

REPORT TO	DATE OF MEETING
General Licensing Committee	21 February 2017

Report template revised June 2008



SUBJECT	PORTFOLIO	AUTHOR	ITEM
Draft Forward Plan 2017/18 for General Licensing Committee	Public Health, Safety and Wellbeing	Peter Haywood	5

SUMMARY AND LINK TO CORPORATE PRIORITIES

This report sets out the reasons for, and benefits from, the proposed adoption of a formal work programme for the General Licensing Committee. A copy of the proposed Forward Plan is attached as Appendix 1.

RECOMMENDATIONS

That the General Licensing Committee:

1. considers the proposed Forward Plan (Appendix 1); and
2. agrees to adopt its contents as the basis for a formal work programme for the Committee during 2017/18.

DETAILS AND REASONING

Traditionally, the General Licensing Committee has not had a formal work programme which sets out a schedule of reports to be received and acknowledges the importance of key aspects such as member training.

The adoption of a Forward Plan would support the work of the General Licensing Committee in a number of ways:

- the production of a formal work programme will give members a clearer understanding of their role, remit and responsibilities;
- corporate and statutory timescales (eg relating to the finalising of fees and charges) will be identified and therefore incorporated into officers' work programmes; and
- officers will have a clear focus on work they are expected to produce, being able to better plan their workload to meet identified dates / targets;

A draft work programme has been produced and is attached to this report as Appendix 1.

Although clearly linking certain workstreams to committee dates, it is intended that the Forward Plan is flexible and may be added to / amended any time of the year. It is, in essence, a working document.

The draft in Appendix 1 acknowledges that certain items will be classed as "standing" and will appear on all agendas as appropriate – these standing items are itemised at the top of the draft Forward Plan. Other issues (such as the Gambling Policy) have been identified but further work is required to establish when they should next be presented to the Committee.

WIDER IMPLICATIONS

In the preparation of this report, consideration has been given to the impact of its proposals in all the areas listed below, and the table shows any implications in respect of each of these.

FINANCIAL	None
LEGAL	Production of the Forward Plan will assist in ensuring that any required deadlines are met.
RISK	None
THE IMPACT ON EQUALITY	None

OTHER (see below)	
--------------------------	--

<i>Asset Management</i>	<i>Corporate Plans and Policies</i>	<i>Crime and Disorder</i>	<i>Efficiency Savings/Value for Money</i>
<i>Equality, Diversity and Community Cohesion</i>	<i>Freedom of Information/ Data Protection</i>	<i>Health and Safety</i>	<i>Health Inequalities</i>
<i>Human Rights Act 1998</i>	<i>Implementing Electronic Government</i>	<i>Staffing, Training and Development</i>	<i>Sustainability</i>

BACKGROUND DOCUMENTS

Proposed Forward Plan 2017/18 - Appendix 1