



Subject:	Revised Protocol for use by the Licensing Committee
Date:	20th May, 2015
Reporting Officer:	Trevor Martin, Head of Building Control, Ext 2450
Contact Officer:	Stephen Hewitt, Building Control Manager, Ext 2435

Is this report restricted?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

1.0	Purpose of Report or Summary of main Issues
1.1	To seek approval for a revised protocol for use by the Licensing Committee. The key aims of the protocol are to ensure that: <ul style="list-style-type: none">• Those who apply for, or make representation to, applications before the Committee are able to make informed representations and know the case which they have to meet; and• The Committee makes decisions in a soundly based, lawful, and transparent way and in a timely and efficient manner.
1.2	The protocol should be read alongside relevant provisions of the Council's Standing Orders and the Code of Conduct for Councillors and is not intended to replace either document.

2.0	Recommendations
2.1	Members are asked to consider the revised protocol for the Licensing Committee and, subject to any amendments arising from your discussions, recommend that the revised protocol be adopted.
2.2	As this is not a delegated matter any recommendation must go to full Council for ratification.

3.0	Main report
3.1	<u>Key Issues</u> You are advised that, at the former Licensing Committee meeting of 17 December 2014, Members approved a draft protocol subject to an amendment whereby deputations would

	be admitted jointly to the meeting but be required to leave in advance of the Committee reaching its decision.
3.2	A copy of the report of the meeting of 17 December 2014 is attached as appendix 1 and the draft protocol presented at the meeting is attached as appendix 2 to this report.
3.3	A revised protocol has now been prepared, in consultation with Legal Services, to reflect that all Committee meetings must now be held in public. Other than this there are some minor textual amendments and, where possible, the format has been changed to be consistent with the protocol adopted by the Planning Committee.
3.4	The protocol is designed to ensure consistency of approach and place the Council in a stronger position to resist any potential legal challenge relating to the transparency of our decision making process.
3.5	A copy of the revised protocol is attached as appendix 3 to this report.
3.6	<u>Financial & Resource Implications</u> None
3.7	<u>Equality or Good Relations Implications</u> None

4.0	Appendices – Documents Attached
	<ul style="list-style-type: none"> • 1 – Report of the meeting of 17 December 2014 • 2 – Draft protocol presented at the meeting of 17 December 2014 • 3 – Revised protocol