

Governance and Licensing Service Plan 2024-25

Link to the full draft [Governance and Licensing Team Service Plan](#)

2.1	Service Objectives 2024-25 Service level priorities we will deliver in 2024/25 which support the Council Plan Priorities; Better homes & communities, A greener East Devon, A resilient economy and quality services.
2.1.1	Review of the Council's Constitution with input from Member Constitution Working Group
2.1.2	Introduction of Protocol with Devon and Cornwall Police in relation to the handling of member code of conduct complaints relating to disclosure/declaring of Disclosable Pecuniary Interests
2.1.3	Continue to secure affordable housing (and other planning benefit) through planning and property transactions.
2.1.4	Provide legal advice to Council/Cabinet/Committees and Sub-Committees
2.1.5	Continue to support the Development Management function in enforcement action against unauthorised and harmful development.
2.1.6	To protect the legal interests of the Council by defending or making claims by or against individuals or businesses including responding to applications for judicial review
2.1.7	Provide advice and support on legal strategy / implementation of major projects (including regeneration) and related processes (internal with external resource where required).
2.1.8	Introduction of new Cemetery Regulations policy
2.1.9	Ensure continuity in high level of Bereavement Services administration following retirement of Cemeteries Registrar .
2.1.10	Concluding the GPS mapping of all our 3 managed cemeteries
2.1.11	Completion of a revised Taxi & Private Hire Vehicle Policy, being due full review after 5 years to include revised application procedures
2.1.12	Review and implementation of the Statement of Gambling Policy.
2.1.13	Review taxi and private hire fees and charges to implementation.
2.1.14	Implementation of a permanent Pavement Licence regime requiring new policy and fee setting through central government legislation.
2.1.15	Introduction and implementation of relevant fees for film classification.

2.1.16	Introduction and implementation of street trading consent fees.
2.1.17	Provide Democratic Services support to all Council committees, Forums, Working Groups and Panels
2.1.18	Review and update Council, Cabinet and Committee report templates
2.1.19	Provide training to officers on decision-making and the legal requirements in relation to key decisions
2.1.20	Hold an Annual Council meeting to make appointments to Committees, Outside Bodies, Forums, Working Groups and Panels
2.1.21	To prepare a timetable of meetings for all council committee meetings for 2024/2025 and publish on the Council's website
2.1.22	To issue and publish a Notice of Key Decisions to be taken by Cabinet and officers in accordance with the Council's Constitution
2.1.23	To conduct a Member Satisfaction survey and produce an action plan on the quality of service provided by Democratic Services for 2023/2024
2.1.24	Setting up and management of Election Project Team
2.1.25	Conducting a safe and legal Police and Crime Commissioner election in May
2.1.26	Conducting a safe and legal General Election
2.1.27	Provide a successful annual canvass
2.1.28	Review and update Data Protection policies and guidance
2.1.29	Review Corporate Complaints procedure to ensure compliance with Ombudsmen code of practice
2.1.30	Set up Information Governance Board (subject to member approval)
2.1.31	Set up Information Governance Working Group
2.1.32	Produce Annual Report to the Audit and Governance Committee in relation to Information Governance
2.1.33	Produce regular report to Members in relation to complaints
	Service actions relating to climate change
2.1.34	Continue to provide legal advice on the Council's projects relating to climate change
2.1.35	Reduce travel to work through improved systems/processes

2.2	Key projects in 2024-25
2.2.1	Conduct election
2.2.2	Review Licensing Fees To review existing fees and the implementation of new fees in a legal and transparent manner. To balance the need for funding whilst taking a proportionate approach.

2.2.3	Recruit new Cemeteries Registrar To ensure transfer of skills from existing member of staff to new recruit, together with upskilling of other members of the Licensing team in relation to Cemeteries administration.
2.2.4	Conduct Member Skills Audit Identify members training and development needs for 2024/2025 and to develop a plan for delivery
2.2.5	Ensure sufficient oversight of Information Governance Through creation of Information Governance Board and Working Group and production of Annual Report to the Audit and Governance Committee