



Licensing and Safety Committee

6 August 2026

Mid-year Gravesham and Medway Shared Licensing Service Update

Report from: Bhupinder Gill - Assistant Director, Legal and Governance

Author: Emily Lane-Blackwell, Licensing Manager

Summary

This report updates Members on the progress of the Shared Licensing Service between Gravesham Borough Council and Medway Council.

1. Recommendation

- 1.1. The Committee is asked to note and provide any comments on the information set out in Appendices A and B to the report.

2. Budget and Policy Framework

- 2.1. Medway Council have the following policies in place, all of which have been implemented or reviewed at least once since the shared service took effect:

- 2.1.1 Statement of Licensing Policy
- 2.1.2 Cumulative Impact Assessment
- 2.1.3 Statement of Gambling Policy
- 2.1.4 Hackney Carriage and Private Hire Policy
- 2.1.5 Taxi Tariff Review Policy
- 2.1.6 Statement of Policy in respect of Sex Establishments
- 2.1.7 Pavement Licensing Policy.

3. Background

- 3.1. Medway Council's and Gravesham Borough Council's Licensing Teams formally entered a shared service arrangement with effect from 1 January 2019.
- 3.2. A report providing an overview and update on progression of the Gravesham and Medway Shared Licensing Service is presented to the Licensing and Safety Committee on an annual basis.
- 3.3. We have provided a mid-year update in relation to applications, compliance work and enforcement.

- 3.4. A copy of the mid-year update can be found at Appendix A.
- 3.5. Street Trading and Scrap Metal Licence compliance and enforcement is carried out by the Medway Council's Public Protection team on behalf of the Licensing Team.
- 3.6. As part of the annual review, colleagues within the Public Protection team also provide a summary of the work they have carried out, on behalf of Licensing.
- 3.7. A copy of the December 25 to June 26 Public Protection Report can be found at Appendix B.

4. Risk Management

- 4.1. It is important that the Licensing and Safety Committee is kept fully informed of relevant work being carried out in respect of all licensing matters to ensure that it is still meeting the requirements set out in the shared service agreement.

5. Financial and legal implications

- 5.1. The Council's licensing function operates in a shared service and is funded from a combination of income from fees and charges and a proportionate contribution to Gravesham Borough Council. No pressure on the existing budgets was reported in either the current year monitoring or the Medium Term Financial Outlook.
- 5.2. The Council has produced effective policies in respect of licensing matters.

Lead officer contact

Emily Lane-Blackwell, Licensing Manager for the Gravesham and Medway Shared Licensing Service
Email: emily.lane-blackwell@gravesham.gov.uk

Appendices

Appendix A – Mid-year Licensing Shared Service Update
Appendix B – Public Protection Report Dec 2025 – June 2026

Background papers

None