

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

Date: **29 May 2012**

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

Title: **LICENSING SUB-COMMITTEE: SCHEDULE OF MEETINGS**

Contact Officer: Lisa Thornley, Democratic Services
Tel: 020 8461 7566 E-mail: lisa.thornley@bromley.gov.uk

Chief Officer: Mark Bowen, Director of Resources

Ward: N/A

1. Reason for report

The Committee is requested to consider the proposed schedule of meetings of the Licensing Sub-Committee for the period June to December 2012 (attached as Appendix 1).

2. **RECOMMENDATION**

Subject to amendments, the schedule of meetings of the Licensing Sub-Committee for June to December 2012 be approved.

Corporate Policy

1. Policy Status: Existing policy.
 2. BBB Priority: Safer Bromley.
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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 (2012/13)
 5. Source of funding: Existing budgets
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Staff

1. Number of staff (current and additional): There are 8 posts (7.22fte) in the Democratic Services Team.
 2. If from existing staff resources, number of staff hours: Preparing the Licensing Sub-Committee rota takes a few hours of staff time every six months.
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Legal

1. Legal Requirement: Statutory requirement. Licensing Act 2003
 2. Call-in: Call-in is not applicable. This report does not involve an executive decision.
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): N/A
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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 schedule of Licensing Sub-Committee meetings. The schedule for the period June-December 2012 is attached for consideration.
- 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 thereon. Whilst proportionality is not required under the above Act, since the inception of these arrangements and in keeping with the Committee's wishes, it has been applied where practicable. Licensing Sub-Committees are currently scheduled on the basis of two Majority Group Members and one Minority Group Member for each meeting, but with a roughly equal workload for all Members. The continuation of this arrangement was agreed by the Committee on 8th April 2009 (Minute 116) but on the basis that officers should not be required to maintain this balance in seeking to fill vacancies due to the unavailability of scheduled Members.
- 3.3 All meetings are to be held during the day; the morning session starting at 10 am and the afternoon session at 2 pm with pre-meetings at 9.45 am and 1.45 pm respectively. All dates set out in the schedule cover both sessions although it is anticipated that there will be occasions when the afternoon session will not be required. In line with the existing arrangements, members are asked to notify staff in the Democratic Services Team as soon as possible of meetings of the Sub-Committee where they are unable to attend as allocated.

Non-Applicable Sections:	Policy, Financial, Legal and Personnel implications
Background Documents: (Access via Contact Officer)	Access via Contact Officer