

<b>REPORT TO:</b>	Licensing Committee
<b>DATE:</b>	13 <sup>th</sup> June 2018
<b>LEAD OFFICER:</b>	Head of Planning and Public Protection
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<b>SUBJECT:</b>	Forward Work Programme 2018/19

## **1.0 PURPOSE OF THE REPORT**

1.2 To provide Members with an update on the Forward Work Programme.

## **2.0 EXECUTIVE SUMMARY**

2.1 A proposed Forward Work Programme is attached, at Appendix A, for Members to consider and approve.

## **3.0 BACKGROUND INFORMATION**

3.1 Members will be aware that at a previous Licensing Committee, Members approved a rolling 12 month process for their Forward Work Programme.

3.2 Members will note that the agenda for today's meeting does not have any reports in line with the previously proposed Forward Work Programme. This is due to officers' focus being on updating data files following migration from one database to another.

3.3 Given this is a key part of the council's business officers are proposing that they continue with this data update over the summer and autumn months so that they can ensure the core business is capable of adequate monitoring and also allow for effective renewal notifications, efficient responses to Freedom of Information requests and public register enquiries.

3.4 Officers wish to confirm that any unplanned business i.e. driver hearings will continue as necessary.

#### **4.0 RECOMMENDATION**

- 4.1 For Members to approve the proposed Forward Work Programme, as detailed in the Appendix.