



No	Action	Responsibility	Target Date	Progress	In Progress/ Completed
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Decision Making					
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D1	Forward Plan to be a standing agenda item for each Licensing Committee to include: <ul style="list-style-type: none"> ▶ Member training ▶ Taxi Forums ▶ New / Revised / Reviewed Policies ▶ Quarterly performance reports 	Mark Marshall	Monthly	Taxi Forum 14 June 21018 No Policy Revision intended at this stage Quarterly Performance attached.	Ongoing
D2	Implement a policy for the testing of modified vehicles	Mark Marshall	November 2017	Policy now ratified by ELT, to be progressed to full council.	In Progress
D3	Annual review of the Hackney Carriage and Private Hire Vehicle Licensing Policy and associated appendices	Mark Marshall	March 2019		Not Started
D4	To review the current vehicle testing regime which currently gives operators a choice of 10 commercial garages. The information passed to the Authority from these garages does not reflect an accurate picture of the standard of vehicles with no detail on defects detected the amount of re tests undertaken to achieve a pass and we believe there is a significant difference between garages in consistency.	Mark Marshall Justin Abbotts	Draft Report to be presented by September 2018	Vehicle list obtained, history of all vehicle MOT passes and fails has commenced.	Ongoing

Background Document

Appendix 1

Strengthening Partnerships

S1	Re-establish a working relationship with: <ul style="list-style-type: none"> ▶ Police ▶ Lancashire Fire and Rescue ▶ Home Office Immigration 	Mark Marshall	March 2019	Initial contact has been made with Simon Ashworth, Licensing Sgt to set out the aspiration of more joint working and information sharing. Meeting with Fire Safety 17 May 2018.	Ongoing
S2	Hold Taxi Forums on a quarterly basis with members invited to attend.	Mark Marshall	Quarterly		Complete
S3	Re engage with the local pub watch scheme and aim to increase membership and attendance.	Mark Marshall	March 2019		Not Started

Building Confidence

B1	Formally record details of pro-active enforcement action for reporting to the Licensing Committee.	Mark Marshall	March 2019	Details recorded on LALPAC database and manual records.	Normal business
B2	Develop a Licensing Tracking sheet to be sent to all Responsible Authorities and Elected Members weekly.	Chris Ward	June 2018	Template to be approved.	Awaiting Approval
B3	An annual report will be provided to the Licensing Committee detailing the performance and activity of the licensing function over the previous 12 months.	Mark Marshall	March 2019	On the 13 June GLC agenda but deferred until July meeting. Presented to GLC on the 11 July.	Ongoing

Background Document

Appendix 1

B4	Council to receive reports from the Chair of the GLC on the Licensing Service and Committee activity (other than quasi-judicial matters).	Licensing Chair	July 2017	Discussed with Cllr Rainsbury 11 April. Peter to speak to Caroline Elwood re scheduling on the Council agenda. Caroline has suggested that the presentation of the annual report to council should be incorporated into the GLC's Terms of Reference. The presentation of the annual report to full Council by the Chair of GLC is included in amendments to the GLC ToRs that are being reported to GLC on 19th September. GLC ToRs have been amended – GLC Chair to present the annual report to the November council meeting. On the forward plans for SMT and November council. Annual report to full Council 22 November.	Ongoing
B5	Implement an operator accreditation scheme.	Justin Abbotts	December 2018	The adoption and implementation of the scheme is to be undertaken by the new Head of Licensing when that officer is in post. Spoken with Directors of Avacab and Village cars very receptive to the proposals.	Soft Consultation underway and draft scheme being drafted
B6	Member training plan, including safeguarding training and job shadowing, to be agreed.	Licensing Manager	March 2017 & Ongoing	Training Session on taxi law on the 4 June 2018 Mark Marshall and Tasneen Safdar.	Ongoing

Service delivery and transformation

T1	Review Licensing Process Procedures in order to streamline the systems focussing on risk rather than routine the overall aim is to avoid duplication and provide a better use of officer time.	Chris Ward	September 2018	Proposals to be endorsed by ELT and audit.	Complete
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Background Document

Appendix 1

T2	Training and development programme to be created for Licensing Officers.	Mark Marshall	April 2017 & Ongoing	Some training needs identified and options for delivery explored. PDRs to be completed on 28 April with training (including safeguarding and PACE) being included. PDRs have been completed with Steph & Chris both asking for follow up training on PACE. Training and development has now been incorporated into 'business as usual' and is identified through PDRs and regular one to ones.	Ongoing
T3	Obtain BII (British Institute of Innkeepers) Status and begin to deliver Personal Licence Course with a view to increasing income generation.	Mark Marshall	August 2018	Application underway	Ongoing
T4	To implement a taxi driver customer care course in line with paragraph 5.7 of the taxi and private hire policy. This will provide more flexible access to the pre requisite qualification at a reduced cost to the BTEC and again increase revenue for the department.	Mark Marshall	August 2018	Course design underway	Ongoing
T5	Register to the Dot Gov website so that electronic applications for LA 2003 matters can be accepted.	Justin Abbotts	August 2018	Application underway	Ongoing
T6	Assessment of fees and charges to be effective from July 2018.	Licensing Manager	March 2019	Delayed due to the re-structure and shared services agenda.	In Progress
T7	Review of the Gambling Policy.	Mark Marshall	January 2019	National policy for all councils to review their gambling policies by Jan 2019. To be included in the GLC forward plan.	Complete