

Public Document Pack



PLEASE NOTE THAT PRAYERS WILL BE HELD AT 6.50PM BEFORE THE COMMENCEMENT OF THE BUSINESS OF THE COUNCIL.

THE MAYOR REQUESTS THAT ANY MEMBER WISHING TO PARTICIPATE IN PRAYERS BE IN ATTENDANCE BY NO LATER THAN 6.45PM.

Dear Sir/Madam,

You are summoned to attend the meeting of the Borough Council of Newcastle-under-Lyme to be held in the **Jubilee 2 - Dance Studio - (Second Floor) - Brunswick street, Newcastle, Staffs** on **Wednesday, 16th December, 2020** at **7.00 pm**.

B U S I N E S S

1 APOLOGIES

2 DECLARATIONS OF INTEREST

To receive declarations of interest from Members on items contained within this agenda.

3 MINUTES OF PREVIOUS MEETING

(Pages 5 - 16)

To consider the minutes of the previous meeting(s)

4 MAYOR'S ANNOUNCEMENTS

5 DESIGNATION OF A SECTION 151 OFFICER

(Pages 17 - 19)

6 NOTIFICATION OF A CHANGE TO THE CONSTITUTION - UPDATED JOB TITLE

(Pages 21 - 25)

7 NOTIFICATION OF URGENT DECISION TAKEN - ADOPTION OF A STATEMENT OF LICENSING POLICY

(Pages 27 - 93)

8 ADOPTION OF THE INTERNATIONAL HOLOCAUST REMEMBRANCE ALLIANCE (IHRA) DEFINITION OF ANTI- SEMITISM.

(Pages 95 - 99)

9 STATEMENT OF THE LEADER OF THE COUNCIL

(Pages 101 - 103)

10 REPORTS OF THE CHAIRS OF THE SCRUTINY COMMITTEES

(Pages 105 - 107)

Written reports are attached for the following:

- Economy, Environment and Place Scrutiny Committee
- Health, Wellbeing and Partnerships Scrutiny Committee

A verbal update will be given for the Finance, Assets and Performance Scrutiny Committee

11 REPORTS OF THE CHAIRS OF THE REGULATORY COMMITTEES (Pages 109 - 111)

Written reports for the following are attached:

- Audit and Standards Committee
- Licensing and Public Protection Committee

A verbal update will be given for the Planning Committee

12 MOTIONS OF MEMBERS (Pages 113 - 151)

Sustainable Development Goals

13 QUESTIONS TO THE MAYOR, CABINET MEMBERS AND COMMITTEE CHAIRS (Page 153)

14 RECEIPT OF PETITIONS

To receive from Members any petitions which they wish to present to the Council.

15 DISCLOSURE OF EXEMPT INFORMATION

To resolve that the public be excluded from the meeting during consideration of the following report(s) as it is likely that there will be disclosure of exempt information as defined in paragraphs contained within Part 1 of Schedule 12A (as amended) of the Local Government Act 1972.

16 URGENT BUSINESS

To consider any communications which pursuant to Appendix 7, Procedure Rule 8 of the constitution are, in the opinion of the Mayor, of an urgent nature and to pass thereon such resolutions as may be deemed necessary.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Martin T. Hamilton', is written over a faint, circular official stamp.

Chief Executive

NOTICE FOR COUNCILLORS

1. Fire/Bomb Alerts

In the event of the fire alarm sounding, leave the building immediately, following the fire exit signs..

On exiting the building Members, Officers and the Public must assemble at School Street Car Park. DO NOT re-enter the building until advised to by the Controlling Officer.

2. Mobile Phones

Please switch off all mobile phones before entering the Council Chamber.

3. Notice of Motion

A Notice of Motion other than those listed in Procedure Rule 14 must reach the Chief Executive ten clear days before the relevant Meeting of the Council. Further information on Notices of Motion can be found in Section 5, Standing Order 20 of the Constitution of the Council.

