

## Licensing & Regulatory Committee

5 May 2021

**Title: Proposed changes to Licensing Panel procedures**

**Lead Officer: Graham Leach**

**Portfolio Holder: Andrew Day**

**Confidential report: No**

**Wards of the District directly affected: None**

Contrary to the policy framework: No

Contrary to the budgetary framework: No

Key Decision: Yes

Included within the Forward Plan: Yes

Equality Impact Assessment Undertaken: No

Consultation & Community Engagement: None

Final Decision: No

Accessibility checked: Yes

### Officer/Councillor Approval

Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	21/4/2021	Andrew Jones
Head of Service	21/4/2021	Marianne Rolfe
CMT		
Section 151 Officer		Mike Snow
Monitoring Officer	21/4/2021	Andrew Jones
Finance		
Portfolio Holder(s)		Andrew Day

### **1. Summary**

- 1.1. The report brings forward a minor amendment to the process for Licensing & Regulatory Panels in association with holding the meetings remotely.

### **2. Recommendations**

- 2.1. The Licensing & Regulatory Committee agree to cease the need for all parties to be invited back into the meeting, once the decision is taken, to notify them of the decision.

### **3. Reasons for the Recommendation**

- 3.1 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.
- 3.2 With the advent of remote meetings a temporary measure was introduced, in June last year, so that there was no requirement to invite people back into the meeting to hear the decision. Once a decision is reached a summary of the decision will be published online and sent to all interested parties via email with, as at present, the full decision notice following within the next 7 days.
- 3.3 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 is announced.
- 3.5 Officers have checked the legislative requirement, as well as practice from other Councils, and there is no requirement for the formal announcement of the decision to the interested parties and not all Councils provide this.
- 3.6 This proposal also removes the need for interested parties to wait for the decision (which they often feel obliged to do) which can take anywhere from a few minutes to a number of hours.
- 3.7 This has been operated over the last 12 months through 11 Panels with no adverse comments from parties who attended.

### **4. Policy Framework**

#### **4.1. Fit for the Future (FFF)**

- 4.1.1. The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.
- 4.1.2. The FFF Strategy has 3 strands, People, Services and Money, and each has an external and internal element to it, the details of which can be found [on the Council's website](#)..

4.2. **FFF Strands**

4.2.1 **External impacts of proposal(s)**

**People - Health, Homes, Communities** – No direct impact.

**Services - Green, Clean, Safe** – No direct impact.

**Money- Infrastructure, Enterprise, Employment** - No direct impact.

4.2.2. **Internal impacts of the proposal(s)**

**People - Effective Staff** – This will reduce the demand/need for the officer formally broadcasting the meeting to wait for the decision to be taken to restart the broadcast therefore using less Council resources.

**Services - Maintain or Improve Services** – This proposal makes the process easier for the customer as they do not need to wait online for a, potentially significant, amount of time. They will be notified the decision electronically as soon as it is taken.

**Money - Firm Financial Footing over the Longer Term** – No direct impact.

4.3. **Supporting Strategies**

4.3.1. Each strand of the FFF Strategy has several supporting strategies, this does not directly relate to any of those.

4.4. **Changes to Existing Policies**

4.4.1. This report does not propose any changes to any of the Council's policies

4.5. **Impact Assessments**

4.5.1. This does not require an impact assessment as all parties will communicate the decision in writing which is required by law.

**5. Budgetary Framework**

5.1. The report does not impact on the budget of the Council.

**6. Risks**

6.1. The report brings forward proposals to mitigate risks associated with the process of remote Licensing & Regulatory Panels. The most significant risk to associated with the report is not to make the proposed changes.

**7. Alternative Option(s) considered**

7.1 No alternative options have been considered following the successful trial over the last 12 months.