

Change of Structure and remit to the Licensing Service

Committee	Licensing Committee
Officer Contact	Claire Freeman, Residents Services
Papers with report	None
Ward(s) affected	All

SUMMARY

This report is to inform the Committee of the restructure within Public Protection Services which has created a new Regulatory Services Team. This team combines all the licensing activities previously carried out within the Licensing Service and the Environmental Health teams.

RECOMMENDATION

That the Committee note the information

INFORMATION

A re-structure was carried out in Public Protection Services in May 2014 which resulted in the creation of new team, called the Regulatory Services Team. This team includes all the activities previously carried out within the Licensing Services team and licensing functions previously dealt with by Environmental Health teams within Public Protection.

The Environmental Health licensing functions include:

- Special Treatment Licensing: Tattooing, Body piercing, beauty therapy treatments, spa pools, saunas and sunbed treatments.
- Animal Licensing: Animal Boarding, Dog Breeding establishments, Pet Shops, Riding establishments and Dangerous Wild Animal licences.
- Poisons Licensing

The purpose of putting these licensing activities together was to facilitate a more robust and flexible delivery of these similar activities such that residents and business would be able to deal with one team for many of their licensing requirements.

The Manager of the new Regulatory Services Team is Claire Freeman. She reports directly to the Public Protection Services Manager.

Claire's role is responsible for the day to day management of regulatory, licensing and permitting functions and to ensure competent, timely and efficient administration and enforcement of these processes. In addition, to ensure that committee needs are fully serviced and committee reports are developed in accordance with directorate policy.

Claire's background is in Environmental Health with 18 years experience of special treatments licensing, animal licensing and food health and safety inspections. Her last three years have been spent in the Transformation team managing projects and programme of work across several services within the council. These include; Environmental Health, Building Control, Trees and Landscapes, Property and Construction and Adult Social Care.

PART 1 - MEMBERS, PUBLIC AND PRESS

Stephanie Waterford has been appointed to the post of Senior Licensing Officer and will continue to be the point of contact for the committee and lead on all matters relating to the Licensing Act, Gambling Act, Street Trading and Sex establishments and Scrap metal.

BACKGROUND DOCUMENTS

None