

REVIEW OF LICENSING SERVICES TASK AND FINISH PANEL: DRAFT TERMS OF REFERENCE

Origin:

At the meeting of the Overview and Scrutiny Committee on 4th September 2012, Councillors J Hart and Mrs S Watson submitted a request that the committee set up a task and finish panel to review the Licensing sub-committees.

They expressed concerns that the current system was unsatisfactory given the size and diversity of the district. It was not unusual for Councillors from the rural areas to be called upon to decide upon licensing applications in the urban areas in the south of the district.

Many Councillors have full-time jobs and their working commitments' prevents them from joining day-time committees. This effectively dis-enfranchises working age Councillors from attending these meetings.

They would like Licensing applications to be considered in a similar way to Planning application, running the new system for a year's trial period.

Draft Terms of Reference:

1. To review the operation and effectiveness of the Licensing Sub-Committees structure.
2. To have regard of the Licensing Act 2003 on consultations.
3. To review the feasibility of moving the meetings to the evening.
4. To review the feasibility of creating South, East and West Licensing Sub-Committee structures to enable local councillors to have more input.
5. To review, in cases involving nightclubs, pubs or shops applying for changes to the hours in which they are licensed to sell alcohol and if the relevant town, district and county councillors, and the nearest 50 properties (residential and/or business) to the application premises, should be informed by letter to make them aware that an application has been submitted.

Aims and Objectives:

- (a) To gather evidence and information in relation to the topic through the receipt of data, presentations and by participation in fact finding visits if necessary;
- (b) To have due regard to the relevant Licensing legislation;
- (c) To establish key issues and future need;
- (d) To evaluate all relevant facts in relation to the topics under review in an objective way and to produce recommendations for future action accordingly;
- (e) To establish whether there are any resource implications arising out of the topics under review and advise Cabinet for inclusion in the Budget Process 2013/14; and

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(f) To report findings to the Overview and Scrutiny Committee and to submit any final reports in the proposed Corporate Format for consideration by O & S and Council.

TIMESCALE	ESTIMATED	ACTUAL
Commencement: Oct 2012	April 2013	
<u>Finish</u> 1. As a time limited review - to end by April 2013.		Officers to consult Finance to establish if the Panel should put an interim bid for an appropriate budget round.