



DECISION TAKEN BY OFFICER UNDER PARAGRAPH 13(4) OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012

Name of Officer	Fiona Darby
Position of Officer	Director of Resident Services
Service Area	Resident Services

Title of Decision	Renewal of the Shared Licensing Service with Hart District Council
Date of Decision	4 November 2024
Key decision	No

Appendix	N/A
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Exempt or Confidential Information

It is considered that information contained within this report does not contain exempt information under the meaning of Schedule 12A of the Local Government Act 1972, as amended, and therefore can be made public.

Glossary of terms

Term	Definition
BDBC	Basingstoke and Deane Borough Council
HDC	Hart District Council
SLS	Shared Licensing Service

Background to decision:

Hart District Council and Basingstoke & Deane Borough Council entered into a Shared Licensing Service (SLS) on 1 July 2015. Through this arrangement BDBC delivers the following licensing functions on behalf of HDC:

- Alcohol and Entertainment Premises Licensing, including Temporary Events
- Hackney Carriage and Private Hire Vehicle Licensing
- Gambling Act
- Street Trading
- Door to Door and Charity Collections

The SLS has provided greater resilience for both Councils who previously had comparatively small teams. There have been considerable improvements to the licensing functions to the benefit of public safety for both Councils. This has been achieved through updating relevant policies, creating efficiency in procedures, increasing use of the electronic case management system, and introducing effective compliance and enforcement checks.

In October 2019 the SLS moved to a single hub based in Basingstoke. This change has provided greater staff support and service reliance, ensuring that residents and businesses have continued to receive high standards of service and support.

The SLS arrangement is set out in a legal deed. It is proposed to sign a Deed of Variation to extend the SLS arrangement until 30 September 2029, with provision to extend the term by a further 2 years.

Authority to make the decision:

The Leader (with approval from the relevant Portfolio Holder) has delegated authority to the Director of Resident Services to agree the terms of the Deed of Variation in accordance with Part 3 section 2 para 2.10.1 (a) (13):

The Leader may ...”Exercise discretion to personally discharge any Executive Functions or make arrangements for their discharge by the Cabinet, another member of the Cabinet, a committee of the Cabinet or an officer.”

The Leader and Cabinet Member for Residents’ Services and Housing have endorsed the decision.

Reason for Decision:

- The current shared service arrangements are the most efficient way to deliver the licensing service.
- The shared licensing service provides greater resilience.

Report/Information considered:

Legal	The general power of competence in the Localism Act 2011 allows councils to do anything that individuals may do subject to recipient of the service (Hart DC) agreeing that the service should be provided and the income from the charges for the service not exceeding the cost of the service provision. Basingstoke is also unable to set charges for the services provided to Hart in relation to Hart's licensing functions so each authority will continue to be responsible for setting their own fees and charges for this service.
Finance	The decision will provide certainty around the ongoing financial requirement for the council, supporting the Medium Term Financial Plan.
Property and regeneration	The service is provided by staff out of the Basingstoke offices.
Risk Management	The decision ensures resilience within the licensing service.
Equality, Diversity and Inclusion	There are no equalities implications associated with this decision.
Consultation and communication	N/A
Climate Change, ecological and biodiversity	N/A
HR	There are no HR implications associated with this report.

Alternative options considered and rejected:

1. The alternative to the continuation of the SLS would be for each authority to revert to providing its own licensing team with the attendant costs, and the lack of critical mass. The continuation of the SLS with HDC provides the most cost-effective service and the resilience needed.

Decision:

To approve a deed of variation with HDC to continue with the provision of a shared licensing service until 30 September 2029, and provision for a further 2 years beyond that date.

Record of any conflict of interest declared by any cabinet member who was consulted by the decision maker:

No conflict of interest.

Signed:	
Name:	Fiona Darby
Job title:	Director of Resident Services
Dated:	4 November 2024