

Minutes of a special meeting of the **COMMITTEE OF THE LICENSING AUTHORITY** held in the Council Chamber, Council Offices, Priory Road, Spalding on Wednesday 17 May 2006.

PRESENT

Councillors:

S F Williams - Chairman
M R Taylor - Vice-Chairman

J M Atkin
M Bamber

T Bray
P A Espin

S Keeble
A Parker

The Head of Legal and Member Services.

In attendance: The Press.

Apologies for absence were received from or on behalf of Councillors F Biggadike and G K Dark.

24. **APPOINTMENT OF SUB-COMMITTEES**

Members were asked to appoint a selection of Sub-Committees to discharge duties under the Licensing Act 2003.

It was noted that the Constitution required that the Licensing Committee of the Authority should appoint such number of sub-committees as it considered necessary to discharge any of the duties under the Licensing Act 2003 that were delegated to a sub-committee by the Licensing Committee. The Constitution also required that each sub-committee should have a named membership which comprised two ordinary members of the Licensing Committee and either the Chairman or Vice-Chairman of the Licensing Committee. In previous years members had approved a schedule of sub-committees which included every possible combination of members within this Constitutional requirement. As there were 10 members of the Committee this made a total of 56 sub-committees. A schedule of sub-committees was normally circulated for approval, but this could not be done on this occasion as the Chairman and Vice-Chairman of the Licensing Committee were not appointed at the date of despatch of the agenda. It was therefore recommended that the method of appointing the sub-committees used in previous years be used again for the forthcoming municipal year, and that details of the sub-committees be circulated within the minutes of this meeting.

DECISION: That the method of appointment of sub-committees for the purpose of discharging duties under the Licensing Act 2003, as used in previous years, be used again for the forthcoming municipal year, in accordance with the details shown at Appendix A attached to these minutes.

25. **CONSTITUTION – PART 3 SECTION 10 – SCHEDULE OF DELEGATION TO OFFICERS**

The Head of Legal and Member Services invited members to consider changes to the Schedule of Delegation which arose from reorganisation and reminded members that the post of Head of Leisure and Tourism had recently been deleted from the establishment and replaced with the post of Head of Economic and Community Development. In addition the former post of Head of Environmental Health had now been renamed Head of Community and Neighbourhood Services. Various functions had been allocated or re-allocated to the Head of Economic and Community Development, the Head of Community and Neighbourhood Services, and the Assistant Chief Executive.

The post titles of some staff below Heads of Service level had also changed.

COMMITTEE OF THE LICENSING AUTHORITY - 17 May 2006.

25. CONSTITUTION – PART 3 SECTION 10 – SCHEDULE OF DELEGATION TO OFFICERS
(Continued)

It was necessary for the Schedule of Delegation to Officers, which formed Part 3 Section 10 of the Constitution, to be amended in respect of those functions which were the responsibility of the Licensing Committee, to reflect not only the changes in the names of the posts, but also the changes in responsibilities allocated to each post.

Members were therefore requested to authorise the necessary amendments to the Schedule of Delegation to reflect the changes in post titles and changes in responsibilities which arose from the reorganisation. It was not intended that any new delegations would arise from this exercise: the purpose was merely to ensure (i) that existing delegations to Heads of Service rested with the Head of Service who was now responsible for the specified functions; (ii) that, where existing delegations would remain with the former Head of Environmental Health, the delegations reflected the amended post title; and (iii) that in respect of officers below Head of Service level the delegations reflected the amended post titles.

DECISION:

- (a) That the existing delegations, incorporated within the Schedule of Delegation to Officers, which come within the jurisdiction of the Licensing Committee be amended where necessary to reflect the changes in post titles and changes in responsibilities arising out of reorganisation so as to ensure (i) that existing delegations to Heads of Service rest with the Head of Service who is now responsible for the specified functions; (ii) that, where existing delegations remain with the former Head of Environmental Health, the delegations reflect the amended post title; and (iii) that in respect of officers below Head of Service level the delegations reflect any amended post titles; and
- (b) That in future the Head of Legal and Member Services, or its successor post, be authorised to make any necessary amendments to the Schedule of Delegation (insofar as it relates to delegations which come within the jurisdiction of the Licensing Committee) arising directly out of any changes to the establishment so as to ensure (i) that existing delegations to Senior Officers (i.e. Heads of Service (or their successors) and above) rest with the Senior Officer who is then responsible for the specified functions; and (ii) that the delegations reflect any amended post titles, subject to members being notified of such amendments.

