

REPORT TO	ON
GENERAL LICENSING COMMITTEE	20 FEBRUARY 2018

September 2017



TITLE	REPORT OF
FORWARD PLAN	PETER HAYWOOD

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

The report updates members on progress against the Forward Plan 2017/18 and suggests a draft Forward Plan for 2018/19.

2. RECOMMENDATIONS

Members are requested to:

- 2.1 note the progress made against the Forward Plan 2017/18 (attached as Appendix 1); and
- 2.2 consider the draft Forward Plan 2018/19 (attached as Appendix 2) with a view to its adoption for the coming year.

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 Members will recall that, at their meeting in March 2017, they adopted an initial version of the Forward Plan for the coming year. The purpose of the Plan was to act as a guide for members of the committee to see what their upcoming workload would be, as well as acting as an aide-memoire for officers.

5. FORWARD PLAN 2017/18

- 5.1 A copy of the Forward Plan 2017/18 is attached as Appendix 1.

- 5.2 The Plan is "RAG rated" (ie progress is illustrated by the use of red / amber / green colouring). Members will note that the majority of the actions are rated as green, indicating that they have been dealt with in the anticipated manner. The three items marked as red are as follows:

- Operator Accreditation Scheme (deferred until December 2018) the Annual Review of the Convictions Policy – these are major pieces of work which will be assisted by the presence of a full-time Licensing Manager; and
- Fees and Charges report (proposed for January 2018 but deferred until April 2018) - this is due to slippage in finalising the staff structure which had a knock-on effect in terms of setting fees and charges.

5.3 Members are requested to reflect on the success of the Forward Plan 2017/18 and consider whether any changes to the format should be adopted during 2018/19.

6. FORWARD PLAN 2018/19

6.1 A copy of the draft Forward Plan for 2018/19 is attached as Appendix 2.

6.2 Members are requested to consider the content of the proposed draft, with a view to adopting it as a work plan for the coming year. In doing so, the following comments may be of relevance:

- The main piece of work for the coming year will be the review of the Gambling Policy (to be completed and published by January 2019). The precise workload (in terms of frequency of meetings and milestones to ensure a smooth delivery) has yet to be mapped out, but this will be presented to committee in a subsequent report, following which the Forward Plan can be further amended;
- The incoming Licensing Manager may have other suggested topics for inclusion which can be discussed on his/her appointment; and
- It is invariably necessary for matters to be added to the Forward Plan as they crop up during the year. Again, these can be included on an ad hoc basis.

6.3 Members are asked to note that the dates of the scheduled meetings are still subject to final endorsement by full Council. Should these subsequently change, the draft can be amended accordingly.

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 legal implications in this report.

Other implications:	
▶ Risk	None – the Forward Plan is a useful tool in co-ordinating and mapping the workload of the committee
▶ Equality & Diversity	None
▶ HR & Organisational Development	None
▶ Property & Asset Management	None

▶ ICT / Technology	None
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8. BACKGROUND DOCUMENTS (or there are no background papers to this report)

Appendix 1 – Forward Plan 2017/18
Appendix 2 – draft Forward Plan 2018/19

SMT Member's Name Peter Haywood
Job Title Revenues Manager

Report Author:	Telephone:	Date:
Peter Haywood	01772 625578	6 February 2018