

SAFER COMMUNITIES LICENSING SERVICE PLAN 2018/2019 - APPENDIX A

Service: Safer Communities **Head of Service:** Head of Safer Communities

Corporate Priority delivered by the Service Plan	2019/20 Target Output	Action Start Date	Action Completion Date	Future Years	2019/20 Resources	Leads
Strong Local Economy Excellent Public Services	Ensure that the 9 day UCI World Road Cycling Championships do not impact on the Licensing Objectives	July 2018	Sept 2019	NA	Existing cost centre resources	Head of Safer Communities, FLOS Manager, Licensing Enforcement Officers, Lead EHO H&S and Licensing
Excellent Public Services A Sustainable Environment	With the ICT Team move all forms and applications to Firmstep and integrate with M3 / idox	April 19	Sept 20	Complete then keep under review	Existing cost centre resources	ICT Team Idox Project Team Technical Support Officers
Excellent Public Services A Sustainable Environment	Work with the Project Board to build the new idox database	April 18	Sept 20	Complete then keep under review	Invest to save funding plus existing cost centre resources	Project Board Senior Admin / Technical Support Officers FLOS Manager
Excellent Public Services Supporting Our Communities Strong Local Economy	Investigate complaints and service requests	April 19	March 20	Ongoing	Existing cost centre resources	Lead EHO Licensing Enforcement Officer
Strong Local Economy Excellent Public Services	Through the Safer Communities Events Group and SAG, prioritise focus on events that are perceived as higher risk in accordance groups selection criteria.	April 19	March 20	Ongoing risk-based programme	Existing cost centre resources	Licensing Committee Licensing Enforcement Officer

Corporate Priority delivered by the Service Plan	2019/20 Target Output	Action Start Date	Action Completion Date	Future Years	2019/20 Resources	Lead Officer & Member
Excellent Public Services Supporting Our Communities Strong Local Economy	Play an active part in the district Safety Advisory Group (SAG).	Ongoing	Ongoing	Continued support	Existing cost centre resources	Head of Safer Communities (Chairman) FLOS Manager
Excellent Public Services Supporting Our Communities	Deliver a limited programme of gambling premises inspections and produce the annual return	April 19	March 20	Ongoing risk-based programme	Existing cost centre resources	Licensing Committee Gambling Commission Licensing Enforcement Officer
Strong Local Economy Excellent Public Services	Continue to follow up enforcement issues raised by implementation of the Mobile Homes Act 2013 e.g. spacing and lighting. Implement risk based programme of visits and fees.	Ongoing	June 20	inspection programme and review	Existing cost centre resources	Licensing Committee Licensing Enforcement Officer
Supporting Our Communities	Consult on and adopt a residential caravan spacing policy	2017	March 20	Ends	Existing cost centre resources	Licensing Committee FLOS Manager Lead EHO
Excellent Public Services	Removal of the remaining paper files	April 19	March 20	Ends	Existing cost centre resources	Technical Support Officers
Excellent Public Services	Licence and inspect in accordance with the Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018 and produce the annual return reporting to DEFRA	April 19	April 20	Ongoing	Existing cost centre resources	Licensing Committee Licensing Enforcement Officer FLOS Manager Senior Tech Support Officer
Excellent Public Services Supporting Our	Review and rationalise the various street trading policies which apply	Sept 19	Dec 20	Ends	Existing cost centre resources	Licensing Committee Area EHO Licensing Enforcement

Corporate Priority delivered by the Service Plan	2019/20 Target Output	Action Start Date	Action Completion Date	Future Years	2019/20 Resources	Lead Officer & Member
Communities Strong Local Economy	throughout the district					Officer FLOS Manager
Excellent Public Services Supporting Our Communities Strong Local Economy	Review taxi fares	Oct 19	April 20	Annual review	Existing cost centre through licence fees	Cabinet Member for Housing and Safer Communities Licensing Enforcement Officer FLOS Manager
Excellent Public Services Strong Local Economy	Review the hackney carriage and private hire policy – The “Rulebook”	June 19	Dec 21	Review as necessary	Existing cost centre through licence fees	Licensing Committee Licensing Enforcement Officer FLOS Manager
Supporting Our Communities	Implement a new conviction policy for taxi drivers	Sept 19	Dec 21	Review as necessary	Existing cost centre through licence fees	Licensing Committee Licensing Enforcement Officer FLOS Manager
Excellent Public Services Supporting Our Communities Strong Local Economy	Implement the findings of the study into availability of wheelchair accessible taxis	Oct 18	Jan 20	Annual review	Existing cost centre through licence fees	Licensing Committee Licensing Enforcement Officer FLOS Manager
Excellent Public Services Supporting Our Communities Strong Local Economy	Tender for and complete the 3 yearly taxi unmet demand survey	Oct 19	March 20	Three yearly review	Existing cost centre through licence fees	Licensing Committee Licensing Enforcement Officer FLOS Manager
Excellent Public Services	Review all discretionary fees	Oct 19	Oct 19	Annual review	Existing cost centre through licence fees	Licensing Committee FLOS Manager
Excellent Public Services Supporting Our	Review Licensing Act Policy	Oct 19	Feb 20	Five yearly review	Existing cost centre through licence fees	Licensing Committee Licensing Enforcement Officer

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Communities Strong Local Economy						FLOS Manager
Excellent Public Services	Provide training to Licensing Committee members	June 19	June 19	Annual training	Existing cost centre resources	Licensing Committee FLOS Manager
Excellent Public Services	Develop the service in accordance with the outcomes of the service review	April 19	March 20	Ends	Existing cost centre through licence fees	Head of Safer Communities FLOS Manager
Excellent Public Services	Review the Licensing Service Plan	June 19	June 19	Annual review	Existing cost centre resources	Licensing Committee Lead Area EHO FLOS Manager