

<b>Committee</b>	<b>Date</b>	<b>Classification</b>	<b>Report No.</b>	<b>Agenda Item.</b>
Licensing Committee	15 July 2014	Unrestricted	LC 01/145	
<b>Report of:</b> Service Head, Democratic Services  <b>Originating Officer:</b> Simmi Yesmin Senior Committee Officer		<b>Title</b> <b>Licensing Committee, Terms of Reference, Membership, and Quorum</b>  <b>Ward(s) affected : All</b>		

## 1. SUMMARY

- 1.1 This report sets out the Terms of Reference, Membership, and Quorum of the Licensing Committee and the Schedule of Dates for the Municipal Year 2014/2015 for Members' information.

## 2. RECOMMENDATIONS

The Licensing Committee is recommended to:-

- 2.1 Note its Terms of Reference, Membership, and Quorum as set out in Appendices 1 and 2 to this report;

### **3. BACKGROUND**

- 3.1 At the Annual Meeting of the Full Council held on 11<sup>th</sup> June 2014, Council re-established the Licensing Committee and delegated to this body, a range of duties and responsibilities relating to the licensing function in accordance with relevant legislation.

### **4. BODY OF REPORT**

- 4.1 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.

- 4.2 Council, on 11<sup>th</sup> June 2014, agreed a schedule of dates for Committees/Panels for the Municipal Year 2014/2015. The dates agreed for the Licensing Committee are as follows:-

- 15 July 2014
- 14 October 2014
- 09 December 2014
- 10 March 2015

- 4.3 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.

- 4.4 Meetings of the Licensing Committee are scheduled to take place at 7.00pm in the Town Hall, Mulberry Place in accordance with the programme of meetings. However for several years, meetings of the Licensing Committee have started at 6.30pm as Members had previously expressed concern that a starting time of 7.00 pm did not always allow sufficient time for reports and applications to be considered in one evening, particularly if there were a number of items to consider. Experience has shown that a 6.30 p.m. start time for meetings has achieved the best compromise in giving all parties reasonable time to attend and allow potentially long meetings to end at a reasonable time.

### **5. COMMENTS OF THE CHIEF FINANCIAL OFFICER**

There are no immediate finance implications arising out of this report.

**6. CONCURRENT REPORT OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL)**

The information provided for the Committee to note is in line with the Council's Constitution and the resolutions made by Full Council on 11<sup>th</sup> June 2014.

**7. ONE TOWER HAMLETS CONSIDERATIONS**

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.

**8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

There are no immediate SAGE implications arising from the report.

**9. RISK MANAGEMENT IMPLICATIONS**

The Council needs to have a programme of meetings in place to ensure effective and efficient decision making arrangements.

**10. CRIME AND DISORDER REDUCTION IMPLICATIONS**

There are no immediate crime and disorder implications arising out of this report.

**11. EFFICIENCY STATEMENT**

There are no immediate efficiency implications arising out of this report.

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**LOCAL GOVERNMENT ACT, 1972 Section 100D (as amended)  
LIST OF "BACKGROUND PAPERS" USED IN THE DRAFTING OF THIS REPORT**

None

**12. APPENDICES**

Appendix 1 – Terms of Reference

Appendix 2 - Membership of the Licensing Committee