



Report Cover Sheet

Name of Meeting:	Licensing Committee
Date of Meeting:	31 May 2007
Report Title:	Record of Panel Hearings
Summary of report:	To submit, for the information of Members, copies of the records of all the Panel hearings held between 29 March 2007, 5 April 2007 and 12 April 2007.
For Further Information Please Contact (report author):	Theresa Goss 01926 456114 theresa.goss@warwickdc.gov.uk
Would the recommended decision be contrary to the Policy Framework:	No
Would the recommended decision be contrary to the Budgetary framework:	No
Wards of the District directly affected by this decision:	
Key Decision?	No
Included within the Forward Plan?	No (If Yes, include reference number)
Is the report Private & Confidential	No
Background Papers:	

Consultation Undertaken

Below is a table of the Council's regular consultees. However not all have to be consulted on every matter and if there was no obligation to consult with a specific consultee they will be marked as n/a.

Consultees	Yes/ No	Who
Other Committees	N/A	
Ward Councillors	N/A	
Portfolio Holders	N/A	
Other Councillors	N/A	
Warwick District Council recognised Trades Unions	N/A	
Other Warwick District Council Service Areas	N/A	
Project partners	N/A	
Parish/Town Council	N/A	
Highways Authority	N/A	
Residents	N/A	
Citizens Panel	N/A	
Other consultees	N/A	

Officer Approval With regard to officer approval all reports must be approved by the report authors relevant director, Finance Services and Legal Services.		
Officer Approval	Date	Name
Relevant Director(s)	N/A	
Chief Executive	N/A	
CMT	N/a	
Section 151 Officer	N/A	
Legal	N/A	
Finance	N/A	
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. RECOMMENDATIONS

- 1.1 Members are asked to note the records of the Panel hearings.

2. REASONS FOR RECOMMENDATION

- 2.1 To submit, for the information of Members, copies of the records of all the Panel hearings held between 29 March 2007, 5 April 2007 and 12 April 2007.

Background

- 2.2 Some members of the Committee and other members of the Council have asked that paper copies of the record of Panel hearings should be submitted to the Committee for record purposes. Copies of the records of all the Panels held between 29 March 2007, 5 April 2007 and 12 April 2007 are therefore attached.
- 2.3 It is also recognised best practice that all minutes of meetings should be signed as a correct record. It has been discussed with the monitoring officer how best to ensure that Licensing Panel minutes are signed off and he has agreed that the best way for this to happen would be as follows:
- The minutes are produced after the Licensing Panel are circulated, via email to the three members of the panel for approval;
 - Once approved the minutes will then be submitted to the next Licensing Committee for information so that all members of the Committee have the chance to view them;
 - Once the Licensing Committee has seen all the minutes this will then be recorded in their minutes and their minutes will be approved by Council;
 - Once the Licensing Committee minutes have been approved by Council they will be included on the next Licensing Panel agenda for the Chair of that Panel to sign
- 2.4 The Monitoring Officer accepts that this is the best procedure and recognises that the Panel members may not always be the same and the Chair of the Panel may be different. However he feels this is reasonably overcome as the minutes would have been considered by the three panel members and would also have been viewed by the Licensing Committee.

3. POLICY AND BUDGET FRAMEWORK

- 3.1 This report does not affect the Council's Policy and Budget Framework.