

**AGENDA ITEM: 5**

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Meeting	Licensing Committee
Date	9 September 2008
<b>Subject</b>	<b>Establishing Sub-Committees of the Licensing Committee</b>
Report of	Democratic Services Manager
Summary	This report requests that the Licensing Committee establish Sub-Committees

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Officer Contributors	Chidilim Agada – Senior Democratic Services Officer Pauline Bagley - Democratic Services Officer
Status (public or exempt)	Public
Wards affected	All
Enclosures	Appendix A: Proposed Sub-Committees composition

For decision by Licensing Committee

Function of Council

Reason for urgency / exemption from call-in (if appropriate) Not Applicable

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## **1. RECOMMENDATIONS**

- 1.1 That the Committee agrees the named membership of its Sub-Committees for 2008/09 as proposed in Appendix A.**
- 1.2 That the membership of the Sub-Committees comes into effect immediately.**
- 1.3 That the Democratic Services Manager be delegated to arrange the calendar of meetings for the rest of the municipal year.**
- 1.4 That where urgent meetings of Sub-Committees are required to be convened, the Democratic Services Manager convenes the meetings based on the availability of Members of the Sub-Committees.**
- 1.5 That the new arrangements be reviewed after one year.**

## **2. RELEVANT PREVIOUS DECISIONS**

- 2.1 Licensing Committee on 12 December 2007 (Minute 6) agreed that the Licensing Committee should appoint annually a set of six fixed Licensing Sub-Committees and also instructed the Democratic Services Manager to carry out research on the benefits or otherwise in identifying a specific day each week throughout the year reserved for licensing hearings.
- 2.2 Licensing Committee - Joint Meeting of Committees on 13 May 2008, appointed the Panel of Chairmen, however the Committee decided to defer consideration of the appointment of members to the Sub-Committees to enable the matter to be considered at the meeting on 21 May 2008, in conjunction with the Committee's consideration of the operational arrangements for the Sub-Committees.
- 2.3 Licensing Committee on 21 May 2008 (Minute 6)
  - (i) that meetings of the Sub-Committee be programmed to take place twice per month, one daytime meeting and one evening meeting. These meetings should be arranged quarterly and avoid Thursdays and Fridays and main holy days and festivals, in accordance with the Council's previous decisions on the arrangement of Committee and Council meetings.

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

- 3.1 As set out in the Council's Licensing and Gambling Policies.
- 3.2 Under the Council's Corporate Plan for 2008/09 to 2011/12, one of the corporate priorities is 'More Choice, Better Value' and a key objective within this priority is 'enhancing and further developing corporate governance'. These arrangements contribute to good governance arrangements of the Licensing Committee.

## **4. RISK MANAGEMENT ISSUES**

- 4.1 The proposed structure includes the facility for all remaining members of the Licensing Committee to serve as substitutes on each Sub-Committee with the intention of providing maximum flexibility. Thus, instances of

members' sickness, having a conflict of interest, holidays or other unavailability should not delay the assessment, review or determination of a case.

- 4.2 The consequence of a failure to determine applications by the due deadline is that the Council will incur staffing and possibly financial costs in attending the Magistrates' Court. Additionally, the Council could suffer reputation damage.

## **5. EQUALITIES AND DIVERSITY ISSUES**

- 5.1 Friday afternoons for Sub – Committees are and will continue to be avoided as some Members, applicants and objectors cannot attend for religious observance reasons. Additionally, Licensing Sub - Committees will not be held on the main Jewish holy days, Diwali, and the festivals of Eid, in accordance with the Council's previous decisions, generally, on the arrangement of Committee and Council meetings..

- 5.2 Thursdays will also be avoided.

## **6. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

- 6.1 The costs of refreshments are negligible.

## **7. LEGAL ISSUES**

- 7.1 No additional issues other than those set out in the report.

## **8. CONSTITUTIONAL POWERS**

- 8.1 The Committee has the power to appoint a minimum of three sub-committees, each of no less than three persons.
- 8.2 The Licensing Sub-Committees are responsible for matters falling within the Licensing Act 2003 and Gambling Act 2005, as delegated to them by the Licensing Committee.

