

REPORT TO	ON
GENERAL LICENSING COMMITTEE	19 SEPTEMBER 2017

Jan 2017



TITLE	AUTHOR
IMPLEMENTATION PLAN – UPDATE	PETER HAYWOOD

1. PURPOSE OF THE REPORT

This report is intended to provide members with an updated version of the Implementation Plan.

2. RECOMMENDATIONS

Members are requested to:

- 2.1 consider the attached report; 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 The minutes of the meeting on 21 March confirm that officers were requested to bring a quarterly update report on the composite Implementation Plan to General Licensing Committee. This report fulfils that requirement, with the latest version of the Implementation Plan attached as Appendix 1.

5. COMMENTARY

- 5.1 The Plan is a live working document and has therefore been amended on a regular basis since version 13 was last presented to members in July 2017. (The latest iteration attached as Appendix 1 is version 16). 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. The latest version of the report contains 31 actions to be implemented. Of these:

- 14 are shown as green (complete) as opposed to 7 in the July 2017 report to the General Licensing Committee ;
- 14 are shown as amber (in progress) as opposed to 17 in July; and
- 3 are yet to be commenced as opposed to 7 in July.

6. WIDER IMPLICATIONS AND BACKGROUND DOCUMENTATION

6.1 Comments of the Statutory Finance Officer

There are no financial implications arising from this report. All actions can be met from existing budgets.

6.2 Comments of the Monitoring Officer

There are no legal implications identified in this report.

Other implications:	
<ul style="list-style-type: none">• Risk	It is imperative that the improvement plan is implemented, thereby enabling the Licensing Section to continue to improve its process and procedures.
<ul style="list-style-type: none">• Equality	None
<ul style="list-style-type: none">• HR	None

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

Appendix 1 – Implementation Plan V17