

APPOINTMENTS TO LICENSING HEARING SUB-COMMITTEES

Licensing Committee - 12 July 2017

Report of Chief Officer Corporate Services

Status: For Decision

Key Decision: No

Contact Officer Charlotte Sinclair Ext. 7165

Recommendation to Licensing Committee: That the memberships of the Licensing Sub-Committees as set out in paragraph 5 below be approved.

Reason for recommendation: For compliance with Part 8 of the Sevenoaks District Council Constitution

Introduction and Background

- 1 Since 21 May 2009 the Committee has adopted emerging best practice in arranging the Licensing Committee into fixed pools of 3 Members who can be appointed, when necessary, for hearings. This arrangement is set out in the Committee's terms of reference.
- 2 Although the Committee is allotted into these groups of 3, any Member of the Committee is allowed to act as a substitute for any other. Substitutions are the responsibility of the Members concerned and should be notified to the Democratic Services Team at least one hour prior to the hearing.
- 3 At its meeting held on 26 June 2013 the Committee indicated that one additional Member should be put on "standby" for each Hearing in case a substitute is needed at relatively short notice. For administrative purposes this Member was to be selected informally by the Democratic Services Team.
- 4 The process has an aim of stressing that Members of the Committee sit on preferably an approximately equal number of hearings across the municipal year.

Proposed Memberships

- 5 The proposed memberships for the Sub-Committees are set out below:

Sub-Committee A - Cllrs. Clark, Esler and Kelly

Sub-Committee B - Cllrs. McArthur, Pett and Raikes

Sub-Committee C - Cllrs. Halford, Lake, and Mrs Parkin

Sub-Committee D - Cllrs. Mrs Bosley, Dr. Canet and a vacancy

Cllr. Mrs Morris to be a floating Member

Any member of the Licensing Committee may act as a substitute on any of the Licensing Sub-Committees. However the Democratic Services Team would aim to select a Member to act as reserve attendee for each hearing in case of non-attendance.

Key Implications

Financial

None directly arising from this report.

Legal Implications and Risk Assessment Statement

The recommendation is in line with best practice and is to comply with the Committee's terms of reference.

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Appendices

None

Background Papers:

[Previous reports to Committee and Annual Council Papers](#)

Jim Carrington-West
Chief Officer for Corporate Services