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

This page is intentionally left blank

COUNCIL

Wednesday, 23rd September, 2020

Time of Commencement: 7.00 pm

Present: Councillor Simon White (Chair)

Councillors:	John Cooper	Simon Tagg	Ruth Wright
	June Walklate	Silvia Burgess	Gary White
	Ian Wilkes	Mike Stubbs	Jill Waring
	Gillian Williams	Amelia Rout	Andrew Fox-Hewitt
	John Williams	John Tagg	Brian Johnson
	Andrew Fear	Paul Northcott	Annabel Lawley
	Tony Kearon	Bert Proctor	Sue Moffat
	Paul Waring	Sylvia Dymond	Jennifer Cooper
	Mark Holland	Trevor Johnson	Gillian Burnett
	Julie Cooper	Andrew Parker	Helena Maxfield
	Marion Reddish	Sarah Pickup	Kenneth Owen
	Kyle Robinson	Mark Olszewski	Graham Hutton
	Elizabeth Shenton	Dave Jones	David Grocott
	Gill Heesom	Allison Gardner	
	Stephen Sweeney	Barry Panter	

Officers:	David Adams	Executive Director Operational Services
	Geoff Durham	Mayor's Secretary / Member Support Officer
	Jan Willis	Interim Executive Director - Resources and Support Services and Section 151 Officer
	Martin Hamilton	Chief Executive
	Simon McEneny	Executive Director - Commercial Development & Economic Growth
	Daniel Dickinson	Head of Legal & Governance /Monitoring Officer
	David Elkington	Head of Customer and Digital Services

Note: In line with Government directions for the CV-19 pandemic, this meeting was conducted using a hybrid method through video conferencing and attendance in person, whilst observing social distancing - in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

1. ALDERMAN DAVID BECKET

Following a minute's silence, Members paid tribute to Alderman David Becket who passed away in April. Alderman Becket had held many roles during his time with the Authority including that of Mayor.

Members described David as a true politician and a sincere gentleman who was determined and dedicated in everything that he did.

On behalf of the Council, the Leader passed on best wishes to Ann and her family.

2. APOLOGIES

There were no apologies.

3. DECLARATIONS OF INTEREST

There were no declarations of interest stated.

4. MINUTES OF PREVIOUS MEETING

Resolved: That the minutes of the meeting held on 19 February, 2020 be agreed as a correct record.

5. ELECTION OF MAYOR 2020/21

It was moved by Councillor Simon Tagg and seconded by Councillor Sweeney that Councillor John Cooper be appointed as Mayor for the 2020/21 municipal year.

Resolved: That Councillor John Cooper be appointed as Mayor for the 2020/21 municipal year.

The Mayor made the Declaration of Acceptance of Office.

6. APPOINTMENT OF DEPUTY MAYOR 2020/21

Two nominations were received

Councillor Owen. Proposed by Councillor Proctor and seconded by Councillor Simon Tagg.

Councillor Shenton. Proposed by Councillor Stubbs and seconded by Councillor Jones.

Results of the vote:

Cllr Shenton - 20

Cllr Owen - 24

Abstain – 0

Resolved: That Councillor Ken Owen be appointed as Deputy Mayor for the 2020/21 municipal year.

The Deputy Mayor made the Declaration of Acceptance of Office.

7. MAYORAL APPOINTMENTS

Mayoress –	Mrs Angela Cooper
High Constables –	Sean Cooper and Isaac Nixon
Chaplain –	Father Chris Routledge
Mace Bearers –	Mrs Angela Mayer and Alderman Chris Malkin
Mayor's Cadet -	Cadet Bromley – 435 Squadron

8. MAYORAL ADDRESS

The Mayor thanked the Council for affording him the honour of the appointment and paid tribute to the hard work, enthusiasm and commitment of his predecessor.

9. VOTE OF THANKS TO THE RETIRING MAYOR AND CONSORT

On behalf of the Council, The Leader, Councillor Simon Tagg expressed gratitude and appreciation to the retiring Mayor and his Consort for their tireless dedication to the role and their services to the Borough and its communities. Councillor Tagg added that the Borough had been served well by the retiring Mayor during his extended term of office due to the Coronavirus pandemic. Although engagements had been fewer, the Mayor had adapted the role through the use of video conferencing and social media and some socially distanced events.

The Group Leaders thanked the retiring Mayor for his enthusiasm, drive and commitment in raising the profile of the Borough and Mayoralty and said that he was a credit to the Borough

10. RESPONSE OF THE RETIRING MAYOR AND SUMMARY OF THE MAYORAL YEAR

The retiring Mayor thanked Members of the Council and congratulated Councillor John Cooper on his appointment. Councillor Simon White stated that this had been his second term of office and that this year had been affected by the pandemic, starting with the postponement of his main event – the Mayor's Ball in April.

