


<p>Non-Executive Report of the:</p> <p><b>Licensing Committee</b></p> <p>Monday, 2 November 2020</p>	
<p><b>Report of:</b> Head of Democratic Services</p>	<p><b>Classification:</b> Open (Unrestricted)</p>
<p><b>Licensing Committee, Terms of Reference, Membership, and Quorum</b></p>	

<p><b>Originating Officer(s)</b></p>	<p>Simmi Yesmin</p>
<p><b>Wards affected</b></p>	<p>(All Wards);</p>

### **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 2020/2021 for Members' information.

### **Recommendations:**

The Licensing Committee is recommended to:

1. Note its Terms of Reference, Membership, and Quorum as set out in Appendix 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 This report is for the information of the Committee and no specific decisions are required.

## **3. DETAILS OF THE REPORT**

- 3.1 At the Annual Meeting of the Full Council held on 30 September 2020, Council re-established the Licensing Committee and has 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 30 September 2020, agreed a schedule of dates for Committees/ Panels for the Municipal Year 2020/2021. The dates agreed for the Licensing Committee are as follows:-
- 17 December 2020
  - 18 March 2021
- 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 usually scheduled to take place at 6.30pm in the Town Hall, Mulberry Place in accordance with the programme of meetings. Licensing Sub Committees also start at 6.30pm to allow potentially long meetings to end at a reasonable time. However due to the current pandemic, meetings are held virtually with a start time of 5.30pm.

## **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 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:

- Best Value Implications,
- Consultations,
- Environmental (including air quality),
- Risk Management,
- Crime Reduction,
- Safeguarding.
- Data Protection / Privacy Impact Assessment.

5.2 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 to be made by Full Council on 30 September 2020.

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## **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