

<b>REPORT TO</b>	<b>DATE OF MEETING</b>
<b>GENERAL LICENSING COMMITTEE</b>	<b>21 MARCH 2017</b>

Report template revised June 2008



<b>SUBJECT</b>	<b>PORTFOLIO</b>	<b>AUTHOR</b>	<b>ITEM</b>
<b>DRAFT IMPLEMENTATION PLAN</b>	<b>PUBLIC HEALTH, SAFETY AND WELLBEING</b>	<b>PETER HAYWOOD</b>	<b>8</b>

## **SUMMARY AND LINK TO CORPORATE PRIORITIES**

This report sets out a proposed Implementation Plan (which consolidates the actions arising from various reports in to the work of the Licensing Section). The report explores the background to the reports, and a copy of the proposed Implementation Plan is attached as Appendix 1.

## **RECOMMENDATIONS**

That the General Licensing Committee:

1. agrees to adopt the proposed Implementation Plan (Appendix 1);
2. agrees to receive future monitoring reports setting out progress made towards completion of the measures identified in it; and
3. consider whether the Council's Scrutiny committee should also be asked to receive progress reports on this matter.

## **DETAILS AND REASONING**

Since 2015, South Ribble Borough Council's Licensing Section has been the subject of considerable media and political attention, resulting from perceived inadequacies surrounding the processing of applications for Hackney Carriage and Private Hire driver licences.

In seeking to address these concerns, the work of the Licensing Section has been subjected to a number of audit exercises. These include reports from:

- South Ribble Borough Council Internal Audit team;
- South Ribble Borough Council Scrutiny members; and
- Wilkin Chapman solicitors.

In addition, a checklist of good practice for Licensing teams has been provided by Commissioner Mary Ney of Rotherham MBC (who has responsibility in that authority for working closely with the police to disrupt criminality and to support robust law enforcement).

All of the above reports approached the concerns about the Section's work from a slightly different perspective. For instance, the Internal Audit report tended to focus on the officer implementation of processes to ensure that licences were granted appropriately, whereas the Wilkin Chapman report and input from Commissioner Ney emphasised other aspects such as the importance of member training and data sharing.

All of these reports are equally valid but, given their alternative perspectives, it is important to pull the contents of the differing documents together into a composite action plan. The result of officers' efforts is attached for members' consideration as Appendix 1.

## MONITORING OF THE IMPLEMENTATION PLAN

At the meeting of the General Licensing Committee on 21 February 2017, members received (and adopted) a draft Forward Plan setting out a schedule of future reports to be presented. This included the requirement for officers to bring a quarterly update report on a composite Implementation Plan to General Licensing Committee on the following dates:

- 11 July 2017
- 17 October 2017
- 23 January 2018
- 20 February 2018 (year-end review)

Appendix 1 confirms that the proposed Implementation Plan is "RAG rated" (Red / Amber / Green) to facilitate members' consideration of the rate of progress against stated deadlines.

## 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.

<b>FINANCIAL</b>	There are no financial implications arising from this report.
<b>LEGAL</b>	There are no legal implications identified.
<b>RISK</b>	It is imperative that the improvement plan is implemented, thereby enabling the Licensing Section to continue to improve its process and procedures.
<b>THE IMPACT ON EQUALITY</b>	None

<b>OTHER (see below)</b>			
<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 Implementation Plan 2017/18 - Appendix 1