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March				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
April							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
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July							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
August			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					СО	SEPT MMITTE
September						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
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November				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						EMBER MITTEE
December						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
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Licensing Committee Forward Work Plan JUNE 2015 - Actions

	Lead Officer	01-Mar-15	10-Apr-15	20-Apr-15	01-May-15	18-May-15	26-May-15		10-Jun-15
Forward Work Programme	Nicky Jones	Meet with JT and IM to discuss and develop 2 year FWP for Licensing Committee	Prepare and submit FWP to Business Manager for approval	Prepare draft report to committee and submit to Business Manager	Prepare final report and submit to Business Manager for approval	Submit report to Public Protection Manager	Submit report to Committee Services		Committee 10 June 2015
PHV Plate Dispensation Policy	Nicky Jones		Submit draft policy to Business Manager for approval	Prepare draft report to committee and submit to Business Manager	Prepare final report and submit to Business Manager for approval	Submit report to Public Protection Manager	Submit report to Committee Services		Committee 10 June 2015
Vehicle Review	Nicky Jones	Hold a workshop session with Fleet/Licensing	N/A	Prepare draft report to committee and submit to Business Manager	Prepare final report and submit to Business Manager for approval	Submit report to Public Protection Manager	Submit report to Committee Services		Committee 10 June 2015

APPENDIX 2

Licensing Committee Forward Work Plan SEPTEMBER 2015 - Actions

	Lead Officer	01-Jun-15	30-Jun-15	01-Jul-15	25-Jul-15	01-Jul-15	31st July 2015	14th August 2015	28th August 2015	07-Sep-15	23-Sep-15	Comments
Penalty Point Policy and	Howard Birnie			Make amendments following	Prepare final policy and submit to Business Manager for approval		committee and submit to	Prepare final report and submit to Business Manager for approval	Submit report to Public Protection Manager	Submit report to Committee Services	Committee Meeting 23rd September 15	
Review of Statement of Licensing Policy	J0 Thomas	Liase and consult with North Wales Licensing Technical Panel on proposed NW Policy	,			Amend proposed NW policy to suit local needs, if necessary	Prepare draft report and policy to committee and submit to Business Manager	Prepare final report and submit to Business Manager for approval	Submit report to Public Protection Manager	Submit report to Committee Services	Committee Meeting 23rd September 15	

Licensing Committee Forward Work Plan DECEMBER 2015 - Actions

Task	Lead Officer	01-Jun-15	01-Jul-15	30-Jul-15	01-Aug-15	01-Sep-15	15-Sep-15	12-Oct-15	26-Oct-15	09-Nov-15	16-Nov-15	2nd Dec 15
Proposed revised Hackney Carriage and Private Hire Vehicle Policy	Nicky Jones	Prepare 1st draft of policy	workshop session with taxi trade representatives/Fleet Services to discuss proposals	Prepare 2nd draft of policy		Prepare final draft of policy and	discuss draft policy	committee and submit to		Submit report to Public Protection Manager	Submit report to Committee Services	Committee Meeting 2nd December 15
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January							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
February			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29							MARCH COMMITTE
March				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
April							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
Мау		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						JUNE COMMITTEE
June					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
July							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
August			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					SEPT COMMITTE
September						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
November				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					DECEMBER COMMITTEE
December						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Key		Cor	nmit	tee						s to F				sines				nmit vice					sine:															

Licensing Committee Forward Work Plan MARCH 2016 - Actions

Task	Lead Officer	01-Sep-15	01-Oct-15	01-Dec-15	18-Jan-16	01-Feb-16	15-Feb-16	24-Feb-16	09-Mar-16	Comments
Proposed Sex Establishment Policy		Liase with neigbouring authorities on existing policies	Meet with Business Manager to establish the future needs of the policy	ũ .	Prepare draft report to committee and submit to Business Manager	Prepare final report and submit to Business Manager for approval	Submit report to Public Protection Manager	Submit report to Committee Services	Committee 9 March 2016	
Proposed Scrap Metal Dealers Policy	Nicky	Following final version of All Wales Policy, scrutinise to ensure meets with local needs, amend where necessary		meet with Rusiness Manager	Prepare draft report to committee and submit to Business Manager	Prepare final report and submit to Business Manager for approval	Submit report to Public Protection Manager	Submit report to Committee Services	Committee 9 March 2016	

Licensing Committee Forward Work Plan JUNE 2016 - Actions

	Lead Officer	01-Nov-15	01-Jan-16	01-Feb-16	01-Mar-16	18-Apr-16	03-May-16	16-May-16	25-May-16	08-Jun-16	Comments
Proposed revised Hackney Carriage and Private Hire Driver Policy		Research neigbouring authorities policies	Worskhop session with nominated trade representatives and Licensing Committee Member	draft proposed policy	meet with Business Manager to approve draft policy	committee and submit to			Submit report to Committee Services	Committee 8 June 16	
RESERVED										Committee 8 June 16	

Licensing Committee Forward Work Plan SEPTEMBER 2016 - Actions

Lead Officer	01-Nov-15	01-Jan-16	01-Mar-16	25-Jul-16	08-Aug-16	23-Aug-16	06-Sep-16			22-Sep-16	Comments
	reasearch neigbouring	Highways/Licensing Committee	with Business Manager to	Prepare draft report to committee and submit to Business Manager	Prepare final report and submit to Business Manager for approval	Submit report to Public Protection Manager	Submit report to Committee Services			Committee 22 Sept 16	
Nicky Jones	Identify priorities for the section	Meet with JT and IM to discuss and develop 2 year FWP		Prepare draft report to committee and submit to Business Manager	Prepare final report and submit to Business Manager for approval	Submit report to Public Protection Manager	Submit report to Committee Services			Committee 22 Sept 16	
	Jo Thomas	Jo reasearch neigbouring authorities policies Nicky	Jo reasearch neigbouring Thomas authorities policies Workshop session with Highways/Licensing Committee Member Nicky Meet with JT and IM to discuss	Jo reasearch neigbouring authorities policies Workshop session with Highways/Licensing Committee Member Draft proposed policy and meet with Business Manager to finalise Nicky Nicky Meet with JT and IM to discuss Prepare and submit FWP to	Jo reasearch neigbouring authorities policies Workshop session with Highways/Licensing Committee Member Draft proposed policy and meet with Business Manager to finalise Prepare draft report to committee and submit to Business Manager Nicky Identify priorities for the section of the sect	Jo reasearch neigbouring authorities policies Workshop session with Highways/Licensing Committee Member Draft proposed policy and meet with Business Manager to finalise Prepare draft report to committee and submit to Business Manager Prepare draft report to 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Licensing Committee Forward Work Plan DECEMBER 2016 - Actions

Task Lead Officer	01-Jun-16	19-Jun-16	01-Jul-16	11-Sep-16	25-Sep-16	10-Oct-16	24-Oct-16	07-Nov-16	22-Nov-16		07-Dec-16	Comments
Update and review of Penalty Point Poilicy and Procedure	Scrutinise existing penalty points policy and procedure and table of points	Make suggested amendments where necessary	Arrange workshop with trade members, Licensing Committee Members and Officers	Make amendments following workshop	Prepare final policy	Prepare draft report to committee and submit to Business Manager along with final policy	Prepare final report and submit to Business Manager for approval	Submit report to Public Protection Manager	Submit report to Committee Services		Committee 7 Dec 16	
RESERVED											Committee 7 Dec 16	