

REPORT TO	ON
GENERAL LICENSING COMMITTEE	28 NOVEMBER 2017

September 2017



TITLE	REPORT OF
MEMBER TRAINING PROGRAMME	DIRECTOR OF DEVELOPMENT, ENTERPRISE AND COMMUNITIES

Is this report confidential?	No
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1. PURPOSE OF THE REPORT

This report will produce the ongoing training programme for members of the General Licensing Committee; ask members to reflect on the visit to Chorley Borough Council's Licensing function on 15 November 2017; and consider a proposed training course for members to be held in conjunction with Chorley Borough Council

2. RECOMMENDATIONS

Members are requested to:

- 2.1 note and comment upon the updated training programme attached as Appendix 1;
- 2.2 reflect upon the visit to Chorley Borough Council's Licensing function on 15 November 2017; and
- 2.3 consider the proposal to jointly-fund a training event with Chorley Borough Council to be held in March 2018 (details of which are provided in section 6 below).

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 previous meetings of the Committee, members have been presented with the draft training programme for their consideration. A copy of the latest version of the programme is attached as Appendix 1.

4.2 Members are requested to consider and comment upon the attached programme, with a view to identifying any future training initiatives they would wish to undertake.

5. VISIT TO CHORLEY BOROUGH COUNCIL'S LICENSING FUNCTION

- 5.1 As part of their overall learning experience, members had previously asked officers to arrange a visit to observe the Licensing function of another local authority. Officers therefore approached other local authorities in the area and were ultimately able to arrange a visit to Chorley Borough Council on 15 November 2017.
- 5.2 The programme for the event was helpfully put together by colleagues at Chorley BC and is reproduced below:

Time	Event
1.30pm	Chair's Briefing (Councillor Rainsbury was welcome to attend)
2.00pm	Licensing and Public Safety Committee – all members of the General Licensing Committee were welcome to observe
3.00pm	Licensing Act 2003 Committee – all Members of the General Licensing Committee were welcome to stay as this meeting was open to the public

- 5.3 Members are invited to reflect on the above experiences with a view to identifying any key learning points / examples of good practice which they may wish to consider incorporating within the procedures of this authority.
- 5.4 Members may wish to consider sending a formal letter of thanks to the Chair of Licensing at Chorley BC (Councillor Marion Lowe).

6. PROPOSED JOINT TRAINING EVENT TO BE HELD WITH CHORLEY BOROUGH COUNCIL

- 6.1 On 31 October 2017, officers received an approach from colleagues at Chorley Borough Council who were contemplating arranging a training event on Licensing and asked if this authority would wish to participate. Details of the proposed course are set out below:

6.2 Course arrangements:

The proposed date of the training is 9 March 2018, with the venue being Chorley Town Hall. The cost of the course would be split between the 2 authorities, with a cost to this authority of £570 + VAT and expenses. Refreshments will be provided.

6.3 Course content:

The half-day training would be carried out by the prominent and leading Licensing expert Mr Jim Button. The main emphasis of the course will be on taxi licensing and hearings, but it will also cover key elements of the Licensing Act 2003.

The course is primarily aimed at elected members, although officers will also be present. It is anticipated that up to 40 delegates will be there on the day.

- 6.4 Members are requested to confirm whether they would wish to support Chorley Borough Council in this joint initiative and (if so) authorise officers to make the appropriate arrangements.

7. WIDER IMPLICATIONS AND BACKGROUND DOCUMENTATION

7.1 Comments of the Statutory Finance Officer

The cost of the proposed training event can be met from existing revenue budgets.

7.2 Comments of the Monitoring Officer

The Training of members is important and provides them with a necessary tool when making decisions.

Other implications:	
▶ Risk	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.
▶ Equality & Diversity	None
▶ HR & Organisational Development	None
▶ Property & Asset Management	None
▶ ICT / Technology	None

8. BACKGROUND DOCUMENTS (or there are no background papers to this report)

Appendix 1 – member training programme

SMT Member's Name: Denise Johnson

Job Title: Director of Development, Enterprise & Communities

Report Author:	Telephone:	Date:
Peter Haywood	01772 625578	31 October 2017