

**Appendix A - SWT MEMBER WORKING GROUP
SCOPING DOCUMENT**

NAME OF WORKING GROUP:	Street trading policy review
CHAIR:	TBC
MEMBERS:	TBC
LEAD OFFICERS:	<ul style="list-style-type: none"> • John Rendell, Licensing Manager • Craig Stone, Senior Economic Development Officer - Town Centre Resilience and Transformation Lead
SUBJECT TO BE REVIEWED:	Street Trading policy
REASON(S) FOR THE REVIEW:	To introduce a single policy for the licensing of street trading in SWT and clarify the Council's approach.
IDENTIFY APPROPRIATE CORPORATE AIMS:	<p>The regulation of street trading is a statutory duty but this work also supports the following aim:</p> <p>Our Environment and Economy - Support the town centres throughout the District to meet the challenge of changing shopping habits</p>
TERMS OF REFERENCE:	<p>This Working Group will:</p> <ul style="list-style-type: none"> • Consider, discuss and prepare a street trading policy for consultation. • Carry out a consultation. • Make recommendations to the Licensing Committee in relation to the adoption of the policy
SCOPE, AIMS AND OBJECTIVES OF REVIEW: (Remember to consider what is NOT to be included in the review):	<ul style="list-style-type: none"> • Review existing procedures and processes for street trading and anything new which it is proposed be adopted. • Ensure street trading licensing arrangements are robust and fit for purpose. • Work with the Licensing Manager to finalise a draft street trading policy. • Agree the scope of the consultation on the draft policy.

	<ul style="list-style-type: none"> • Consider any responses to the consultation and make any necessary amendments. • Agree a policy which can then be taken to the Licensing Committee with a view to being adopted.
METHOD(S) OF REVIEW (HOW WILL THE REVIEW BE CONDUCTED?):	<ul style="list-style-type: none"> • A recap of how the licensing of street trading works and the importance of striking the right balance. • To review lessons learnt from recent cases and service complaints. • Discuss examples of good practice. • Introduction to proposed street trading policy. • Agree details of consultation • Consider the responses to the consultation. • To discuss and agree amendments (if any) to the proposed policy. • Agree draft of policy. • Agree recommendations to Licensing Committee.
BENEFITS TO THE COUNCIL AND LOCAL COMMUNITY: KEY ISSUES AND RISKS:	<ul style="list-style-type: none"> • Clarity over Council's policy, processes and procedures. • Strengthen decision making. • A document which will support and guide customers, officers and members. • Lead the way on the formation of street trading policy for the new unitary authority.
IMPLICATIONS: (Financial and Legal implications particularly will need to be considered and signed off by the relevant officer)	The final report taken to the Licensing Committee to have the policy adopted will be subject to the usual sign-off from Legal.
DOCUMENTARY RESEARCH AND EVIDENCE: E.g. Is there any National or local guidance or research into this subject? Is there any best practice guidance available?)	<p>There is no national, statutory or non-statutory guidance in relation to the control of street trading.</p> <p>Policies adopted by Mendip, South Somerset, Bristol and Birmingham Councils were used as points of reference when drafting this policy.</p>
RESOURCE IMPLICATIONS OF REVIEW: E.g. implications on officer	This piece of work is being delivered by the Licensing Manager. There are no direct budget implications.

resource or impact on the Council's budget.	
EXTERNAL ADVISORS: Does the Working Group wish to invite any involvement from external advisors?	TBC

Timescales	Estimated	Revised (include reasons)	Actual
First meeting of Working Group			
Milestone 1:			
Milestone 2:			
Milestone 3:			
Draft Report:			
Report:			

PROJECT OUTCOMES CONCLUSIONS:

RECOMMENDATIONS:

EXECUTIVE CONSIDERED:

OUTCOME : FOLLOW UP:

REVIEW OF PROCESS/COMMENTS:

SIGNED OFF BY CHAIR:

DATE: