

Decision Maker: GENERAL PURPOSES AND LICENSING COMMITTEE

Date: 23 May 2013

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

Title: LICENSING SUB-COMMITTEE: SCHEDULE OF MEETINGS

Contact Officer: Graham Walton, Democratic Services Manager
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Chief Officer: Mark Bowen, Director of Corporate Services

Ward: N/A

1. Reason for report

- 1.1 The Committee is requested to consider the proposed schedule of meetings of the Licensing Sub-Committee for the remainder of 2013.
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2. **RECOMMENDATION(S)**

The schedule of Licensing Sub-Committee meetings for the remainder of 2013 be endorsed.

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Excellent Council:
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Financial

1. Cost of proposal: No Cost:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £363,070
 5. Source of funding: 2013/14 Revenue Budget
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Staff

1. Number of staff (current and additional): 10 (8.55fte)
 2. If from existing staff resources, number of staff hours: N/A
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Legal

1. Legal Requirement: Statutory Requirement: Licensing Act 2003
 2. Call-in: 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? Not Applicable
2. Summary of Ward Councillors comments: Not Applicable

3. COMMENTARY

- 3.1 This report offers Members the opportunity to consider the schedule of Licensing Sub-Committee meetings for the period July-December 2013. 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. Whilst proportionality is not required under the Act, since the inception of these arrangements and in keeping with the Committee's wishes, it has been applied where practicable, but also with a roughly equal workload for all Members.
- 3.2 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 one or both sessions may 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, or where they have arranged swaps with colleagues.
- 3.3 The meeting dates proposed for the remainder of 2013 are –
- Monday 8th July
 - Friday 26th July
 - Wednesday 7th August
 - Wednesday 21st August
 - Friday 6th September
 - Friday 20th September
 - Monday 7th October
 - Tuesday 22nd October
 - Friday 8th November
 - Tuesday 26th November
 - Tuesday 10th December
- 3.4 Members of the Committee are being canvassed on a draft rota for these dates which will be tabled at the meeting.

Non-Applicable Sections:	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	2012/13 Licensing Rota