

INVEST TO SAVE BUDGET
PRO FORMA FOR ROUND 3 FORMAL BIDS

ASSESSMENT SHEET

BID NO: R3 307

Summary details

<i>Project title</i>	On Line Licensing Process																
<i>Parties to project (lead partner in bold)</i>	Dartford Borough Council (Lead) Swale Borough Council, Ashford Borough Council, Canterbury City Council, Dover District Council, Maidstone Borough Council, Medway Council, Tunbridge Wells Borough Council, Kent Police, Kent Fire Brigade.																
<i>Objectives of project</i>	<ul style="list-style-type: none"> ➤ Reduce costs and add value. ➤ Involve all interested agencies. ➤ Promote consistency & transparency. ➤ Deliver customer expectations and aspirations. ➤ Improve controls for licensed premises as a part of any community safety strategy. ➤ Deliver e-government for the licensing process by 2005. 																
<i>Description of project</i>	To develop an interactive web site for the entertainment licensing process to include: <ul style="list-style-type: none"> ➤ Current processes ➤ Implement the White Paper proposals for changes to the licensing laws ➤ Facilitate future development for other licensing matters 																
<i>Round 3 theme (secretariat use only)</i>	<i>Policy category (secretariat use only)</i>																
<i>ISB funding sought</i>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">£</th> <th style="text-align: center;">01/02</th> <th style="text-align: center;">02/03</th> <th style="text-align: center;">03/04</th> </tr> </thead> <tbody> <tr> <td>Current</td> <td style="text-align: center;">85000</td> <td></td> <td></td> </tr> <tr> <td>Capital</td> <td style="text-align: center;">15000</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td style="text-align: center;">100000</td> <td></td> <td></td> </tr> </tbody> </table>	£	01/02	02/03	03/04	Current	85000			Capital	15000			Total	100000		
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EXECUTIVE SUMMARY

The key elements of the proposal are to develop an interactive web site for local authorities and associated agencies to administer the entertainment licensing process for music & dancing, plays and cinematograph licences. A part of this process will be to administer the registered door supervisors' scheme.

In addition, the website will incorporate any Central Government proposals to reform licensing as detailed in the White Paper which will include the wholesale transfer of drinks licensing from the Magistrates' Court to local authorities, which is expected in 2002.

Further development of the interactive website is envisaged in 2002 to administer other local authority licensing duties including food and taxi licences.

The Project will give applicants the ability to make licence applications electronically incorporating payment of fees, statutory consultation and public consultation. Automated processing of applications including Member reports, technical schedules and licences would be produced via the website. The project will include the provision of a training programme for all interested parties and national promotion of the website.

The Project will ensure that all agencies involved provide a co-ordinated response to alcohol misuse.

SECTION 1

Nature of the Project

The key elements of the proposal are to develop an interactive web site for local authorities and associated agencies to administer the entertainment licensing process. Local authorities can grant, revoke, vary and renew licences for music & dancing, plays and cinemas. An additional part of this process will be to administer the registered door supervisors' scheme.

In addition, the website will incorporate any Central Government proposals to reform licensing as detailed in the White Paper which will include the wholesale transfer of drinks licensing from the Magistrates' Court to local authorities, which is expected in 2002.

Further development of the interactive website is envisaged in 2002 to administer other local authority licensing duties including food and taxi licences.

Parties to the Project

Partners:

Ashford Borough Council
Canterbury City Council
Dartford Borough Council (Lead)
Dover District Council
Kent Police
Kent Fire Brigade
Maidstone Borough Council
Medway Council
Swale Borough Council
Tunbridge Wells Borough Council

Additional parties who have expressed an interest:

Sevenoaks District Council
Shepway District Council
Thanet District Council

SECTION 2

Objectives of the On Line Licensing Project

1. To electronically deliver the local authority licensing process to meet e-government deadlines.
2. To improve local authority performance by making the licensing process citizen centred, reflecting local priorities and strategies.
3. To facilitate a mechanism for a nationally co-ordinated project that will provide an licensing infrastructure for local government, linking all associated agencies to provide a more joined up government.
4. To provide the community with quicker and easier access to the licensing process by providing a one-stop gateway website.
5. To encourage best practice in licensing amongst local authorities and associated agencies as a means of supporting the best value agenda through encouraging the development of customer focused electronic services.
6. To improve service delivery to meet customer expectations and aspirations following a recent regional benchmarking exercise.
7. To provide 24 hour accessibility to the licensing service.
8. To add value to the licensing process in:
 - Community protection (as part of the community safety plans)
 - Community accountability
 - Quality improvement
 - Value for money

SECTION 3

Funding requirements for Project:

	2000-01	01-02	02-03
ISB funding			
of which: current	£85000		
Capital	£15000		
Bidders' own funding	-		
Possible Service provider*	£30000		
TOTALS	£130000		

** See Appendix A of Formal Bid which shows possible contribution from a Service provider.*

The profile of this formal bid cannot be altered since the principle development will occur in year 1.

