

REPORT TO	ON
GENERAL LICENSING COMMITTEE	11 JULY 2017

Jan 2017



TITLE	AUTHOR	Agenda item No.
MEMBER TRAINING	PETER HAYWOOD	

1. PURPOSE OF THE REPORT

This report will summarise the training programme held on 9 May 2017 and will ask members to look ahead to future training initiatives.

2. RECOMMENDATIONS

Members are requested to:

- 2.1 reflect / comment upon the training session held on 9 May 2017; and
- 2.2 consider which element of the member training programme they would ask officers to develop next.

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities:

Clean, green and safe		Strong and healthy communities	
Strong South Ribble in the heart of prosperous Lancashire		Efficient, effective and exceptional council	X

4. BACKGROUND TO THE REPORT

- 4.1 At their meetings in February and March 2017, members of the General Licensing Committee have received a draft programme setting out options for member training moving forward. A copy of the most recent version of this document is attached as Appendix 1.

5. MEMBER TRAINING – 9 MAY 2017

- 5.1 On 9 May 2017, the first session of member training took place. This was intended to assist members in developing their technique for posing questions to applicants / drivers who appeared in front of them at hearings (particularly when applying the statutory “fit and proper” test).
- 5.2 The session was facilitated by the Interim Licensing Manager and consisted of two scenarios which members were invited to consider and draft their own questions. This included a group discussion when members were encouraged to reflect on their proposed questions in a supportive environment. The session was deliberately scheduled to precede the additional date (18 May 2017) which was diarised to deal with the backlog of hearings which had built up over recent months.

- 5.3 Members are requested to reflect on the training session held on 9 May, and consider the extent to which it assisted them in the hearings subsequently held on 18 May.
- 5.4 In light of the above, members are also invited to consider which elements of the training programme they would like officers to next develop.

6. WIDER IMPLICATIONS AND BACKGROUND DOCUMENTATION

6.1 Comments of the Statutory Finance Officer

With reference to recommendation 2.2, if external training costs are to be incurred this must be procured in accordance with CPR's and compliant with Financial Regulations P2P processes. In addition appropriate budget provision must be in place to fully fund this activity before any commitment is made which may require a virement of budget provision if the cost is outwith the budget remaining.

6.2 Comments of the Monitoring Officer

It is important to ensure that all members on the General Licensing Committee receive adequate training.

<p>Other implications:</p> <ul style="list-style-type: none"> • Risk • Equality • HR 	<p>Training is a vital component in developing the work of the Committee and its approach to handling cases of legal and reputational significance to the authority. The real risk here is in failing to develop a training programme for the benefit of members moving forward.</p> <p>None</p> <p>None</p>
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7. BACKGROUND DOCUMENTS (or there are no background papers to this report)

Appendix 1 – member training programme