Only a few Mayoral engagements had been carried out, some being virtual and some with social distancing – including the eightieth anniversary of the Battle of Britain.

Some fundraising events had taken place such as the charity curry evening and just over £4000 had been raised throughout the year with donations and other collection events. The Mayor's Ball in 2021 would be a joint event with the Mayor, Councillor John Cooper and monies raised would be split between their two charities.

The Mayor thanked everyone who had helped him throughout his year including his Consort, Sergeant, High Constable, Chaplain and Secretary.

Special thanks were given to Jim Worgan who had stepped down as Macebearer this year.

11. MAYOR'S ANNOUNCEMENTS

The Mayor stated that this was a shorter term of office than normal with very few engagements coming in at the present time but he looked forward to carrying out more engagements in the near future.

The Mayor announced that his chosen charity for this year would be the Alice Charity.

Members were asked to consider the granting of Freedom of the Borough to the Royal Stoke University Hospital. The Borough owed a great debt to the hospital for their hard work during the current pandemic.

12. APPOINTMENT OF DEPUTY LEADER AND CABINET

The Leader confirmed Councillor Sweeney as Deputy Leader and the following as members of the Cabinet for 2020/21:

Councillor Maxfield
Councillor T Johnson
Councillor Northcott
Councillor J Waring
Councillor S Sweeney
Councillor S Tagg

13. APPOINTMENT OF COMMITTEES, CHAIRS AND VICE-CHAIRS FOR 2020/21

It was proposed by Councillor S Tagg and seconded by Councillor Sweeney that the appointments to committees, chairs, vice-chairs for 2020/21 be as set out in the agenda and that the appointments to outside bodies be noted.

Committee Membership

- Resolved:**
- (i) That the appointments to committees, as set out in the agenda, be approved
 - (ii) That the appointments to outside bodies, as agreed at the 2019 Annual Council, be noted.

Chairs and Vice-Chairs

Where there were more than one nomination for Chair or Vice- Chair a vote was taken.

Resolved: That the following Chair and Vice-Chair appointments be approved:

COMMITTEE	CHAIR	VICE - CHAIR
Audit and Standards	P. Waring	K.Owen
Conservation Advisory	Julie Cooper	T. Johnson
Employment Committee	Portfolio Holder	No nomination required

Licensing & Public Protection	S. White	G. Hutton
Planning	A. Fear	M. Reddish*
Health, Wellbeing & Partnerships Scrutiny	I. Wilkes	Julie Cooper
Economy, Environment & Place Scrutiny	G. White	G. Heesom
Finance, Assets & Performance Scrutiny	M. Holland	B. Proctor

*Denotes where a vote was not taken as only one nomination was received.

14. **CHANGES TO THE CONSTITUTION OF THE COUNCIL**

Consideration was given to a report asking Members to approve changes made by the Audit and Standards Committee in respect of changes to the Constitution for Financial Regulations/Procedures and Taxi Licensing Delegations.

The Portfolio Holder for Finance and Efficiency, Councillor Stephen Sweeney advised Members that, in addition to the changes recommended in the appended Audit and Standards report, a further change to the Financial Regulations was required. This was to alter references therein to the Executive Director (Resources and Support Services) so that they referred to the Section 151 Officer instead. Whilst these roles were currently being discharged by the same post holder, that may not always be so in the future. The change was necessary so that it was clear the relevant responsibilities sat with the role of Section 151 Officer.

The proposed changes to the Taxi Licensing Delegations would remove the need for minor policy transgressions to be taken to the Public Protection Sub Committee.

- Resolved:**
- (i) That the recommendations made by the Audit and Standards committee be approved as follows:-
 - (a) on 9 March 2020 in respect of changes to the Financial Regulations and Procedures; and,
 - (b) on 1 May 2020 in respect of the delegation of Taxi Licensing Delegations
 - (ii) That the Monitoring Officer be given delegated authority to make any consequential changes to the Constitution necessary to give effect to or as a result the same, including correcting references to the Section 151 officer where necessary.

15. **URGENT DECISION TAKEN ON 28 APRIL, 2020**

Consideration was given to a report regarding an urgent decision, taken by the Chief Executive in consultation with Group Leaders regarding exemption of the six month rule.

