

Notice of Meeting



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Governance and Ethics Committee

Monday 19 June 2017 at 4.00pm
in Council Chamber Council Offices
Market Street Newbury

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Date of despatch of Agenda: Wednesday 7 June 2017

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Andy Day/Moira Fraser/Stephen Chard on (01635) 519459/519045/519462

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WestBerkshire
C O U N C I L

Agenda - Governance and Ethics Committee to be held on Monday, 19 June 2017
(continued)

To: Councillors Steve Ardagh-Walter, Jeff Beck (Vice-Chairman), Chris Bridges, Graham Bridgman, Paul Bryant, James Cole (Chairman), Barry Dickens, Lee Dillon, Jane Langford, Geoff Mayes, Anthony Pick and Quentin Webb

Substitutes: Councillors Billy Drummond, Sheila Ellison and Garth Simpson

Agenda

Part I

	Page No.
1 Apologies To receive apologies for inability to attend the meeting (if any).	
2 Minutes To approve as a correct record the Minutes of the meetings of this Committee held on 24 April 2017, the extraordinary meeting on the 24 April 2017 and the meeting held on the 09 May 2017.	1 - 8
3 Declarations of Interest To remind Members of the need to record the existence and nature of any personal, disclosable pecuniary or other registrable interests in items on the agenda, in accordance with the Members' Code of Conduct .	
4 Forward Plan Purpose: To consider the Forward Plan for the next 12 months.	9 - 14

Governance Matters

5 New Arrangements for Licensing Sub-Committees (C3308) Purpose: To increase the number of Members on Licensing Committees from three to four with no substitute	15 - 18
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Andy Day
Head of Strategic Support

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Agenda - Governance and Ethics Committee to be held on Monday, 19 June 2017
(continued)



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Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

GOVERNANCE AND ETHICS COMMITTEE

MINUTES OF THE MEETING HELD ON MONDAY, 24 APRIL 2017

Councillors Present: Jeff Beck (Vice-Chair, in the Chair), Graham Bridgman, James Cole, Barry Dickens, Lee Dillon, Anthony Pick and Quentin Webb

Also Present: Sarah Clarke (Acting Head of Legal Services), Lesley Flannigan (Finance Manager: Financial Reporting), Julie Gillhespey (Audit Manager), Ian Priestley (Chief Internal Auditor), Andy Walker (Head of Finance), Ian Pennington (KPMG) and Jo Reeves (Principal Policy Officer)

Apologies for inability to attend the meeting: Councillor Steve Ardagh-Walter and Councillor Keith Chopping

PART I

32 Minutes

The Minutes of the meeting held on 13 February 2017 were approved as a true and correct record and signed by the Chairman.

33 Declarations of Interest

There were no declarations of interest received.

34 Forward Plan

The Committee considered the Governance and Ethics Committee Forward Plan (Agenda Item 4).

Councillor Graham Bridgman suggested that if Item 1 'New Arrangements for Licensing Sub-Committees' was the only item for the meeting on 19 June 2017, the meeting could be cancelled and the item deferred. Councillor Quentin Webb noted that the meeting clashed with the Annual Recognition Event.

Councillor Lee Dillon requested that, subject to the approval of the 'Proposed New Model for Scrutiny' at the Special meeting, a review paper be brought to the Governance and Ethics Committee in February 2018.

Ian Priestley advised that Item 8 was a duplicate of Item 5 and could be removed.

Sarah Clarke advised that Item 13 was not required.

RESOLVED that the Governance and Ethics Committee Forward Plan be noted.

35 Monitoring Officer's Quarterly Report 2016/17 Year End (C3083)

The Committee considered a report (Agenda Item 5) concerning the Monitoring Officer's Report for 2016/17. The report explained that only one dispensation was granted in 2016/17 by the Monitoring Officer to allow Councillor Nick Goodes to speak and vote on matters pertaining to Council Tax. A four year dispensation (expiring in May 2019) remained in place for the other 51 Members to speak and vote on any items pertaining to Council Tax.

GOVERNANCE AND ETHICS COMMITTEE - 24 APRIL 2017 - MINUTES

The number of gifts and hospitality received by Members remained relatively low although this could be as a result of under reporting by Members. All elected Members of West Berkshire Council had completed and submitted their Register of Interest forms.

