

**Decision Maker:** General Purposes and Licensing Committee

**Date:** 1<sup>st</sup> December 2011

**Decision Type:** Non-Urgent Non-Executive Non-Key

**Title:** **LICENSING SUB-COMMITTEE: SCHEDULE OF MEETINGS  
JANUARY TO JUNE 2012**

**Contact Officer:** Graham Walton, Democratic Services Manager  
Tel: 020 8461 7743 E-mail: graham.walton@bromley.gov.uk

**Chief Officer:** Mark Bowen, Director of Resources

**Ward:** All

---

1. Reason for report

- 1.1 The Committee is requested to consider the proposed schedule of meetings of the Licensing Sub-Committee for the period January to June 2012.
- 

2. **RECOMMENDATION(S)**

**The Committee is requested to endorse the programme of Licensing Sub-Committee meetings for January to June 2012, subject to any changes being made as necessary by the Director of Resources with the agreement of the Members concerned.**

### Corporate Policy

1. Policy Status: Existing policy.
  2. BBB Priority: Safer Bromley.
- 

### Financial

1. Cost of proposal: No cost
  2. Ongoing costs: N/A.
  3. Budget head/performance centre: Democratic Services
  4. Total current budget for this head: ££344,054
  5. Source of funding: Existing 2011/12 budget.
- 

### Staff

1. Number of staff (current and additional): There are 9 posts (8.22 fte) in the Democratic Services Team.
  2. If from existing staff resources, number of staff hours: Preparing the Licensing Sub-Committee programme of meetings takes a few hours of staff time every six months.
- 

### Legal

1. Legal Requirement: Statutory requirement.
  2. Call-in: Call-in is not applicable. This report does not involve an executive decision.
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for Members of this Committee to enable them to plan meetings of the Licensing Sub-Committee.
- 

### Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments: N/A

### 3. COMMENTARY

- 3.1 Twice a year the Committee receives a six month schedule of Licensing Sub-Committee meetings. The schedule for the first half of 2012 has been drawn up along similar lines to those previously prepared.
- 3.2 In accordance with the Licensing Act 2003, only members of this Committee may serve on meetings of the Licensing Sub-Committee, or act as substitutes. Proportionality is not required under the 2003 Act, and at its meeting on 27<sup>th</sup> May 2010, the Committee decided to overturn its previous practice of applying proportionality on the basis on two majority party members and one minority party member for each meeting wherever practical. For 2010/11, meetings were allocated on a roughly equal basis to all members of the Committee, and it is recommended that this continues.
- 3.3 All the meetings are to be held in the daytime; the morning session starting at 10am and the afternoon session at 2pm, with pre-meetings at 9.45am and 1.45pm respectively. All the dates in the schedule will cover both sessions although it is anticipated that there will be occasions when one of the sessions (usually the afternoon) is not required. In line with the existing arrangements, Members are asked to notify the Democratic Services Team as soon as possible of meetings of the Sub-Committee where they are unable to attend as allocated.
- 3.4 The schedule of the proposed dates for the Licensing Sub-Committee, with the Members allocated to each meeting, is attached as appendix 1. Members of the Committee have already been consulted on their availability for these dates. Additional meetings may be set up as required. Membership of the meetings in late May and in June will be subject to Members being re-appointed to this Committee at the annual meeting of the Council on 16<sup>th</sup> May 2011.

<b>Non-Applicable Sections:</b>	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Report to General Purposes and Licensing Committee (24 <sup>th</sup> May 2011)