## **9. BACKGROUND INFORMATION**

- 9.1 On 12 December 2007, the Licensing Committee agreed that, in the interests of good governance, it was more appropriate for the Committee, rather than an officer, to appoint the Sub-Committees, and this decision is being actioned at this meeting.
- 9.2 The Committee is being asked to agree the membership of its Sub-Committees.
- 9.3 As with all Sub-Committees, any membership changes to the Licensing Sub-Committees will be made by the parent committee. This may arise from a change in the membership of the main committee; for example, due to Council agreeing a change in one or more of the elected members.

- 9.4 Urgent Sub-Committees, when required to be convened, will be convened by the Democratic Services Manager based on Member availability.
- 9.5 It was further agreed at the Committee meeting on 12 December 2007 that the new arrangements would be reviewed after one year.
- 9.6 Appendix A to this report sets out the proposed structure and composition of the six Sub-Committees. The composition was drawn up with the following criteria:
- Each Sub-Committee Chairman would chair two Sub-Committees.
  - The makeup of each Sub-Committee is in line with the known availability of Members.
  - No Sub-Committee has more than one Member from a particular ward.
  - Each Chairman has been allocated one daytime and one evening meeting slot.

## **10. LIST OF BACKGROUND PAPERS**

- 10.1 None.

Legal: JEL

**APPENDIX A**

<b>(1) MONDAY 10AM</b>	<b>(2) MONDAY 7PM</b>	<b>(3) TUES 10AM</b>	<b>(4) TUES 7PM</b>	<b>(5) WED 10AM</b>	<b>(6) WED 7PM</b>
<b>Kate Salinger</b> <i>(Coppetts)</i>	<b>Wendy Prentice</b> <i>(High Barnet)</i>	<b>J Tambourides</b> <i>(East Barnet)</i>	<b>Kate Salinger</b> <i>(Coppetts)</i>	<b>Wendy Prentice</b> <i>(High Barnet)</i>	<b>J Tambourides</b> <i>(East Barnet)</i>
Claire Farrier <i>(Burnt Oak)</i>	John Hart <i>(Mill Hill)</i>	Jim Tierney <i>(West Finchley)</i>	Hugh Rayner <i>(Hale)</i>	Julie Johnson <i>(West Hendon)</i>	M Yannadoudakis <i>(Oakleigh)</i>
A Tambourides <i>(Brunswick Park)</i>	Susette Palmer <i>(Childs Hill)</i>	Lisa Rutter <i>(Brunswick Park)</i>	Agnes Slocombe <i>(West Hendon)</i>	Terry Burton <i>(East Barnet)</i>	Kath McGuirk <i>(West Finchley)</i>
Substitutes:  Terry Burton John Hart Julie Johnson Kath McGuirk Susette Palmer Wendy Prentice Hugh Rayner Lisa Rutter Agnes Slocombe J Tambourides Jim Tierney M Yannakoudakis A Tambourides M Yannakoudakis	Substitutes:  Terry Burton Claire Farrier Julie Johnson Kath McGuirk Hugh Rayner Lisa Rutter Agnes Slocombe J Tambourides Jim Tierney M Yannakoudakis A Tambourides Kate Salinger	Substitutes:  Terry Burton Claire Farrier John Hart Julie Johnson Kath McGuirk Susette Palmer Wendy Prentice Hugh Rayner Agnes Slocombe M Yannakoudakis A Tambourides Kate Salinger	Substitutes:  Terry Burton Claire Farrier John Hart Julie Johnson Kath McGuirk Susette Palmer Wendy Prentice Lisa Rutter J Tambourides Jim Tierney M Yannakoudakis A Tambourides	Substitutes:  Claire Farrier John Hart Kath McGuirk Susette Palmer Hugh Rayner Lisa Rutter Agnes Slocombe J Tambourides Jim Tierney M Yannakoudakis A Tambourides Kate Salinger	Substitutes:  Terry Burton Claire Farrier John Hart Julie Johnson Susette Palmer Wendy Prentice Hugh Rayner Lisa Rutter Agnes Slocombe Jim Tierney A Tambourides Kate Salinger