There had been a significant decrease in the number of complaints received in 2016/17. All three complaints received pertained to parish councillors. Following the initial assessment it was agreed that one of these complaints would be investigated (NPC1/17), informal resolution was sought in respect of NPC2/17 and no further action was taken on NPC8/16.

There would be some changes to the Parish Council representatives on the Governance and Ethics Committee and the Advisory Panel for 2017/18.

Councillor Beck noted that in the previous year, the number of complaints in respect of District Councillors had been skewed by one individual making a complaint regarding each member of the Western Area Planning Committee.

Councillor Bridgman enquired how new members for the Committee's Advisory Panel had been recruited. Sarah Clarke advised that all parish clerks had been contacted to identify volunteers. Any members who were also District council members were discounted in order to avoid the appearance of bias. Councillor Bridgman, referring to section 11 of the Supporting Information to the report, noted that in 2012/13 there were 18 complaints, 11 of which resulted in no further action being taken. He asked whether there were any areas of concern of which Members should be notified. Sarah Clarke advised that the Council had robust investigation procedures but some complaints 'snowballed'.

Councillor Pick expressed surprise that there were not more complaints and referred to his experience of vexatious complainants as a Newbury Town Councillor. Sarah Clarke advised that some Parish and Town Councils would handle complaints internally.

Councillor James Cole expressed concern that the report advertised the Council's 'limited power' in respect of sanctioning breaches of the Code of Conduct. Sarah Clarke advised that this was already well known among Members and most did seek to adhere to the Code of Conduct. The number of complaints was low considering the number of parish councils in the District. Councillor Beck noted that the government had reduced the sanctions available to local authorities. Sarah Clarke offered reassurance that if the Council received a complaint in respect of a Disclosable Pecuniary Interest (DPI) this was a criminal matter and would be referred to the police. She knew of one prosecution nationally in respect of a member who had declared a DPI on his register of interests but had participated in a meeting at which matters relating to his DPI were discussed. Councillor Bridgman commented that the negative publicity would be punitive.

Councillor Dillon commented that he had completed his own Register of Interests form but he had found the form to have unclear wording and requested that this be looked at. Sarah Clarke agreed to present a revised form following consideration by the Finance and Governance Group.

RESOLVED that the report be noted and the Register of Interests form to be revised.

36 Internal Audit Plan 2017/18 (GE3081)

The Committee considered a report (Agenda Item 6) concerning the Council's Internal Audit Plan 2017/18. The report set out the proposed plan of work for internal audit over the next three years and outlined the method used to compile the plan, which was based around risk.

Councillor Quentin Webb asked whether the Council should complete more audits, if it had the necessary resources. Councillor Beck noted that over recent years, the number

GOVERNANCE AND ETHICS COMMITTEE - 24 APRIL 2017 - MINUTES

of full time equivalent (fte) staff had reduced from 10 to four. He asked what risks there were to the Council by completing the proposed plan of internal audits. Ian Priestley responded that he had had to spread out the frequency of audits and noted that if more resources were allocated to audits they would be taken from elsewhere.

Councillor James Cole stated that he could not object to the plan, given the Council's financial circumstances, but advised that he felt uncomfortable with the proposed plan as it was at the minimum level. He noted that Ian Priestley would be retiring in a year and would need to be replaced. Andy Walker agreed that the current level of audit work was at the minimum level but advised that he saw audit as a priority and it was one of his duties as S151 Officer.

Councillor Bridgman questioned why some low risk areas were scheduled for audit when some high risk areas such as Community Infrastructure Levy (CIL) were not. Julie Gillhespey advised that a CIL audit would be undertaken and this was shown on page 55.

Councillor Dillon enquired whether the Council's shared services, such as the Public Protection Partnership, would be covered by internal audit. Andy Walker advised that the lead authority would be responsible for auditing the service and reporting any identified areas of concerns to the other parties in their management groups. Councillor Dillon stated that the Governance and Ethics Committee should have sight of any audits of shared services as any failures would pose a risk to all local authority partners involved. Councillor Cole suggested that Councillor Dillon's point might fall under the remit of the Overview and Scrutiny Management Commission. Andy Walker advised that he would raise the point at the next meeting of the Berkshire Treasurers Group and report back at the next meeting.

RESOLVED that the Internal Audit Plan 2017/18 be approved. Andy Walker to report to the Governance and Ethics Committee on audits of shared services.

37 External Audit Plan 2017-18 (GE3082)

The Committee considered a report (Agenda Item 7) to provide Members with a copy of the external audit plan from KPMG for 2017/18.

