

LICENSING – introduction of a easy reference guide for Panel and protocol for attendees at Licensing Sub-committees

Licensing Committee – 20th September 2023

Report of: Chief Officer Planning and Regulatory Services

Status: For Information

Key Decision: No

Executive Summary: This report is an annual update on the performance and activity of the Licensing Partnership

This report supports the Key Aim of: Sustainable Economy

Portfolio Holder: Cllr. Margot McArthur

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Recommendation to Licensing Committee :

To consider the proposed guide and attendee protocol set out at **Appendices A & B** for use at future meetings of the Licensing Sub Committee (who are meeting to consider applications made under the Licensing Act 2003) and :

1. Approve for future use
or
2. Amend as required and introduce for future use
or
3. Decide the proposed guide & protocol are not necessary at this time.

Reason for recommendation: To ensure the Licensing Sub-Committees are supported and public attending such meetings are given a clearer indication of what to expect.

Introduction and Background

- 1 A meeting of the Licensing Sub-committee (LSC) takes place when it is necessary to determine a contentious licence application which is opposed under the Licensing Act 2003. They also take place to hear taxi related applications where a driver may wish to make a case as to why they should be granted a licence against policy etc) There are also other areas of licensing where they would meet to determine applications if required (eg Gambling and Sex establishments)
- 2 Following a recent training session and LSC meeting which was attended by objectors to the application who were highly vocal and disruptive at the meeting, the Members have asked the Head of Licensing to produce two documents to assist the smoother running of Licensing Sub Committees in the future.
- 3 The first is an easy reference guide for the panel of the Licensing Sub Committee to have easily to hand showing how the meeting should run (this information is usually included by Democratic services at the start of any report and has been adapted from that list to be simpler and more specific, which can easily referenced as a separate document if placed on the desk of the panel members).
- 4 The second is a proposed protocol intended to be distributed to attendees of a Licensing Sub – Committee at the hearing. The intention is to better inform those attending of what to expect and outline expected standards of behaviour.

Key Implications

Financial

There are no financial implications.

Legal Implications and Risk Assessment Statement.

This is a report to consider the wording and introduction of the requested guides. Should Members decide to introduce them or not, there will be no legal implications

Equality Assessment

The information contained within this report have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Appendices

Appendix A – Quick reference guide for Members sitting on a LSC

Appendix B – Protocol for LSC attendees

Background Papers

None

Richard Morris

Deputy Chief Executive and Chief Officer – Planning & Regulatory Services