

Commenced: 09.00am
Concluded: 09.08am

**PLANNING, ENVIRONMENT AND PUBLIC PROTECTION
CABINET MEMBER MEETING
1 NOVEMBER 2012**

Present: Councillor Dhindsa

In attendance: Councillors Redfern and Troup

1/12 Apologies

There were none.

2/12 Late Items Introduced by the Chair

There were no late items.

3/12 Declarations of Interest

There were no declarations.

4/12 Houses in Multiple Occupation (HMO) Mandatory Licensing
Scheme: Fees for Licences

A report from the Strategic Director of Neighbourhoods was considered. The report sought approval of a new fee structure for mandatory licensing of houses in multiple occupation.

The Director of Environment and Regulatory Services outlined the report and explained that guidance issued through the Department of Communities and Local Government in 2010/11 recommended that renewals should cost less than new applications. It was further explained that usually upon review, fees were increased in line with inflation. The calculation used to determine these proposals, however, amounted to a reduction in fees. Consequently, the director was seeking the authorisation of the cabinet member.

In response to a question from the Vice Chair of the Planning, Housing and Leisure Scrutiny Board, the director confirmed that the updated Local Government Association toolkit was used to calculate the fees. The director referred to the financial information contained within section 1.1 of the implications contained in appendix 1. The director confirmed that to the best of the department's knowledge, all large three storey buildings in the city which were eligible to be licensed had been.

Resolved to:

1. **approve a new fee structure for mandatory licensing of houses in multiple occupations. The new fee structure to be as follows:**
 - **first time applications - £955**
 - **applications to renew licences - £876; and**
2. **authorise the Service Director, Environment & Regulatory Services to approve the discounting of fees in certain circumstances, for example in the case of a landlord being accredited under a recognised accreditation scheme.**

5/12 Performance Reporting – Quarter Two 2012/13

A report from the Chief Executive was considered. The report presented the quarter two performance results for the council scorecard, including a dashboard summary of performance and an improvement report for those measures forecast not to meet their year end target or have missed the quarter two target.

The cabinet member noted that the dashboard summary contained one measure within his portfolio area, namely, percentage of premises compliant with alcohol licensing conditions (EaRS PM18). This measure recorded a blue status indicator, which was considered to be good.

Resolved to note the quarter two 2012/13 performance results.

MINUTES END