There were no significant changes to the Code of Practice on Local Authority Accounting in 2016/17, which provided stability in terms of the accounting standards the Council needed to comply with.

Materiality for planning purposes had been based on the previous year's expenditure and set at £5 million.

KPMG were obliged to report uncorrected omissions or misstatements other than those which were 'clearly trivial' to the Committee, and this had been set at £250,000.

KPMG had identified two risks requiring specific audit attention and procedures to address the likelihood of a material financial statement error. These were management override of controls and pension liability including assumptions and having regard to the potential for significant changes arising from the LGPS Triennial Valuation.

Other areas of audit focus were valuation of Property, Plant and Equipment (PPE) and disclosures associated with retrospective restatement of the Comprehensive Income and Expenditure Statement (CIES), Expenditure and Funding Analysis (EFA) and Movement in Reserves Statement (MIRS).

A Value for Money risk was ongoing but the main identified risk was the Council's financial resilience.

GOVERNANCE AND ETHICS COMMITTEE - 24 APRIL 2017 - MINUTES

Councillor Beck enquired how it was possible that data provided to the actuary by the Council could be inaccurate. Ian Pennington, Director of KPMG advised that data might not be transferred properly or could be out of date. He also noted that small changes in interest rate assumptions could have a knock-on effect. Andy Walker advised that in respect of the Berkshire Pension Fund, the Council was currently contributing 18.1% employer contributions and this was set to increase to 22.5% by 2020. Ian Pennington also noted that the Council's establishment was decreasing.

Lesley Flannigan advised the Committee that the CIES would now follow budget monitoring rather than the government statement of accounts. Ian Pennington advised that this change would mean that it would be easier to translate the budget to the financial statements.

Councillor Bridgman enquired what risk there was if the Council misstated its PPE. Lesley Flannigan advised that the Council's worth would be misstated. Ian Priestley advised that there would be little insurance risk as premiums were based on rebuild cost and not market value.

Following a question from Councillor Dillon, Ian Pennington advised that he might report uncorrected omissions or misstatements below the value of £250,000 if pertinent.

RESOLVED that the external audit plan 2017/18 be approved.

38 External Review of Internal Audit (GE3268)

The Committee considered a report (Agenda Item 8) which outlined the options for commissioning an external review of Internal Audit.

The Accounts and Audit Regulations required internal audit to follow Public Sector Internal Audit Standards. These standards were in turn based on the Institute of Internal Auditors (based in the USA) International Standards. The requirement to follow these standards was introduced from 1 April 2013.

Standard 1312 required that an external (from outside the organisation) assessment of the internal audit service had to be carried out once every five years. An external assessment therefore had to be carried out by 31 March 2018. In order to minimise the cost of this exercise a self assessment would be carried out that would be validated by the Chief Audit Executive of one of the neighbouring Berkshire Councils.

The only associated cost would be in officer time as there was a reciprocal arrangement with the other authorities.

Councillor Dillon asked whether there would be any areas not covered by the self assessment; Julie Gillhespey advised that there was a standard checklist irrespective of whether a self assessment was completed or an external auditor was appointed.

RESOLVED that a self assessment be carried out to be validated by the Chief Audit Executive of one of the neighbouring Berkshire Councils.

(The meeting commenced at 17:00 and closed at 18:09)

CHAIRMAN

Date of Signature

DRAFT

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GOVERNANCE AND ETHICS COMMITTEE

MINUTES OF THE MEETING HELD ON MONDAY, 24 APRIL 2017

Councillors Present: Jeff Beck (Vice-Chairman), Graham Bridgman, James Cole, Barry Dickens, Lee Dillon, Anthony Pick and Quentin Webb

Also Present: Andy Walker (Head of Finance), Jo Reeves (Principal Policy Officer)

Apologies for inability to attend the meeting: Councillor Steve Ardagh-Walter and Councillor Keith Chopping

PART I

1 **Declarations of Interest**

There were no declarations of interest received.

2 **Proposed New Model for Scrutiny (C3311)**

The Committee considered a report (Agenda Item 3) concerning proposed changes to the way that scrutiny would operate within the Council. It was proposed that the Council integrated its policy development activities associated with scrutiny into its work which was already ongoing. The Council would appoint a group of "scrutineers" who would be incorporated into the individual project groups associated with the Corporate Programme.

The new model would also recognise other current policy development activities ongoing such as the work associated with the Planning Policy Task Groups.

