review of scale for the fares and other charges in the Clydebank zone. When fixing said scale, the Committee instructed officers to review best practice in other licensing authorities.

#### **4 Main issues**

**4.1** Officers have written to other licensing authorities requesting details of how they consult in terms of section 17 of the 1982 Act. The responses received indicate that there is no consistent approach to the consultation with each authority having developed their own approach having regard to their own local circumstances.

**4.2** Having considered the responses and representations made to officers when fixing the scale for the Clydebank zone, it is proposed to allow for consultation with any person or body who can demonstrate that they represent at least 10% of all taxi operators in the zone as well as any persons or organisations previously recognised by the Committee as being representative of taxi operators. The procedure note at Appendix 1 sets out the operation of this requirement in detail.

**4.3** Any person or body purporting to represent at least 10% of all taxi operators will be required to provide evidence of this to the Council's Licensing Section unless this is evidenced by the holding of licences.

**4.4** Continuing the Committee's practice of consulting with representatives of taxi operators as opposed to individual taxi operators is advantageous as:-

- (a) it assists the Committee in determining what weight should be applied to proposals given that a scale must be fit for purpose for all operators; and
- (b) where individual operators are consulted, the Committee could face having to assess and consider multiple responses and this may be detrimental in attempting to formulate a new scale of fares, i.e. in preparing a scale that reflects a large number of individual comments, it may not reflect the needs of the trade as a singular entity.

**4.5** Notwithstanding consultation with representatives of the operators of taxis within the relevant zone, Members will be aware that the proposed fares are then subject of a public consultation.

#### **5 Options Appraisal**

**5.1** No options appraisal was required for this report.

#### **6 People Implications**

6.1 There are no personnel issues at this stage.

## 7 **Financial and Procurement implications**

7.1 There are no financial or procurement implications at this stage.

## 8 **Equalities Impact Assessment (EIA)**

8.1 Screening 1068: Screened as not being relevant. This is a change to an existing policy to codify how a party can become a representative to be consulted. There is no change to the consultation process. The Council's 'Communicating Effectively' guidance will be adhered to ensuring accessible and inclusive communications supporting this work.

## 9 **Consultation**

9.1 It is proposed that the Licensing Section will consult with holders of a taxi operator licence.

9.2 The proposed scale will continue to be subject of a public consultation once the Committee concludes its review having considered representations from persons or organisations representative of taxi operators.

## 10 **Strategic Assessment**

10.1 Licensing plays a key role to make sure our communities are resilient and thriving.

**Alan Douglas**  
**Chief Officer – Regulatory and Regeneration**  
**10 September 2024**

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**Person to contact:** Michael McDougall  
Manager of Legal Services  
michael.mcdougall@west-dunbarton.gov.uk

**Appendices:** None

**Background papers:** Civic Government (Scotland) Act 1982  
Circular 25/1986: Licensing of Taxis and Private Hire Cars  
EIA1068

**Wards affected:** All



**WEST DUNBARTONSHIRE COUNCIL**  
**Report by Chief Officer – Regulatory & Regeneration**  
**Licensing Committee – 9 October 2024**

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**Subject: Civic and Miscellaneous Licensing Fee Review**

**1. Purpose**

- 1.1** To update Members with the outcome of a review of licence fees relating to Civic and Miscellaneous licence types and possible amendments to the duration of licences.

**2. Recommendations**

- 2.1** It is recommended that the Licensing Committee:-

- (a) note the terms of the fee review and the exercise undertaken by Officers;
- (b) note the financial position of the licensing function following the aforementioned fee review; and
- (c) note the adoption of a two or three year type will not deliver the level of savings that will allow a reduction in licence fees.

**3. Background**

- 3.1** On 16 March 2022, the Licensing Committee instructed that a review of licence fees be carried out and the possibility of a two or three year licence for various licence types be investigated.
- 3.2** The Civic Government (Scotland) Act 1982 requires that licensing authorities be cost neutral, i.e. the licensing regime should neither make a surplus or loss. The cost of the licence should reflect the cost incurred by the Council in processing the application and subsequent enforcement activities.
- 3.3** The previous licence fee review was carried out in early 2020. The review directed no particular change to licence fees be made with the exception of boat hire licences. Since then, licence fees have increased at various rates as instructed by Council to reflect the cost pressures faced by the Council.
- 3.4** The review of licence fees has been delayed for various reasons including its complexity, staff changes, budget uncertainty, and restructuring. It is important that any review is carried out on a sound footing with robust and probative evidence.
- 3.5** Members should note that financial matters relating to the alcohol and gambling licensing functions are reported separately to the Licensing Board.

