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| **REPORT TO** | **ON** |
| **Licensing Act Committee** | **24 July 2018** |
|  |
| **TITLE** | **REPORT OF** |
| **Centre Approval with the BIIAB** | Head of Licensing |

|  |  |
| --- | --- |
| Is this report confidential? | **No** |

1. **PURPOSE OF THE REPORT**

To provide a short brief on successfully obtaining Centre Approval to deliver the personal licence Course

**2 CORPORATE PRIORITIES**

The report relates to the following corporate priorities:

|  |  |
| --- | --- |
| Excellence and Financial Sustainability | x |
| Health and Wellbeing |  |
| Place |  |

Projects relating to People in the Corporate Plan:

|  |  |
| --- | --- |
| People  |  |

**3. RECOMMENDATIONS**

For the contents of the report to be noted

**4. BACKGROUND TO THE REPORT**

The Licensing Service recently applied to the BIIAB (British Institute of Innkeepers) to become a training provider for the personal licence qualification which is a mandatory requirement for anyone wishing to apply for a personal licence.

4.1 Extensive policies and procedures are required by any applicant which are strictly measured against set criteria. A BII auditor visited the Offices on the 20th June 2018.

4.2 On the 28th June 2018 the BII confirmed in writing that South Ribble Borough Council had been given Centre Approval which now gives the opportunity to deliver the training.

4.3 The training will ensure that a decent standard of knowledge is installed into new applicants who may go onto operate premises in the Borough., In addition it is a mark of excellence that the Council has achieved Centre Approval Status and also gives us the opportunity to offer the course throughout the region and increase revenue coming into the Authority.

4.4 The dates of the course have been booked in advance and marketing will begin in earnest. The dates proposed are;

27th September 2018

25th October 2018

29th November 2018

20th December 2028

24th January 2019

21st February 2019

28th March 2019

25th April 2019

30th May 2019

27th June 2019

25th July 2019

29th August 2019

**5. Financial implications**

5.1 Delivering the training will generate income for Council although it is difficult to estimate exactly how much at this early stage. The fee is £120 per applicant, though there will be some costs of delivery to be deducted. Once the courses begin we will be able to have a clearer idea of the level of demand and be able to set a suitable income target.

**6. LEGAL IMPLICATIONS**

There are no direct legal implications in this report.

**7. COMMENTS OF THE STATUTORY FINANCE OFFICER**

No further comments other than those in section 5.

**9. COMMENTS OF THE MONITORING OFFICER**

**It is a great achievement to have been approved as a training provider by an external body. This is an indication that the service is continuing to achieve high standards.**

**10. OTHER IMPLICATIONS:**

|  |  |
| --- | --- |
| * **HR & Organisational Development**
* **ICT / Technology**
* **Property & Asset Management**
* **Risk**
* **Equality & Diversity**
 | NoneNoneNoneNone identifiedNone |

**11. APPENDICES**

**Appendix A- Copy of Marketing Flyer**

**None**

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| Report Author: | Telephone: | Date: |
| Mark Marshall | 01772 625401 | 4 July 2018 |