

Licensing and Regulatory Committee

Minutes of the remote meeting held on Wednesday 5 May 2021 at 4.30pm, which was broadcast live via the Council's YouTube Channel.

Present: Councillors Boad, Cullinan, Evans, C Gifford, Grey, Heath, Illingworth, Leigh-Hunt, Mangat, Norris, Redford, Syson and Wright.

1. **Apologies and Substitutes**

- (a) an apology for absence was received from Councillor Luckhurst; and
- (b) there were no substitutes.

2. **Appointment of Chairman of the Committee**

It was proposed by Councillor Heath, duly seconded and

Resolved that Councillor Illingworth be appointed Chairman of the Committee for the 2021/2022 municipal year.

3. **Appointment of Vice-Chairman of the Committee**

It was proposed by Councillor Illingworth, duly seconded and

Resolved that Councillor Redford be appointed Vice-Chairman of the Committee for the 2021/2022 municipal year.

4. **Declarations of Interest**

There were no declarations of interest.

5. **Minutes**

The minutes of the Committee meeting held on 13 April 2021 were taken as read and signed by the Chairman as a correct record.

6. **Appointment to Licensing & Regulatory Panels**

The Committee considered the proposals for membership of the Panels and

Resolved that

- (1) the membership of the Licensing & Regulatory Panels for the municipal year 2020/21, be

Panel	Councillor	Councillor	Councillor
A	Heath	Leigh-Hunt	C Gifford
B	Illingworth	Evans	Grey
C	Wright	Vacancy	Boad
D	Syson	Norris	Cullinan
E	Redford	Luckhurst	Mangat

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- (2) all members of the Committee be appointed as substitutes for the above Panels; and
- (3) by virtue of the Licensing Act 2003, the Panels not be politically proportionate to the Council and the departure from political proportionality for the Panels not considering matters made under the Licensing Act 2003, be approved.

7. **Minor amendment to procedure for Licensing & Regulatory Panels**

The Committee considered a report from Democratic Services which brought forward a minor amendment to the process for Licensing & Regulatory Panels in association with holding the meetings remotely.

Up to May 2020 when determining an item, the Licensing & Regulatory Panel would retire to deliberate a decision with only the Committee Services Officer and Legal Services Officer present to record the decision. Once the decision was agreed all interested parties (and if a public meeting, the public as well) had been invited back into the meeting and informed of the decision.

With the advent of remote meetings, a temporary measure was introduced, in June 2020, so that there was no requirement to invite people back into the meeting to hear the decision. Once a decision was reached a summary of the decision was published online and sent to all interested parties via email with, as at present, the full decision notice following within the next seven days.

This was because inviting people back into the meeting provided a technical challenge in terms of pausing the live broadcast (for an undefined period of time) then starting it again for a few minutes while the decision was announced.

Officers had checked the legislative requirement, as well as practice from other Councils, and there was no requirement for the formal announcement of the decision to the interested parties and not all Councils provided this.

This proposal also removed the need for interested parties to wait for the decision (which they often felt obliged to do) which could take anywhere from a few minutes to a number of hours.

This had operated over the previous 12 months, through 11 Panels, with no adverse comments from parties who attended.

The Committee therefore

Resolved that the requirement for all parties to be invited back into the meeting once the decision is taken, to notify them of the decision, be suspended.

(The meeting ended at 4:47pm)

CHAIRMAN
18 July 2021