



Committee: LICENSING ACT COMMITTEE

Date: THURSDAY, 15 JUNE 2017

Venue: LANCASTER TOWN HALL

Time: 2.00 P.M.

A G E N D A

1. **Apologies for Absence**

2. **Appointment of Vice-Chairman**

To appoint a Vice-Chairman for the 2017/18 municipal year.

3. **Minutes**

Minutes of meeting held on 16 June 2016 (previously circulated).

4. **Items of Urgent Business Authorised by the Chairman**

5. **Declarations of Interest**

To receive declarations by Members of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.)

Whilst not a legal requirement, in accordance with Council Procedure Rule 9 and in the interests of clarity and transparency, Members should declare any disclosable pecuniary interests which they have already declared in the Register at this point in the meeting.

In accordance with Part B, Section 2 of the Code of Conduct, Members are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

Matter for Decision

6. **Chairmen of Licensing Act Sub-Committees (Pages 1 - 3)**

Report of the Food, Safety and Licensing Manager

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Terrie Metcalfe (Chairman), Sam Armstrong, June Ashworth, Stuart Bateson, Alan Biddulph, Claire Cozler, Mel Guilding, Karen Leytham, Abi Mills, Sylvia Rogerson, Roger Sherlock, Susan Sykes, Nicholas Wilkinson, Paul Woodruff and Peter Yates

(ii) Queries regarding this Agenda

Please contact Jane Glenton, Democratic Services - telephone (01524) 582068 or email jglenton@lancaster.gov.uk.

(iii) Changes to Membership or apologies

Please contact Democratic Support, telephone (01524) 582170, or email democraticsupport@lancaster.gov.uk.

SUSAN PARSONAGE,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER, LA1 1PJ

Published on Tuesday, 6 June 2017.

LICENSING ACT COMMITTEE

Chairmen of Licensing Act Sub-Committees 15th June 2017

Report of the Food, Safety and Licensing Manager

PURPOSE OF REPORT

To enable the Committee to make arrangements for the chairing of Licensing Act Sub-Committees during the forthcoming municipal year.

This report is public

Recommendation

- (1) That the Committee appoints for the new municipal year a number of members to chair the ad hoc sub-committees established to hear individual applications under the Licensing Act 2003 and the Gambling Act 2005.**

1.0 Introduction

- 1.1 The procedure for establishing sub-committees to deal with hearings under the Licensing Act 2003 was agreed at the Committee's meeting on the 14th February 2005. As Members are aware, each sub-committee must comprise three members of the Committee, and is convened by the Democratic Services Manager, as and when required, from the fifteen members.
- 1.2 It was further agreed in 2005 that the then Chairman and Vice-Chairman and three other named members be appointed as chairmen of the sub-committees, and that each ad hoc sub-committee would include one of these members who would act as the chairman.
- 1.3 This arrangement has continued, although in some municipal years, the Committee has nominated four rather than five chairmen and in the last municipal year only three members were nominated.
- 1.4 For Members' information, the three chairmen nominated for 2016/17 were Councillors Terrie Metcalfe, Claire Cozler and Charlie Edwards.
- 1.5 It is always difficult to estimate in advance the workload of the sub-committees. However, in 2016/17, there were eleven sub-committee hearings, compared to two in 2015/16.
- 1.6 As the demand for meetings of the sub-committees has increased over the past year, officers recommend that the number of sub-committee chairmen increases to five, being the Chairman and Vice-Chairman of the Committee and three other members of the Committee.

2.0 Proposal Details

- 2.1 The Committee is now requested to consider the arrangements for the municipal year 2017/18, and to decide how many and which members to appoint to chair the sub-committees.

3.0 Details of Consultation

- 3.1 None

4.0 Options and Options Analysis (including risk assessment)

- 4.1 There is a need for the Committee to appoint sub-committee chairmen. In considering the number of chairmen to be designated, Members should take account of the increased demand for hearings over the past year.

5.0 Conclusion

- 5.1 The Committee is recommended to appoint a number of its members to chair the sub-committee hearings.

CONCLUSION OF IMPACT ASSESSMENT

(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

None.

FINANCIAL IMPLICATIONS

The Independent Remuneration Panel (IRP) has made provision for special responsibility allowances of £435 to be paid to each Sub-Committee chairman, in addition to the special responsibility allowance that is paid to the Chairman of the Committee, and the budgetary provision reflects this. The fact that a member is only entitled to receive one special responsibility allowance means that it is impossible to estimate the actual budget cost in advance, and generally gives leeway within the budgetary provision.

LEGAL IMPLICATIONS

The proposal is in accordance with the provisions of the Licensing Act 2003, which provides for the establishment of one or more sub-committees consisting of three members of the Committee, but makes no further provision as to how this should be arranged.

OTHER RESOURCE IMPLICATIONS

Human Resources:

None

Information Services:

None

Property:

None

Open Spaces:

None

S151 OFFICER'S COMMENTS

The S151 Officer has been consulted and has no further comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

None

Contact Steve Sylvester

Telephone: 01524 582717

E-mail: ssylvester@lancaster.gov.uk

Ref: