

## APPOINTMENTS TO LICENSING (HEARING) SUB-COMMITTEES

### Licensing Committee - 21 May 2019

Report of Chief Officer Corporate Services

Status: For Decision

Key Decision: No

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Contact Officer Vanessa Etheridge Ext. 7199

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**Recommendation to Licensing Committee:** That the memberships of the Licensing Sub-Committees as set out in Appendix A be approved.

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

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#### 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 in the attached Appendix A.

## **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**

Appendix A

## **Background Papers:**

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

**Jim Carrington-West**  
**Chief Officer for Corporate Services**