

Decision Maker: General Purposes and Licensing Committee

Date: 26th March 2014

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

Title: LICENSING SUB-COMMITTEE: SCHEDULE OF MEETINGS

Contact Officer: Stephen Wood, Democratic Services
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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 period June to December 2014 (attached as Appendix 1). Although Members cannot be allocated to the meetings at this stage it is helpful to confirm the dates for administrative purposes.
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2. **RECOMMENDATION**

Subject to the re-appointment of Committees and Sub-Committees in June 2014, the schedule of meetings of the Licensing Sub-Committee for June to December 2014 be approved.

Corporate Policy

1. Policy Status: Existing policy. The Committee normally receives a bi-annual report on the Licensing Sub Committee Schedule of Meetings.
 2. BBB Priority: Safer Bromley. Excellent Council.
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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: £363,070
 5. Source of funding: 2013/2014 revenue budget
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Staff

1. Number of staff (current and additional): 10 posts (8.75fte).
 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 The Committee regularly receives a schedule of proposed Licensing Sub-Committee meetings. The schedule for the period June-December 2014 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. This can be reviewed after the election if necessary.
- 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.
- 3.4 Appendix 1 outlines the current rota with allocated Members, plus proposed dates for the remainder of 2014. It is proposed to allocate June to December 2014 meetings to Members after the Council's annual meeting on 4th June 2014.

Non-Applicable Sections:	Policy, Financial, Legal and Personnel implications
Background Documents: (Access via Contact Officer)	None

LICENSING SUB-COMMITTEE**Schedule of Meetings: January to December 2014**

Date of Meeting	Membership (can be any member of the GP&L Committee)
Friday 10th January	Nicholas Bennett, John Canvin, Julian Grainger,
Monday 20 th January	Roger Charsley (am)/John Getgood (pm), Ellie Harmer, Charles Rideout
Monday 3 rd February (am only)	Nicholas Bennett, Diane Smith, Michael Turner,
Monday 17 th February (am only)	John Canvin , Russell Mellor, Tim Stevens
Monday 3 rd March (cancelled)	Roxhannah Fawthrop, John Getgood, Tony Owen
Monday 17 th March (cancelled)	Nicholas Bennett, Julian Grainger, Ellie Harmer
Friday 28 th March (am only)	Russell Mellor, Tim Stevens, Michael Turner
Monday 7 th April	Roger Charsley, Charles Rideout, Harry Stranger
Wednesday 7 th May	John Canvin, Tony Owen, Diane Smith
Monday 16 th June	
Monday 30 th June	
Monday 14 th July	
Tuesday 29 th July	
Wednesday 13 th August	
Tuesday 26 th August	
Monday 8 th September	
Monday 22 nd September	
Monday 6 th October	
Tuesday 21 st October	
Monday 3 rd November	
Monday 17 th November	
Monday 1 st December	
Monday 15 th December	

All meetings start at 10 am and 2 pm on each date; afternoon meetings will be cancelled if necessary.