Councillor Lee Dillon expressed the view that the balance between evening and daytime meetings should be carefully considered to enable Members who worked to be involved. He also expressed concern that there were 44 projects in the Corporate Programme and with only 12 members on the Overview and Scrutiny Commission (OSMC) there would be a large workload. Councillor Dillon further commented that OSMC should be politically proportionate. He suggested that the number of Members required to call-in an item should be reduced in order to facilitate better scrutiny of the Executive.

Councillor Bridgman expressed the view that the new scrutiny arrangements should be allowed to bed in before making any changes to the call-in requirements. Councillor Cole stated that the proposal was better than the current arrangements.

Councillor Dillon stated that the call-in requirements were in the Committee's gift to change and at present the Opposition was not able to call in decisions of the Executive. Councillor Bridgman responded that the call-in requirements should not be determined by the Council's politics. Councillor Dillon expressed the view that the Opposition's right to hold the Council's Executive to account was important. Jo Reeves advised that the Committee, if minded to approve the report, could make a recommendation to the Council to amend the number of Members required to call-in an Executive decision. Alternatively, the Opposition Group could propose an amendment to the report at the Council meeting.

A discussion was held regarding whether the new arrangements would permit appointing members not on OSMC to project boards, if they had a particular skill set they could

GOVERNANCE AND ETHICS COMMITTEE - 24 APRIL 2017 - MINUTES

contribute. Councillor Bridgman proposed the acceptance of the report and asked that some thought be given to project restricted co-option for Members with demonstrable skills, to be determined by the two Group leaders.

RESOLVED that the Governance and Ethics Committee recommend to Council the approval of the proposed new model for scrutiny as outlined in sections 6 and 7 of the report and that this be implemented with immediate effect.

(The meeting commenced at 18:10 and closed at 18:40)

CHAIRMAN

Date of Signature

DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

GOVERNANCE AND ETHICS COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY, 9 MAY 2017

Councillors Present: Jeff Beck, Graham Bridgman, Paul Bryant, James Cole, Billy Drummond (Substitute) (In place of Lee Dillon), Sheila Ellison (Substitute) (In place of Steve Ardagh-Walter), Anthony Pick and Quentin Webb

Apologies for inability to attend the meeting: Councillor Steve Ardagh-Walter, Barry Dickens, Councillor Lee Dillon and Geoff Mayes

PART I

1 Election of Chairman

RESOLVED that Councillor James Cole be elected Chairman of the Governance and Ethics Committee for the 2017/18 Municipal Year.

2 Appointment of Vice-Chairman

RESOLVED that Councillor Jeff Beck be appointed Vice-Chairman of the Governance and Ethics Committee for the 2017/18 Municipal Year.

(The meeting commenced at 8.06 pm and closed at 8.07 pm)

CHAIRMAN

Date of Signature

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Governance and Ethics Committee Forward Plan August 2017 – August 2018

No.	Ref No	Item	Purpose	Lead Officer	Lead Member	Governance/Audit/Ethics
21 August 2017						
1.	GE3251	West Berkshire Council Financial Statements 2016/17 including external auditor's Opinion.	To provide Members with the final copy of the Council's Financial Statements	Andy Walker	Finance, Transformation and Economic Development (Cllr Anthony Chadley)	Audit
2.	GE3252	Annual Governance Statement - Statement in Support by the Monitoring Officer	To provide evidence and independent verification of governance matters which may impact on the Annual Governance Statement from the viewpoint of the Monitoring Officer.	Sarah Clarke	Corporate Services (Cllr Keith Chopping)	Governance
3.	GE3253	Annual Governance Statement - Statement in Support by the Section 151 Officer	To provide evidence and independent verification of governance matters which may impact on the Annual Governance Statement from the viewpoint of the Section 151 Officer.	Andy Walker	Corporate Services (Cllr Keith Chopping)	Governance
4.	GE3254	Internal Audit Annual Report 2016/17	To provide an opinion on the effectiveness of the Council's internal control framework	Ian Priestley	Corporate Services (Cllr Keith Chopping)	Audit
5.	GE3269	Annual Governance Statement	To allow the committee to review the Annual Governance Statement before it is signed by the Leader and Chief Executive	Ian Priestley	Corporate Services (Cllr Keith Chopping)	Governance
6.	GE3255	Update on Ethical Matters -	To provide an update on local and	Sarah Clarke	Chairman of Governance and	Ethics

