

**Action Plan Objective: To improve the service efficiency and delivery of the council's licensing function**

Activities	Details	Allocated to Officer	Start date	Deadline
Improve functionality of the Maidstone BC based Licensing Team	<p>Clarify the management lines of responsibility so that staff understand reporting lines and scope of roles</p> <p>Move the Licensing Team into the Community Safety Unit to provide better opportunity for integration with complementary services.</p> <p>Steps to ensure appropriate separation in cases where any conflict of interest may arise.</p>	John Littlemore	December 2013	January 2014
Provide a more efficient decision making process (Officer)	Review the existing delegated powers and clarify the functions that are delegated to officers for decision and ensure policy documents and practice reflects this.	John Littlemore	January 2014	End February 2014
Provide a more efficient decision making process (Committee)	Draft report to enable one Committee and Sub Committees to perform the functions currently undertaken by the Licensing Committee and Licensing Committee 2003 and Sub Committees.	John Littlemore	January 2014	March 2014
Provide greater resilience across the Licensing Partnership's three areas	<p>Discussion with the three relevant Heads of Service from Maidstone, Tunbridge Wells and Sevenoaks Councils to identify the opportunities for better support to be provided to each other across the enforcement processes and to cover sickness, leave etc.</p> <p>Recommendations to be provided to relevant</p>	<p>John Littlemore</p> <p>John Littlemore</p>	<p>February 2014</p> <p>April 2014</p>	April 2014

	CLTs.			
Explore the possibility for greater partner alignment in connection with licensing policies and procedures	Cabinet Members from each of the local authority partners to meet and discuss the appetite and capacity for aligning licensing policies.	Claire Perry	February 2014	March 2014
Review our Licensing Policies to ensure they support our key priorities wherever possible.	Review existing policies; Consult with the Licensing Committee/Cabinet Member; Make recommendations to the Committee/Cabinet Member.  (NB different routes for different policies).	John Littlemore	February 2014	June 2014