#### **4. Main Issues**

##### **Committee instructions – 16 March 2022**

- 4.1** The Committee, at its meeting of 16 March 2022, instructed the Licensing Section to investigate the possibility of two or three year licences for a range of licence types. This instruction captured Taxi/Private Hire Car Driver Licences and other civic licences currently issued for a one year period.
- 4.2** Licensing Officers, with the assistance of Finance Officers, have carefully considered how to deliver a two or three year licence fee while complying with the statutory duty to make sure that the licensing function is delivered on a cost neutral basis. It is a key principle, that owing to the system being cost neutral, any reduction to the fee must be reflected in a reduction in resources, i.e. for the fees to reduce there must be a reduction in the resources used to administer the licensing regime.
- 4.3** It is the professional opinion of Officers that the licensing function cannot be delivered with a smaller Licensing team. The current setup is the minimum staffing level required to deliver the Council's licensing function effectively.
- 4.4** While time savings may be made when moving from processing some applications from a yearly basis to a two or three yearly basis, the savings made do not result in any significant reduction that leads to excess capacity in the team, i.e. there is no reduction in cost to the licensing authority. It is important to note that a two or three yearly licence will still require input from the Licensing Section to maintain that licence and to make sure that the holder complies with its terms and conditions. Further, the uncertainty of the income levels that would be introduced means that it would be impossible to predict a future income level/work level for the Licensing Section moving forward. In short, moving some licences to a three year basis would not bring about any substantial reduction in the cost to the Council in administrating the licensing function.

##### **Fee review**

- 4.5** The Licensing team has carried out a fee review. Due to the principle of full cost recovery, any review of fees has to be linked to expenditure on licensing functions. Employees within the Licensing Section are multi-functional therefore any data on expenditure requires staff time to be apportioned to the various different activities carried out. Accordingly, the fee review needs to be read in light of the full licensing function which, in addition to licences issued under the Civic Government (Scotland) Act 1982 and other non-Civic legislation, covers Officers' costs and time allocated to liquor functions, gambling and non-income generating activities such as public processions and public charitable collections.
- 4.6** For the purposes of this review, licences have been grouped into their distinct costs codes for licensing activity types.

These are namely:-

1. Taxi/Private Hire Car Licence.
2. Taxi/Private Hire Car Driver's Licences.
3. Taxi Booking Office Licences.
4. Street Traders/Window Cleaners Licences.
5. Other Civic Government Premises
  - (Late Hours Catering) A
  - (Knife Dealers) B
  - (Market Operators) B
  - (Metal Dealers) B
  - (Second Hand Dealers) B
  - (Skin Piercing and Tattooing) B
  - (Sexual Entertainment Venues) C
  - (Second Hand Car Dealers) C
6. Animal Licences
  - (Animal Boarding)
  - (Animal Welfare)
  - (Pet Shops)
  - (Riding Establishments)
  - (Zoos)
7. Leisure
  - (Public Entertainment, Cinema, Sunbed Salons)
8. Short-term Let Licences
9. Safety
  - (Petroleum, Fireworks)
9. HMO Licences
10. Other
  - (Public Processions, Public Charitable Collections, Permits)

The A, B and C categories under Other Civic Government Premises indicate varying degrees of work complexity required, both by Licensing Section staff and internal consultees, and the fee for each category is reflected in three separate fees. The C category is the most complex with the complexity descending through the B and A categories.

- 4.7** Some licences are issued triennially therefore income can vary from year to year. Income projections have been used to determine the average income per year using the current financial year and the following two financial years. Income has been calculated using the fees applicable in the financial year's 2023/24, 2024/25 and 2025/26. Fees were increased by 10% for the period 2024/25 and an estimated 4% increase has been applied to fees for 2025/26. The current fee schedule is at Appendix 1.
- 4.8** Appendix 2 shows a summary of the data that has been gathered. Members should bear in mind that these calculations should not be treated as exact. Estimates have had to be made based on professional judgements for the amount of time spent on the various areas of licensing activity for both staff and elected members.
- 4.9** Total salary costs incurred by the Licensing Section are taken as an average over

the financial year's 2023/24, 2024/25 and 2025/26. A 3% pay increase has been projected in 2024/25 and again onto 2025/26 before taking the average over the three years.

