


<p>Non-Executive Report of the:</p> <p><b>Licensing Committee</b></p> <p>14 June 2016</p>	 <p><b>TOWER HAMLETS</b></p>
<p><b>Report of:</b> Matthew Mannion, Committee Services Manager, Democratic Services</p>	<p><b>Classification:</b> Unrestricted</p>
<p><b>Licensing Committee, Terms of Reference, Membership, and Quorum</b></p>	

<p><b>Originating Officer(s)</b></p>	<p>Antonella Burgio, Committee Officer</p>
<p><b>Wards affected</b></p>	<p>All wards</p>

## 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 2016/2017 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 and 2 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 REPORT**

- 3.1 At the Annual Meeting of the Full Council held on 24<sup>th</sup> June 2015, 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.
- 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 24<sup>th</sup> June 2015, agreed a schedule of dates for Committees/Panels for the Municipal Year 2015/2016. The dates agreed for the Licensing Committee are as follows:-
- 14 June 2016
  - 13 September 2016
  - 13 December 2016
  - 21 March 2017
- 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 7.00pm in the Town Hall, Mulberry Place in accordance with the programme of meetings. However for several years, meetings of the Licensing Sub 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.

#### **4. COMMENTS OF THE CHIEF FINANCE OFFICER**

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

#### **5. LEGAL COMMENTS**

5.1 The information provided for the Committee to note is in line with the Council's Constitution and the resolutions made by Full Council on 24<sup>th</sup> June 2015.

#### **6. ONE TOWER HAMLETS CONSIDERATIONS**

6.1 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.

#### **7. BEST VALUE (BV) IMPLICATIONS**

7.1 There are no specific Best Value implications arising from this noting report.

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

8.1 There are no specific sustainability implications arising from this noting report

#### **9. RISK MANAGEMENT IMPLICATIONS**

9.1 There are no specific risk management implications arising from this noting report.

#### **10. CRIME AND DISORDER REDUCTION IMPLICATIONS**

10.1 There are no specific crime and disorder implications arising from this report.

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### **Linked Reports, Appendices and Background Documents**

#### **Linked Report**

- None

#### **Appendices**

- Appendix 1 – Terms of Reference
- Appendix 2 - 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