

Service Plan 2019-2022

Head of Service:	Richard Homewood
Strategic Director:	Annie Righton
Portfolio Holders:	Cllr Andrew Bolton, Cllr Kevin Deanus, Cllr Jenny Else

Service:	Environment - Licensing only
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Service Profile

The Environment Service is comprised of a number of teams, however only Licensing falls under the scrutiny remit of the Community O&S Committee

Licensing Team

The Licensing Team's primary role is to ensure public safety and contribute to the reduction in anti-social behaviour and crime by regulating the sale of alcohol and licensing of taxi and private hire vehicles and drivers. They work closely with the Police and other agencies to help make Waverley a safe place for people to live, work and enjoy their leisure time.

Service Team: Licensing

Team Leader: Paul Hughes - Licensing Manager

Business As Usual

Outcome 14. Help to ensure the Health and Well Being of the community by ensuring safety standards are maintained in all licensable activities conducted						
Corporate Priority: <i>People, Place</i>						
Ref. No.	Actions / Outputs	Reference any additional resources needed	Start Date	End Date	Lead Officer	Impact of not completing the action
ES 14.1	Continue to deliver the planned Licensing compliance inspection programme, ensuring that 240 planned compliance check visits are undertaken annually and that the results and any concerns are reported internally and shared with key partners including Surrey Police and are acted upon.	Existing Resource	01/04/19	31/03/22	Licensing Manager (PH)	Unable to confirm licensed activities are complying with the licence conditions. Public safety may be at risk.
ES 14.2	All Licensing compliance issues are acted upon and further monitoring and programmed inspection activity is undertaken on a risk-assessed basis.	Existing Resource	01/04/19	31/03/22	Licensing Manager (PH)	Unable to confirm licensed activities are complying with the licence conditions. Public safety may be at risk.
ES 14.3	Continue to strengthen the performance, resilience and efficiency of the Licensing Service by reviewing existing processes and policies.	Existing Resource	01/04/19	31/03/22	Licensing Manager (PH)	Process may not ensure public safety
ES 14.4	Continue to improve customer focus across all areas of the Council's licensing function through a programme of channel shift and continuing customer services. Skills training is carried out for all Licensing staff.	Existing Resource	01/04/19	31/03/22	Licensing Manager (PH)	Staff not up to date with current legislation and licensing practice
ES 14.5	Complete Child Sexual Exploitation training and roll out for all licensed drivers in line with Surrey wide programme.	Existing Resource	01/04/19	31/03/22	Licensing Manager (PH)	Public safety cannot be assured