City of Glasgow Licensing Board

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Report by Clerk to the Licensing Board

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Item 6

14th May 2024

Licensing (Scotland) Act 2005

Interim Performance Monitoring Report – Financial Year 2023/24

Purpose of Report:
To advise members of the Local Licensing Forum on the performance of the Licensing Board in the administration of the Licensing (Scotland) Act 2005 over the last 6 months of financial year 2023/24.

1. Performance Indicators – Measuring quality of service delivery

The Licensing Board utilises the following key performance indicators to measure performance in administering the Licensing (Scotland) Act 2005:

- Applications for Premises and Provisional Premises Licences determined within 6 months;
- Applications for Major Variation determined within 6 months;
- Applications for Minor Variation determined within 6 weeks;
- Applications for Transfer under Section 33 determined within 3 months;
- Applications for Transfer under Section 34 determined within 3 months;
- Applications for Extended Hours determined within 8 weeks;
- Late applications for Extended Hours determined before event;
- Applications for Occasional Licence determined within 8 weeks;
- Late applications for Occasional Licence determined before event; and
- Applications for Personal Licence determined within 8 weeks.

2. Performance over last six months of Financial Year 2022/23

Based on performance indicators noted above the performance of the Licensing Board between October 2023 and March 2024 can be measured as:

Application	Within Target	Outwith Target	Percentage
Premises Licence	4	0	100%
Provisional Premises Licence	12	11	52%
Major Variation	41	40	51%
Minor Variation	279	32	90%
Transfer S33	32	12	73%
Transfer S34	16	7	70%
Occasional Licence (On time)	229	89	72%
Occasional Licence (Late)	377	0	100%
Extended Hours (On time)	79	9	90%
Extended Hours (Late)	64	0	100%
Personal Licence	215	88	70%

Table 1: Percentage of Applications within processing targets for Q3 and Q4 of Financial Year 2023/24

3. Comparison with previous financial year

Overall the Licensing Board has achieved 82% of its performance targets during the last six months of financial year 2023/24 compared with 84% of performance targets for the previous financial year.

4. Recommendation

Members of the Local Licensing Forum are asked to note the terms of this report.