



Licensing Service Delivery Plan 2024 to 2025

Overview of the service

The Council's Licensing team is based within the Environmental Services department. Licensing is a statutory function and its primary aim is the safety, well-being and protection of the general public. Duties include inspection and enforcement to ensure compliance with licensing conditions and legislative requirements, offering advice and guidance, as well as the administrative functions of processing and issuing licenses.

The Licensing team cover a diverse range of licensed premises and activities.

Their work includes:

- ensuring all applications, registrations and notices received are processed and issued within any required timescales.
- ensuring applicable fees are received for each type of application, registration, and notice, including any annual fees payable.
- ensuring allegations and complaints made to the Council in connection with licensable activities are investigated and appropriate action is taken.
- taking appropriate enforcement action in relation to illegal activity, breaches of licence conditions and statutory duties, including initiating formal prosecutions where appropriate.
- preparing and presenting reports for both Licensing Committee and Licensing Sub-Committee hearings.
- offering support and guidance to applicants, licensees, Members, responsible authorities, and members of the public.
- working in partnership with the responsible authorities and other relevant organisations to protect public safety.
- formulation of policies and procedures and reviewing conditions of licences
- defending appeals against decisions in court

Cost of service

The cost of the service is £98,169. This figure is the combined licensing budget and corporate costs attributable to the Licensing Authority, less income received.

Staffing Information

Senior Licensing Officer (full time)

Licensing Officer (Enforcement) (full time)

Licensing Support Officer x 2 (full time)

Forward planning for Councillors

Proposed item	Proposed date of decision	Committee
Enforcement Policy – review	By October 2024	Licensing Committee
Half year report 2024 to 2025	November 2024	Operational Services
Fees review	By December 2024	Licensing Committee
Inclusivity Service Plan	By December 2024	Licensing Committee
Gambling Act 2005 – Statement of Principles of Licensing – review	By December 2024	Licensing Committee
Service Delivery Plan 2025 to 2026	March 2025	Operational Services
End of year report 2024 to 2025	March 2025	Operational Services

Licensing Service Delivery Plan 2024 to 2025

This Service Delivery Plan describes what the Licensing service will be doing to deliver continuous improvement (service objectives). Each performance measure relates to the Council's strategic outcomes and Corporate Plan 2023 to 2027.

Council's strategic outcome: Ensure the Council is financially sustainable.

Licensing's strategic objective: Ensure the Licensing Authority remains financially sustainable.

Link to Corporate Plan: Sound financial management.

Performance measure	Target and reporting timescale	Baseline/output from 2023 to 2024	Owner and co-owners
Support the Council's growth agenda and undertake a fees and charges review	By December annually	Annual review completed in November 2023	Senior Licensing Officer
Annual review of risk to ensure that the councils statutory and legislative requirements are fully met	By March annually	Annually review complete in March 2024	Senior Licensing Officer

Council's strategic outcome: Support our businesses to thrive, and our residents to live happy and healthy lives, in East Cambridgeshire.

Licensing's strategic objective: Process all requests promptly within legal constraints to allow businesses to thrive, and to ensure public safety.

Link to Corporate Plan: Sustainable communities.

Performance measure	Target and reporting timescale	Baseline/output from 2023 to 2024	Owner and co-owners
100% of licence applications, registrations and notices to be determined, and inspections conducted within the terms of the controlling legislation	100%, annually	100%	Senior Licensing Officer
100% of enquiries, complaints and inspections to be actioned within required timelines	100%, annually	100%	Senior Licensing Officer
Service request module to be populated to ensure compliance with enforcement audit	By September 2024	50%	Senior Licensing Officer

Council's strategic outcome: Enhance the natural environment and build on our sustainability goals.

Licensing's strategic objective: Reduce the Licensing Authority's carbon footprint where possible.

Performance measure	Target and reporting timescale	Baseline/output from 2023 to 2024	Owner and co-owners
Reduce paper use through the customer journey where possible by using IT solutions	5% reduction in paper usage, annually	7,200 prints produced	Senior Licensing Officer