

LICENSING REGULATORY COMMITTEE

OFFICER SCHEME OF DELEGATION

31 March 2011

Report of the Head of Governance

PURPOSE OF REPORT

To enable the Committee to approve an updated scheme of delegation to officers in respect of matters within its terms of reference.

This report is public

RECOMMENDATIONS

- (1) **That the Committee approve the delegations to officers as set out in Appendix 1**

1.0 Introduction

- 1.1 Part 3 Section 15 of the Council's Constitution contains the Council's Scheme of Delegation to Officers. This is currently being reviewed to ensure that it is up to date, and reflects the operational needs of the Council.
- 1.2 It is for Cabinet and each Regulatory Committee to approve the delegations within their own terms of reference, and it is intended that each will review their delegations so that an updated Scheme of Delegation can be brought to Council in May 2011 for approval and subsequent inclusion in the Constitution. It is intended that the updated scheme will make it clearer as to which member body is responsible for each delegation.

2.0 Proposal Details

- 2.1 A revised list of officer delegations in respect of the areas of work which fall within the remit of this Committee is set out in Appendix 1. The list has been updated to ensure that the correct officer titles are used and that the relevant legislation referred to is complete and up to date. The updated Scheme still requires decisions to refuse applications or to revoke licences to be taken by the Committee.
- 2.2 Members are recommended to approve Appendix A as its Scheme of Delegation with immediate effect and to be included in the full Council Scheme.

3.0 Details of Consultation

- 3.1 All Service Heads have been consulted on the proposed revised Scheme of Delegation, as have the officers in Governance, especially Legal, who need to rely on the delegations in the course of any relevant legal proceedings.

4.0 Options and Options Analysis (including risk assessment)

- 4.1 Members are recommended to adopt Appendix 1 as drafted. It would be open to the Committee to make amendments by either adding to or deleting from the list of delegations. However, officers would advise that it has been drafted to meet the operational and legal requirements of Licensing.

**CONCLUSION OF IMPACT ASSESSMENT
(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)**

None arising directly from this report.

LEGAL IMPLICATIONS

Legal Services have been involved in the review of the Scheme of Delegation.

FINANCIAL IMPLICATIONS

There are no financial implications arising directly from this report.

OTHER RESOURCE IMPLICATIONS

Human Resources:

None

Information Services:

None

Property:

None

Open Spaces:

None

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer is leading the review of the Scheme of Delegation as the officer responsible for the Council's Constitution.

BACKGROUND PAPERS

None

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