No.	Ref No	Item	Purpose	Lead Officer	Lead Member	Governance/Audit/Ethics
		Quarter 1 of 2017/18	national issues relating to ethical standards and to bring to the attention of the Committee any complaints or other problems within West Berkshire.		Ethics (Cllr James Cole)	
7.	C3093	Amendments to the Constitution - Scheme of Delegation	To review and amend sections of the Scheme of Delegation in light of legislative changes and current practice.	Sarah Clarke	Leader of the Council, Strategy	Governance
27 November 2017						
8.	GE3256	Update on Ethical Matters - Quarter 2 of 2017/18	To provide an update on local and national issues relating to ethical standards and to bring to the attention of the Committee any complaints or other problems within West Berkshire.	Sarah Clarke	Chairman of Governance and Ethics (Cllr James Cole)	Ethics
9.	GE3257	Financial Statements 2016/17 - Annual Audit Letter	To provide Members with the Final Annual Audit Letter 2015/16 from KPMG, this audit letter summarises the outcome from their audit work at West Berkshire Council in relation to the 2015/16 audit year.	Lesley Flannigan	Finance, Transformation and Economic Development (Cllr Anthony Chadley)	Audit
10.	GE3270	Outcome of the External Review of Internal Audit	To provide Members with the results of the external review of internal audit and seek comments on any proposed actions.	Ian Priestley	Corporate Services (Cllr Keith Chopping)	Audit

No.	Ref No	Item	Purpose	Lead Officer	Lead Member	Governance/Audit/Ethics
5 February 2018						
11.	C3260	Amendments to the Constitution – Scheme of Delegation	To review and amend sections of the Scheme of Delegation in light of legislative changes and current practice.	Sarah Clarke	Corporate Services (Cllr Keith Chopping)	Governance
12.	GE3258	Internal Audit – Interim Report 2017-18	To update the Committee on the outcome of internal audit work.	Ian Priestley	Corporate Services (Cllr Keith Chopping)	Audit
13.	GE3259	Update on Ethical Matters- Quarter 3 of 2017/18	To provide an update on local and national issues relating to ethical standards and to bring to the attention of the Committee any complaints or other problems within West Berkshire.	Sarah Clarke	Chairman of Governance and Ethics (Cllr James Cole)	Ethics
14.	GE3326	Review of the Revised Scrutiny Arrangements'	To consider the effectiveness of the revised scrutiny arrangements.	Andy Day	Chairman of Governance and Ethics (Cllr James Cole)	Governance
23 April 2018						
15.	C3323	Monitoring Officer's Quarterly Update Report to the Governance and Ethics Committee –2017/18 Year End	To provide an update on local and national issues relating to ethical standards and to bring to the attention of the Committee any complaints or other problems within West Berkshire.	Sarah Clarke	Chairman of Governance and Ethics (Cllr James Cole)	Ethics
16.	GE3324	Internal Audit Plan 2018/19	To outline the proposed internal audit work programme for the next three years	Ian Priestley	Corporate Services (Cllr Keith	Audit

No.	Ref No	Item	Purpose	Lead Officer	Lead Member	Governance/Audit/Ethics
					Chopping)	
17.	GE3325	External Audit Plan 2018-19	To provide Members with a copy of the External Audit Plan for 2018-19.	Ian Priestley	Corporate Services (Cllr Keith Chopping)	Audit
June 2018						
18.		TBC				
August 2018						
19.	GE3327	West Berkshire Council Financial Statements 2017/18 including external auditor's Opinion.	To provide Members with the final copy of the Council's Financial Statements	Andy Walker	Finance, Transformation and Economic Development (Cllr Anthony Chadley)	Audit
20.	GE3328	Annual Governance Statement - Statement in Support by the Monitoring Officer	To provide evidence and independent verification of governance matters which may impact on the Annual Governance Statement from the viewpoint of the Monitoring Officer.	Sarah Clarke	Corporate Services (Cllr Keith Chopping)	Governance
21.	GE3329	Annual Governance Statement - Statement in Support by the Section 151 Officer	To provide evidence and independent verification of governance matters which may impact on the Annual Governance Statement from the viewpoint of the Section 151 Officer.	Andy Walker	Corporate Services (Cllr Keith Chopping)	Governance
22.	GE3330	Internal Audit Annual Report 2017/18	To provide an opinion on the effectiveness of the Council's internal control framework	Ian Priestley	Corporate Services (Cllr Keith Chopping)	Audit

