

MATTERS FOR INCLUSION IN THE LEGAL AGREEMENT

<u>Commitments from the GBC Licensing Manager</u>	<u>Evidence</u>	<u>Date Completed/Reviewed</u>
a. Maintain an office presence at Medway as well as Gravesham to maintain availability to local service users and keep this under review.	Rota	Weekly
b. Look for ways to improve enforcement activity across Medway.	Management Report	Quarterly
c. Attendance at Member/Committee meetings as required, and in accordance with the Medway municipal calendar.	Agendas and reports	Ongoing
d. Managerial Leadership and support to the Medway Licensing Team so as to ensure service delivery in accordance with statutory requirements and business plan.	KPI's	Monthly
e. Licensing policy development and review for adoption by Members in accordance with statutory and departmental deadlines and guidance.	Agendas and Reports	Ongoing
f. For the benefit of both councils, identify and share best practice across the 2 authorities	Management Report	Quarterly
g. Provide representation at groups such as the Kent and Medway Licensing Steering Group as agreed.	Management Report	Quarterly
h. Exploration of channel shift and digital opportunities to enhance the Licensing service including implementing a new software system at Medway (which is the same system that GBC has already).	Business Case	6 Monthly
i. Develop a more detailed suite of shared performance measures.	Management Report	Quarterly