

REPORT TO	ON
GENERAL LICENSING COMMITTEE	20 FEBRUARY 2018

September 2017



TITLE	REPORT OF
IMPLEMENTATION PLAN	PETER HAYWOOD

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

This report is intended to provide members with the latest updated version of the ongoing Implementation Plan, and to provide a year-end assessment of progress since the inception of the Plan in March 2017.

2. RECOMMENDATIONS

Members are requested to:

- 2.1 consider the attached copy of the latest Implementation Plan; and
- 2.2 comment accordingly.

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 its meeting on 21 March 2017, the General Licensing Committee was first presented with a draft Implementation Plan, the purpose of which was to combine into a single document the key outcomes from the various recent reviews into the Licensing function. The Plan would be updated on a regular basis, and was colour-coded so that members could easily discern the progress made.
- 4.2 Updated versions of the Implementation Plan have been presented to members of the General Licensing Committee on a regular basis, the last occasion being at the meeting on 28 November 2017.
- 4.3 Given that the February meeting of the committee is the last one to be held during the municipal year 2017/18, it is appropriate to take stock of the progress made since the Plan's inception some 11 months ago.

5. COMMENTARY

5.1 The Implementation Plan is a live working document and has therefore been amended on a regular basis since version 21 was last presented to members in November 2017. (The latest iteration attached as Appendix 1 is version 24). For instance, in light of resource constraints it has been necessary to change certain timescales in order to reflect matters of the highest priority. However, real progress continues to be made against the identified targets.

5.2 The latest version of the report contains 33 actions to be implemented, whereas the original number of actions reported to members in March 2017 was 30. The three items added over the course of 2017 are:

- D11 (relating to the revised format for hearing panels consisting of 3 elected members);
- D12 (introduction of a Mobile Homes Licensing Policy); and
- T9 (forthcoming review of Gambling Policy).

5.3 Of the 33 actions:

- 25 are now shown as green (complete) as opposed to 17 in the November 2017 report to the General Licensing Committee – an increase of 8 (47%);
- 5 are shown as amber (in progress) as opposed to 12 in November – a reduction of 7 (58%); and
- 3 are yet to be commenced (this being the same number reported to members in November).

6. SUMMARY

6.1 It is pleasing to report that steady incremental progress has been made in implementing the Plan over the past 11 months. Collectively, officers and members have worked hard to arrive at the point where the overwhelming majority of actions can now be identified as complete (76%) with a further 15% in progress. This leaves a minimal 9% still to be commenced, all of which are resource-intensive and will require a full-time manager to be in post. Given resource constraints, this is a commendable effort which has led to the introduction of more robust administrative procedures and a safer environment for local residents.

7. WIDER IMPLICATIONS AND BACKGROUND DOCUMENTATION

7.1 Comments of the Statutory Finance Officer

There are no financial implications arising from the recommendations in this report.

7.2 Comments of the Monitoring Officer

There are no direct legal implications in this report. The relevant comments are captured within the Risk section of the report.

Other implications:	
▶ Risk	It is imperative that the Implementation Plan is implemented, thereby enabling the Licensing Section to continue to improve its process and procedures and demonstrate that statutory obligations are being met.
▶ Equality & Diversity	None

▶ HR & Organisational Development	None
▶ Property & Asset Management	None
▶ ICT / Technology	None

8. BACKGROUND DOCUMENTS

Appendix 1 – Implementation Plan V24

SMT Member's Name – Peter Haywood

Job Title – Revenues Manager

Report Author:	Telephone:	Date:
Peter Haywood	01772 625575	2 February 2018