

APPENDIX ONE – Licensing Service Targets 2011-2012

Licensing Objectives	Measurement of Success	Actions	Timescale
1. Ensure the provisions of the Police Reform and Social Responsibility Bill are complied with.	Service adheres fully to the legal requirements of the Licensing Act 2003 and other relevant legislation.	▪ Analyse new provisions and report on the effect these will have on the Corporation	Apr/May 2011
		▪ Ensure current systems are able to meet requirements of the Bill	As and when Bill is placed on the statute
		▪ Devise new fee structure where applicable	>2 months prior to above
2. Ensure the provisions of the City of London (Various Powers) Bill are complied with.	Service adheres fully to the legal requirements of the City of London (Various Powers) Act 1987.	▪ Ensure current systems are able to meet requirements of the Bill	As and when Bill is placed on the statute
		▪ Revise fee structure	>2 months prior to above
3. Review and revise all licensing policies and procedures	<ul style="list-style-type: none"> ▪ Working policies and procedures in place ▪ Greater efficiencies ▪ Enforcement increased 	▪ Review/revise Licensing Act 2003 procedures	April 2011
		▪ Review/revise Tables & Chairs procedures	June 2011
		▪ Review/revise Gambling Act procedures	Aug 2011
		▪ Review/revise MST procedures ensuring new fees are incorporated for laser treatments	Nov 2011
		▪ Improved enforcement levels as in 6 below	See 6 below

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4. Draw up a policy for Street Trading licenses	Policy in place.	▪ Draw up policy and procedures for licences in Middlesex St.	April 2011
		▪ Draw up policy and procedures for licenses across the rest of the City	June 2011
		▪ Set up appropriate fees for temporary licenses	May/June 2011
		▪ Draw up conditions for issuing temporary Street Trading licenses	June 2011
5. Ensure the procedures for the receipt and issue of all licenses are incorporated on the M3 system.	M3 system being used for the receipt and issue of all licenses relevant to the Licensing Team.	▪ Identify key work required with Northgate 3 Enhancement Project Board and Data Management Team	< Apr 2011
		▪ Train all staff in requirements of system	Ongoing as new aspects come online
		▪ Configure reports for the receipt and issue of all Premises Licences	< Apr 2011
		▪ Trial system	< Apr 2011
		▪ Train all staff	Apr 2011
		▪ Go Live with premises	Apr/May 2011
		▪ Load archive material	By end of Dec 2011
		▪ Configure M3 for Gambling, Tables & chairs and MST licences.	Nov 2011
		▪ Trial system	Nov 2011
		▪ Go Live	Jan 2012

Licensing Objectives	Measurement of Success	Actions	Timescale
6. Establish benchmarking criteria for the comparison of service performance with other local authorities	<ul style="list-style-type: none"> ▪ Benchmarking criteria established and comparison process completed. ▪ Improvement in comparison with other local authorities 	<ul style="list-style-type: none"> ▪ Research available benchmarking criteria from the Institute of London and other local authorities 	< Apr 2011
		<ul style="list-style-type: none"> ▪ Compare our actuals with CIPFA for previous years 	< Apr 2011
		<ul style="list-style-type: none"> ▪ Draw up direct comparisons for workload and enforcement activity (for 2010/11 period) 	Apr 2011
		<ul style="list-style-type: none"> ▪ Ensure individual and team targets are set in order to improve our position compared to other local authorities 	Apr 2011
		<ul style="list-style-type: none"> ▪ Draw up forecast comparison for workload and enforcement activity (for 2011/12 period) 	Jan 2012
7. Ensure all conditions associated with all licenses issued are being adhered to.	<ul style="list-style-type: none"> ▪ Risk based inspection programme in place ▪ No unlicensed use of tables and chairs ▪ Increased enforcement 	<ul style="list-style-type: none"> ▪ Establish structure for a risk based inspection program 	Apr-Jun 2011
		<ul style="list-style-type: none"> ▪ Ensure the use of un-licensed tables and chairs is stopped 	Ongoing

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8. Oversee the implementation of any Sexual Entertainment Venues (SEV) Policy.	Policy in place Procedures in place to deal with applications and enforcement if applicable	<ul style="list-style-type: none"> Draw up SEV policy in conjunction with counsel 	Jun 2011
		<ul style="list-style-type: none"> Draw up procedures so that any applications can be dealt with in the correct manner 	Jul/Aug 2011
9. Ensure the tasks set within the City of London Police MOU are completed.	Tasks laid down in MOU Completed	<ul style="list-style-type: none"> Prepare out of hours document. 	All to be complete by end of Oct 2011
		<ul style="list-style-type: none"> Identify specific Olympic issues 	
		<ul style="list-style-type: none"> Draw up enforcement protocol detailing who is to take lead on specific issues and approach to licence review. 	
		<ul style="list-style-type: none"> Draw up a joint code of good practice for licensed premises. 	
		<ul style="list-style-type: none"> Agree a protocol for multi-agency approach in relation to premises licence. 	
		<ul style="list-style-type: none"> Provide street trading requirements to CoLP. 	
		<ul style="list-style-type: none"> Liaise with CoLP on street charity collections. 	

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10. Ensure service is prepared to meet the requirements of all relevant 'Olympic regulations'.	Document prepared detailing how service will meet any likely additional workload due to the Olympics.	<ul style="list-style-type: none"> Keep updated on new legislation relating to advertising within Olympic venues 	Ongoing
		<ul style="list-style-type: none"> Document likely and possible effects the Olympics will have on the work of the Licensing team. 	Sep/Oct 2011
		<ul style="list-style-type: none"> Include additional actions into EH&PP Business Plan for 2012/13 	Jan/Feb 2012
11. Ensure all staff are fully trained in the new policies and procedures for using M3.	<ul style="list-style-type: none"> All licensing staff can fully use all aspects of the licensing modules on the M3 system All licensing staff able to retrieve any data from the system they require 	<ul style="list-style-type: none"> Train staff in new system for the receipt, issuing and enforcement of Premises licences 	Apr 2011
		<ul style="list-style-type: none"> Train staff in new system for the receipt, issuing and enforcement of all other licences 	Nov 2011
		<ul style="list-style-type: none"> Train staff in the use of reports available off the M3 system 	Ongoing