No.	Ref No	Item	Purpose	Lead Officer	Lead Member	Governance/Audit/Ethics
23.	GE3331	Annual Governance Statement	To allow the committee to review the Annual Governance Statement before it is signed by the Leader and Chief Executive	Ian Priestley	Corporate Services (Cllr Keith Chopping)	Governance
24.	GE3332	Update on Ethical Matters - Quarter 1 of 2018/19	To provide an update on local and national issues relating to ethical standards and to bring to the attention of the Committee any complaints or other problems within West Berkshire.	Sarah Clarke	Chairman of Governance and Ethics (Cllr James Cole)	Ethics

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New Arrangements for Licensing Sub-Committees – Summary Report

Committee considering report:	Council on 4 July 2017
Portfolio Member:	Councillor Graham Jones
Date Portfolio Member agreed report:	11 May 2017
Report Author:	Moira Fraser
Forward Plan Ref:	C3308

1. Purpose of the Report

- 1.1 To increase the number of Members on Licensing Sub-Committees from three to four with no substitute required

2. Recommendations

- 2.1 To agree that the Panel for future Licensing Sub-Committee meetings will consist of four Members with no substitute required.
- 2.2 Subject to agreement with paragraph 2.1 the necessary changes to be made to the Council's Constitution.

3. Implications

- 3.1 **Financial:** None
- 3.2 **Policy:** The Constitution would have to be amended to reflect the changes
- 3.3 **Personnel:** N/a
- 3.4 **Legal:** TBC
- 3.5 **Risk Management:** N/a
- 3.6 **Property:** N/a
- 3.7 **Other:** N/a

4. Other options considered

- 4.1 To retain the current arrangements.

Executive Summary

5. Introduction / Background

- 5.1 The Licensing Act 2003 gave responsibility for licensing to local authorities. Section 6 of the Act provides that the licensing authority must establish a committee, which should consist of at least 10 but no more than 15 members. In turn the Licensing Committee could delegate some of its functions to a Sub-Committee that had been established by it.
- 5.2 West Berkshire Council's Licensing Committee comprises 12 Members, reflecting the political composition of the Authority and it is not permitted to appoint substitutes.
- 5.3 The Constitution also sets out in paragraphs 2.8.2 and 2.8.3 of Part 02 – Articles of the Constitution that the Licensing Committee will appoint, as and when necessary, a Sub-Committee to determine applications where representations have been received (as set out in Part 3 (Scheme of Delegation)). Currently each Sub-Committee comprises three Members and a named substitute drawn from the membership of the Licensing Committee. It should be noted that no Members are able to determine an application from within their own Ward.
- 5.4 When this provision came into effect in 2005 over 150 Licensing applications were received in the first year and consequently Committee Members had numerous opportunities to sit on Licensing Sub-Committee hearings. Some of those applications would have been mediated out negating the need to hold a Licensing Hearing but the Sub-Committee would still have determined over 100 applications during that period. However, in 2015 and 2016 the number of applications heard by the Sub-Committee had dropped to 4 per year.

6. Proposal

- 6.1 At an informal meeting held with Members of the Licensing Committee in March 2017 a discussion took place on the membership of Licensing Sub-Committees and it was proposed that in order to provide Members with the opportunity to gain the necessary relevant experience the number of Members sitting on a Licensing Sub-Committee should be increased to four with no substitutes being appointed. The quorum for a Sub-Committee would be three.
- 6.2 In addition, under the current arrangement, the substitute was required to stay on in the hearing in case an unexpected conflict of interest or illness arose. There had been no requirement for the substitute to replace a panel member in the recent past. This has meant that the substitute has to attend the pre-meeting and hearing, but then has to leave when the deliberations start which Members have found frustrating.
- 6.3 There would be no budgetary implication, should Members be minded to approve this recommendation, as the current requirement for a substitute to be in attendance would no longer be necessary.

7. Conclusion

- 7.1 Those Members of the Licensing Committee who were in attendance at the informal meeting in March 2017 agreed, in principle, with the proposal to increase the number of Members sitting on a Licensing Sub-Committee from three to four (with no substitute required). This proposal would therefore ensure that all Members of the Committee have the opportunity to sit and gain experience on Licensing Sub-Committees.

Corporate Board's recommendation:

Corporate Board supported the proposal

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