

## APPOINTMENTS TO LICENSING (HEARING) SUB-COMMITTEES

### Special Licensing Committee – 14 May 2024

**Report of:** Deputy Chief Executive & Chief Officer Customer & Resources

**Status:** For Decision

**Key Decision:** No

**Contact Officer:** Charlie Sinclair, Ext. 7165

**Recommendation to Licensing Committee:** That the memberships of the Licensing Sub-Committees as set out in Appendix A (to follow) be approved.

**Reason for recommendation:** For compliance with Part 8 of the Sevenoaks District Council Constitution.

### Introduction and Background

- 1 Since 21 May 2009 the Committee has adopted emerging best practice in arranging the Licensing Committee into fixed pools of 3 Members who can be appointed, when necessary, for hearings. This arrangement is set out in the Committee's terms of reference.
- 2 Although the Committee is allotted into these groups of 3, any Member of the Committee is allowed to act as a substitute for any other. Substitutions are the responsibility of the Members concerned and should be notified to the Democratic Services Team at least one hour prior to the hearing.
- 3 At its meeting held on 26 June 2013 the Committee indicated that one additional Member should be put on "standby" for each Hearing in case a substitute is needed at relatively short notice. For administrative purposes this Member was to be selected informally by the Democratic Services Team.
- 4 The process has an aim of stressing that Members of the Committee sit on preferably an approximately equal number of hearings across the municipal year.

### Proposed Memberships

- 5 The proposed memberships for the Sub-Committees are set out in the attached Appendix A (to follow, following the appointments made at Annual Council).

## **Key Implications**

### Financial

There are no specific financial implications arising from this report.

### Legal Implications and Risk Assessment Statement

There are no specific legal implications arising from this report.

### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### Climate Change Implications and Environmental Impact

The decisions recommended through this paper have a remote or low relevance to the council's ambition to tackle the challenge of climate change. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

### **Appendices**

Appendix A – Sub Committee Membership (to follow)

### **Background Papers**

[Previous reports to Committee and Annual Council Papers](#)

**Jim Carrington-West**

**Deputy Chief Executive and Chief Officer Customer & Resources**