The Leader advised that this was a decision that had been taken at the beginning of the pandemic lockdown to ensure that Members were not penalised for non-attendance at meetings.

The report also asked whether Members wished to extend the exemption given the current uncertainty of when things could return to normal. The Leader proposed that the exemption be extended to the Annual Council in May, 2021. This was seconded by Councillor Stubbs stating that Members should be allowed to shield from the virus if they needed to.

- Resolved:**
- (i) That the urgent decision taken by the Chief Executive, in consultation with the Group Leaders, on 28 April 2020, be noted.
 - (ii) That the dispensation granted, which prevents Councillors ceasing to be members of the authority if they do not attend a council meeting for a period of 6 months, be extended to the next Annual Council.

16. APPOINTMENT OF MEMBERS TO CHAPEL AND HILL CHORLTON PARISH COUNCIL

Consideration was given to a report seeking approval to use its powers under s. 91 of the Local Government Act, 1972 to enable Chapel and Hill Chorlton Parish Council to function until an election is held.

The Leader advised that issues had led to members resigning. This Council can use its powers to get the Parish Council up and running through the appointment of Borough Councillors to the role. Councillors Hutton, Northcott and Panter would be appointed until the elections in 2021.

- Resolved:**
- (i) That authority be delegated to the Monitoring Officer to make an Order under section 91 Local Government Act 1972, in respect of Chapel Chorlton & Hill Chorlton Parish Council, in the form of the draft order in the Appendix.
 - (ii) That the Head of Legal and Governance be instructed to procure that an election be held for all Chapel Chorlton & Hill Chorlton Parish Council seats on 6 May 2021.

17. KIDSGROVE SPORTS CENTRE REFURBISHMENT UPDATE

Consideration was given to a report providing an update on the refurbishment of Kidsgrove Sports Centre.

The Leader stated that he was pleased to bring this item to Council.

The Council had worked closely with Staffordshire County Council, the Kidsgrove Community Group and Willmot Dixon to put a plan together and thanks were given to everyone involved in the process.

Members' attention was drawn to paragraph 2.4 which showed an increase in costs to £5.998m but assurance was given that funding was in place. Paragraph 7.2 gave a funding summary.

Work on the refurbishment would get underway by the end of this year with completion in 2021. Once completed, it would be a quality multi-sports facility for the whole of the north of the Borough.

Councillor Sweeney said that the Leader deserved a vote of thanks for the work that he had done on the project and stated that Kidsgrove needed this sports centre.

Councillor Stubbs welcomed the report and implored Council's support stating that it was important that the project was put forward – not just for Kidsgrove but Cheshire, Stoke on Trent and Newcastle too.

Councillor Jill Waring advised Members that the Sports Centre had originally opened in 1976. It was a very hot summer and there had been queues to get into the pool. The Centre was still in demand when it closed in 2017.

All Members were fully supportive of the project and thanked the Community Group for their hard work.

Councillor Gary White fully supported the project and made reference to the increased costs. He asked the Leader for assurances that there would not be any further increases or burden on this Council.

The Leader shared the concerns of Councillor White and reassured Members that other funding was being looked at from The Town Deal and through contacting the local MP.

The Community Group were also talking to the Tennis Association and the Football Association for grants.

The project had taken time but there was now a timescale in place to bring contractors in before Christmas with a completion date of the end of 2021.

The vote was taken by roll call rather than a show of hands. The vote in favour of the recommendation was unanimous.

Resolved: That the decisions of Cabinet be noted and endorsed and
That the work that has taken place with Council Officers, the
Kidsgrove Sports Centre Community Group and the contractor over
the past few months to finalise the refurbishment plans, be
acknowledged.

18. STATEMENT OF THE LEADER OF THE COUNCIL

The Leader, Councillor Simon Tagg submitted a report which provided an update to Members on the activities and decisions of the Cabinet, together with the Forward Plan.

The Leader thanked officers for their work in preparing for this evening's hybrid meeting and preparation of the room to create a safe environment.

The Statement was taken a paragraph at a time to allow for questions to be asked.

Paragraph 2:

Councillor Paul Waring referred to the Cabinet meeting of 22 April, 2020, where a 'worse case scenario' of asking the Section 151 Officer to issue a S.114 Notice had been discussed. Councillor Waring asked the Leader if he could update Council as to what government funding had been received.