(Meeting ended at 7.47 pm.)

(End of minutes.)

Committee of the Licensing Authority – 17 May 2006 – appointment of Licensing Sub-Committees

1	2	3	4	5	6	7	8
S Williams (Ch)	M Taylor (V-Ch)	S Williams (Ch)	M Taylor (V-Ch)	S Williams (Ch)	M Taylor (V-Ch)	S Williams (Ch)	M Taylor (V-Ch)
J M Atkin	J M Atkin	J M Atkin	J M Atkin	J M Atkin	J M Atkin	J M Atkin	J M Atkin
M Bamber	M Bamber	F Biggadike	F Biggadike	T Bray	T Bray	G K Dark	G K Dark

9	10	11	12	13	14	15	16
S Williams (Ch)	M Taylor (V-Ch)	S Williams (Ch)	M Taylor (V-Ch)	S Williams (Ch)	M Taylor (V-Ch)	S Williams (Ch)	M Taylor (V-Ch)
J M Atkin	J M Atkin	J M Atkin	J M Atkin	J M Atkin	J M Atkin	M Bamber	M Bamber
P A Espin	P A Espin	S Keeble	S Keeble	A Parker	A Parker	F Biggadike	F Biggadike

17	18	19	20	21	22	23	24
S Williams (Ch)	M Taylor (V-Ch)	S Williams (Ch)	M Taylor (V-Ch)	S Williams (Ch)	M Taylor (V-Ch)	S Williams (Ch)	M Taylor (V-Ch)
M Bamber	M Bamber	M Bamber	M Bamber	M Bamber	M Bamber	M Bamber	M Bamber
T Bray	T Bray	G K Dark	G K Dark	P A Espin	P A Espin	S Keeble	S Keeble

25	26	27	28	29	30	31	32
S Williams (Ch)	M Taylor (V-Ch)	S Williams (Ch)	M Taylor (V-Ch)	S Williams (Ch)	M Taylor (V-Ch)	S Williams (Ch)	M Taylor (V-Ch)
M Bamber	M Bamber	F Biggadike	F Biggadike	F Biggadike	F Biggadike	F Biggadike	F Biggadike
A Parker	A Parker	T Bray	T Bray	G K Dark	G K Dark	P A Espin	P A Espin

33	34	35	36	37	38	39	40
S Williams (Ch)	M Taylor (V-Ch)	S Williams (Ch)	M Taylor (V-Ch)	S Williams (Ch)	M Taylor (V-Ch)	S Williams (Ch)	M Taylor (V-Ch)
F Biggadike	F Biggadike	F Biggadike	F Biggadike	T Bray	T Bray	T Bray	T Bray
S Keeble	S Keeble	A Parker	A Parker	G K Dark	G K Dark	P A Espin	P A Espin

41	42	43	44	45	46	47	48
S Williams (Ch)	M Taylor (V-Ch)	S Williams (Ch)	M Taylor (V-Ch)	S Williams (Ch)	M Taylor (V-Ch)	S Williams (Ch)	M Taylor (V-Ch)
T Bray	T Bray	T Bray	T Bray	G K Dark	G K Dark	G K Dark	G K Dark
S Keeble	S Keeble	A Parker	A Parker	P A Espin	P A Espin	S Keeble	S Keeble

49	50	51	52	53	54	55	56
S Williams (Ch)	M Taylor (V-Ch)	S Williams (Ch)	M Taylor (V-Ch)	S Williams (Ch)	M Taylor (V-Ch)	S Williams (Ch)	M Taylor (V-Ch)
G K Dark	G K Dark	P A Espin	P A Espin	P A Espin	P A Espin	S Keeble	S Keeble
A Parker	A Parker	S Keeble	S Keeble	A Parker	A Parker	A Parker	A Parker