- 4.10** The Licensing Section's non-salary costs are taken from the estimate book as an average of the current year and the next two financial years.
- 4.11** The Central Support Allocation has been provided by colleagues in the Council's Resources Service. Central support comprises all the costs associated with support services such as Resources, HR and ICT. These are allocated on a percentage basis as identified by the team providing the service.
- 4.12** Average salary costs have been apportioned to each of the areas of licensing activity based on how much time is spent on each licensing activity as far as possible. Also included are the pro-rata share of the employee costs of Environmental Health, Trading Standards, elected members, the remaining Direct Admin Support and Regulatory Senior Managers.
- 4.13** There are no proposals to decrease the level of fees that are already showing a surplus. Any surpluses showing within Appendix 2 are small, i.e. *de minimis* compared with overall income and costs and subject to the risk of negative variation over the proposed period. In particular a small change in the number of licences applied for or renewed may result in that *de minimis* surplus being eliminated.
- 4.14** There are no proposals to increase the level of fees in categories that are already showing a deficit. The levels of deficit are such that it cannot be relied upon to evidence an increase in licence fees at this time and further review of any trends is required. Following the fee review in 2014, there was a large percentage increase in civic licensing fees (with the exception of taxi related fees) and non-civic licensing fees. Accordingly, at this present time, notwithstanding the projected current deficit, it is not recommended that there should be an increase in such fees which the Council has discretion to set, aside from an annual fee increase.
- 4.15** Officers will continue to monitor whether these activities result in a continuing surplus or deficit and what level that surplus or deficit may be. It is worthy of note that this specific projection may vary due to the current trend which has seen a reduction in the number of licences being applied for under these categories.

## **5. People Implications**

- 5.1** There are no personnel issues for the Council arising from this report.

## **6. Financial Implications**

- 6.1** The recommendations outlined in this Report are made so to make sure that the Council – as the licensing authority – operates its licensing function on a cost neutral basis.

## **7. Risk Analysis**

- 7.1** There is no increased risk to the Council associated with the contents of this report.

## **8. Equalities Impact Assessment (EIA)**

- 8.1** Screening 1075: Screened as not relevant. The Licensing team has carried out a fee review. Due to the principle of full cost recovery, any review of fees has to be linked to expenditure on licensing functions. Employees within the Licensing Section are multi-functional therefore any data on expenditure requires staff time to be apportioned to the various different activities carried out. This will determine the appropriate fee.

## **9. Consultation**

- 9.1** Officers in the Council's Resources Service have been consulted in relation to various financial matters ranging from details of the Central Support Allocation to confirmation on the robustness of the methodology used.
- 9.2** The licence fee review incorporates the cost of other Council services involved in the maintenance of the licence. This information has been gathered from the relevant Council services.
- 9.3** The Committee, at its meeting on 16 March 2022, requested that the taxi trade be consulted on the two and three year licence proposal. Given that it is Officers' view that this is not achievable, no consultation has taken place.
- 9.4** Finance have been consulted as part of this report.

## **10. Strategic Assessment**

- 10.1** This review of the Statement of Principles will help make sure that Our Communities are Resilient and Thriving.

**Alan Douglas, Chief Officer - Regulatory and Regeneration**  
**24 September 2024**

**Person to Contact:**

Michael McDougall  
Manager of Legal Services  
West Dunbartonshire Council  
Municipal Buildings  
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G82 1NR

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**Appendix**

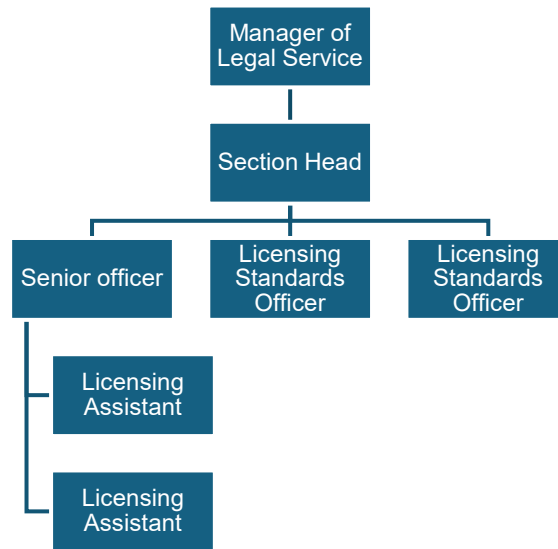
Appendix 1 – Licensing Section structure