The Bidders' contributions for on-going costs, training and promotion have yet to be accurately quantified. The partners to the website development will ensure that the facility is actively promoted to reduce on-going costs.

Service providers have indicated that the Project cannot proceed on a smaller scale.

PFI/PPP options have been considered with market testing and this has identified that there is private finance available to support the Project (Appendix A).

SECTION 4

Innovation

The innovations of the project will deliver:

1. Enhance and strengthen the management and control of licensed premises.
2. Existing licensees automatically advised of renewal dates.
3. Ability for applicants to make on-line applications at any time.
4. Facilities for on line payment of fees and issue of invoice.
5. Procedural consistency whereby all local authorities provide a generic procedure for licensing applications.
6. Statutory consultees automatically notified and their comments held on a central database.
7. Neighbours to be automatically notified
8. Automatic generation of reports to local authority Licensing Panels.
9. Automated generation of licences and schedules.
10. Automatic notification to a national database for licences and registration of door supervisors.
11. Ability for an applicant to check the progress of an application at any time.
12. Free training to applicants and existing licensees on making an application via the website.
13. Potential to extend the site throughout England & Wales.
14. Potential to extend the use of the site to other licensing functions including hackney carriages, betting shops, sex shops.

SECTION 5

Benefits to users:

1. Assist in the realisation of the respective community safety plans
2. Improve control of licensed premises and licensees to help reduce alcohol related violent crime. The Police prediction is 10% in the first year.
3. Help reduce drug related crime. The Police prediction is 10% in the first year.
4. Speed and ease of the licensing process for the customer.
5. Consistency and transparency of procedure including delivery of the requirements of Enforcement Concordat.
6. Reduced costs to all parties involved.
7. To facilitate the effective transfer of the drinks licensing process from the Magistrates' Court to local authorities.
8. Comprehensive and automatic consultation.
9. Automatic generation of reports, licenses and schedules.
10. Potential to use the website throughout England & Wales.
11. Potential to extend the website to administer other licensing functions.
12. A vehicle to promote the legal and procedural requirements of the licensing regime.
13. Providing a forum for continual improvement.
14. Assist local authorities in meeting their Local Agenda 21 strategies.

All parties to the Formal Bidding process have been consulted and have been present to a number of presentations/discussions for this Project.

A number of objectives for the On Line Licensing Project were raised as part of a recent benchmarking exercise throughout Kent and on-going public consultation by individual local authorities and related agencies.

SECTION 6

Estimated savings

The cost savings to all parties are expected to be considerable in both direct costs and time.

For the purposes of comparison the parties to the Formal Bid have considered a routine renewal (the most common form of application) using a typical existing process and the website. Greater savings are expected with applications that require submission to a licensing hearing as the website will be able to generate the vast majority of the report and carry out the consultation process.

Based on a renewal application the savings are estimated at 10 days in process time and £28 in direct costs, per application. Within the area of the 8 partners, who would expect to process 1500 applications through the website, the process would remove 15,000 days of delay and save £42,000 in direct costs per year. Multiplied to national usage the website could achieve direct savings of £1.8M for the first phase of PEL applications.

SECTION 7

Additionality test

Of the fifteen potential participating authorities/agencies within Kent, ten have indicated their commitment to this project. Most of the remaining authorities have expressed an interest.

For financial reasons and in terms of Best value, it would not be viable for each individual authority to undertake setting up and maintaining an interactive website for processing entertainment licences. However, with the economies of scale that joined up working brings, electronic service delivery becomes available to those wishing to participate from inception of this project and also remains available to those authorities/agencies that may wish to join at a later date.

The project can be extended to encompass other licensing functions and include authorities/agencies outside Kent, providing advantages to both customers and authorities/agencies.

A copy of the report submitted to Cabinet of The Dartford Borough Council provides additional detailed information (Appendix B).

SECTION 8

Accountability and audit

The appointed Accounting Officer for the Project is:

Steve Brooks
Head of Finance and Human Resources
Dartford Borough Council
Civic Centre
Home Gardens
Dartford
Kent DA1 1DR

e-mail: steve.brooks@dartford.gov.uk

The arrangements for auditing expenditure for the website development will be in accordance with Councils' Standing Orders and Financial Regulations which are subject to both internal and external auditing.