


<p>Non-Executive Report of the:</p> <p>Licensing Committee</p> <p>24th May 2018</p>	
<p>Report of: Asmat Hussain, Monitoring Officer and Corporate Director Governance</p>	<p>Classification: Unrestricted</p>
<p>Licensing Committee, Terms of Reference, Membership, and Quorum</p>	

Originating Officer(s)	Simmi Yesmin, Senior Committee Officer
Wards affected	All wards

Executive Summary

This report sets out the Terms of Reference, Membership, and Quorum of the Licensing Committee and the Schedule of Dates for the Municipal Year 2018/2019 for Members' information.

Recommendations:

The Licensing Committee is recommended to:

1. Note its Terms of Reference, Membership, and Quorum as set out in Appendices 1 to this report.

1. REASONS FOR THE DECISIONS

- 1.1 This report is for the information of the Committee and no specific decisions are required.

2. ALTERNATIVE OPTIONS

- 2.1 Not applicable to noting reports.

3. DETAILS OF THE REPORT

- 3.1 At the Annual Meeting of the Full Council to be held on 23rd May 2018, Council will have re-established the Licensing Committee and will have delegated to this body, a range of duties and responsibilities relating to the licensing function in accordance with relevant legislation.
- 3.2 It is traditional that following the Annual Meeting of the Full Council at the start of the Municipal Year, at which various committees are established, that those committees note their terms of reference for the forthcoming Municipal Year.
- 3.3 Council, on 23rd May 2018, agreed a schedule of dates for Committees/ Panels for the Municipal Year 2018/2019. For the convenience of the Licensing Committee Member, the programme for considering the renewal of licences for Sex Entertainment Venues (SEV's) has been included in the schedule. The dates agreed for the Licensing Committee are as follows:-
- 24 May 2018
 - 04 September 2018 (SEV)
 - 11 September 2018 (SEV)
 - 13 September 2018
 - 13 December 2018
 - 14 March 2019
- 3.4 It may be necessary to convene additional meetings of the Committee should urgent business arise. Officers will keep the position under review and consult with the Chair and Members as appropriate.
- 3.5 Meetings of the Licensing Committee are scheduled to take place at 6.30pm in the Town Hall, Mulberry Place in accordance with the programme of meetings. Licensing Sub Committee also start at 6.30pm as this gives all parties reasonable time to attend and also allows potentially long meetings to end at a reasonable time.

4. EQUALITIES IMPLICATIONS

- 4.1 In drawing up the schedule of dates, consideration was given to avoiding school holiday dates and known dates of religious holidays and other important dates where at all possible.

5. OTHER STATUTORY IMPLICATIONS

- 5.1 There are no specific statutory implications arising from this noting report.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

- 6.1 There are no specific financial implications arising from the contents of this report.

7. COMMENTS OF LEGAL SERVICES

- 7.1 The information provided for the Committee to note is in line with the Council's Constitution and the resolutions made by Full Council on 23rd May 2018.

Linked Reports, Appendices and Background Documents

Linked Report

- None

Appendices

- Appendix 1 – Terms of Reference, Quorum and Membership of the Licensing Committee

Local Government Act, 1972 Section 100D (As amended)

List of “Background Papers” used in the preparation of this report

List any background documents not already in the public domain including officer contact information.

- None

Officer contact details for documents:

N/A