Appendix 2 – Fee review

**Background Papers**

EIA1075

Appendix 1 - Structure





# ITEM 11 APPENDIX 2

## West Dunbartonshire Council Review of Licence Fees - Summary

	Taxi Drivers	Taxi/Private Hire Operators	Taxi Booking Office	Other Civic Government (A)	Other Civic Government (B)	Other Civic Government (C)	Street Traders Window Cleaners	Short Term Lets	Animal Licences	Licensing Safety	Leisure HMO	Other	Total	
<b>Income</b>														
Estimated Average Income 23/24 - 25/26 including 10% fee increases for 24/25 and 4% for 25/26	<b>146080</b>	<b>112651</b>	<b>1538</b>	<b>11705</b>	<b>20076</b>	<b>7980</b>	<b>8000</b>	<b>23610</b>	<b>11049</b>	<b>1120</b>	<b>16535</b>	<b>17233</b>	<b>0 377577</b>	
<b>Expenditure</b> (Based on percentage of time allocated to licence types) Licensing Team average salary costs 23/24 - 25/26 3% increase factored in for 24/25 and 25/26														
Employee A	14992	23987	300	1799	2998	1199	1199	2998	1499	300	1499	2998	600 56368	
Employee B	13493	8995	150	900	900	900	1199	600	150	0	1499	300	900 29986	
Employee C	13493	8995	150	900	900	900	1199	600	150	0	1499	300	900 29986	
Employee D	9046	5609	90	543	905	362	905	905	995	181	905	724	1809 22979	
Employee E	9046	5609	90	543	905	362	905	905	995	181	905	724	1809 22979	
Overtime	0	0	0	0	0	0	0	0	0	0	0	0	0 0	
Non-salary costs (excl. central support allocation)	4064	2561	5	18	23	12	403	34	12	4	23	18	24 7201	
Central support allocation	45933	37489	675	4053	5066	2533	4053	7430	3040	675	5066	4053	5235 125301	
Other costs (salaries plus non-salary overheads)														
Admin Support	16467	9880	165	329	823	329	0	1317	329	329	329	165	823 31285	
Environmental Health enforcement	0	0	0	403	1007	0	705	1209	2654	0	3684	806	134 10602	
Trading Standards enforcement	0	0	0	0	1223	611	0	0	0	1922	0	0	0 3756	
Senior managers within Regulatory Services	13481	11003	198	1190	1487	743	1190	2181	892	198	1487	1190	1536 36776	
Elected members' costs - Licensing Board	0	0	0	0	0	0	0	0	0	0	0	0	0 0	
Elected members' costs - Licensing Committee	5316	759	38	266	228	38	152	266	38	38	190	38	228 7595	
Legal Expenses - (payments to other bodies)	0	1000	0	0	0	0	0	0	0	0	0	0	0 1000	
<b>Total Expenditure</b>	<b>145331</b>	<b>115887</b>	<b>1861</b>	<b>10944</b>	<b>16465</b>	<b>7989</b>	<b>11910</b>	<b>18445</b>	<b>10754</b>	<b>3828</b>	<b>17086</b>	<b>11316</b>	<b>13998 385814</b>	
<b>Surplus / Deficit</b>	<b>749</b>	<b>-3236</b>	<b>-323</b>	<b>761</b>	<b>3611</b>	<b>-9</b>	<b>-3910</b>	<b>5165</b>	<b>295</b>	<b>-2708</b>	<b>-552</b>	<b>5917</b>	<b>-13998</b>	<b>-8237</b>
	<b>Surplus</b>	<b>Deficit</b>	<b>Deficit</b>	<b>Surplus</b>	<b>Surplus</b>	<b>Deficit</b>	<b>Deficit</b>	<b>Surplus</b>	<b>Surplus</b>	<b>Deficit</b>	<b>Deficit</b>	<b>Surplus</b>	<b>Deficit</b>	<b>Deficit</b>
Surplus/Deficit as a percentage of Average income	0.51%	-2.87%	-21.00%	6.50%	17.98%	-0.12%	-48.87%	21.88%	2.67%	-241.79%	-3.34%	34.33%	100.00%	