The Portfolio Holder for Finance and Efficiency, Councillor Stephen Sweeney stated that, a few months ago, the Council did not know where money would come from. Through lobbying MP's, and other networks, the government listened and responded with an initial £1.292m, with a further £215,000 later allocated on top of that. There was also a scheme to compensate for lost income whereby, of any income losses made compared to the budget, the Council would bear the first 5% and 75% of the remainder would be paid back by Central Government.

A New Burdens Grant of £170,000 had been received from the Government to meet the costs of administering the business support grants and with the prospect of up to £3.5m coming in, the Council's finances were now on a more stable footing.

Councillor Hutton stated that the waste collection teams had continued to collect waste throughout the pandemic and asked the Portfolio Holder for Environment and Recycling to thank the teams for the delivery of the new blue bins. Councillor Hutton asked how Newcastle compared with other Councils.

The Portfolio Holder for Environment and Recycling, Councillor Trevor Johnson stated that a press statement had been done to thank all of those involved. The new scheme was several weeks in and the average tonnage was 200 tonnes per week, compared to the old scheme which brought in 160 tonnes per week.

Councillor Trevor Johnson stated that garden waste collections had also kept going throughout the lockdown and Newcastle was the only Authority in Staffordshire to do so and with a reduced number of staff.

Councillor Panter asked about the Council's Planning function.

Councillor Northcott stated that in the last couple of years, the Planning Department had gone through a major transformation with staffing and also, Newcastle was one of the first Authorities to move to virtual meetings during the current pandemic. The ability to work from home made it possible for applications to continue to be submitted and decisions made and the internet made it possible to continue holding Planning Committees.

In terms of performance, the Council was in the top percentile having achieved 100% in major and minor applications. The Pre Validation Check Scheme that had been introduced would ensure the quality of applications submitted. Also, the Local Plan Enforcement Plan had been updated.

Councillor Jones stated that a number of Borough residents had either passed away or lost a loved one. He asked if the Leader would commit to a memorial in the Borough.

The Leader stated that there were lots of ways to commemorate those who had lost their lives to the virus. The pandemic was not yet over but once it was, the Council could then look at this further.

Paragraph 3.1:

Councillor Heesom welcomed the investment in the new CCTV System in the town centre and asked if there were any plans to extend the coverage – especially into subways.

The Leader confirmed that some of the Town Deal money was for the expansion of CCTV in subways, particularly the sunken roundabout area. This would help to increase safety.

Paragraph 3.2:

Councillor Brian Johnson stated that it was clear that Aspire were key partners of the Joint Housing Allocations Policy. However, residents were raising concerns about the lack of family homes available in the Borough. He asked the Leader if he would work closely with Aspire to streamline services for homes to be found urgently for families.

The Leader stated that, through the joint Policy, the Council could work closely with Aspire and there was a close working relationship. Councillor Johnson was asked to pass the information on to the Portfolio Holder for Community Safety and Wellbeing, Councillor Helena Maxfield.

Paragraph 3.4:

Councillor Holland welcomed the awarding of the contract for the A53 Bus Retrofit and asked the Leader to confirm that the Council would work with partners to avoid the introduction of a chargeable clean air zone.

The Leader stated that the Cabinet wished to avoid a chargeable clean air zone which would be disastrous for the local economy.

This was delivery of a scheme that would get the buses retrofitted.

Paragraph 3.6:

Councillor Hutton had had a number of Planning breaches brought to his attention and asked the Portfolio Holder for Planning and Growth, Councillor Paul Northcott to thank The Head of Planning and his staff for their prompt response to the instances that had been brought to their attention.

Councillor Northcott agreed to pass Councillor Hutton's comments on.

Paragraph 3.7:

Councillor Parker stated that it was good to see people shopping in the town centre and observing social distancing and asked the Leader what the Future High Streets Fund and Advanced Town Deal Funding would be used for.

The Leader stated that anyone going into the town centre in the week or on a Sunday will have seen advancement there and the lockdown was helping people to shop local. With regard to the Future High Streets Fund, a good bid had been put in to redevelop the Ryecroft area and should be hearing from the Government shortly. It was hoped that the regeneration could be got up and running in the town – getting people living in and around the town centre.

Councillor Burnett stated that this funding was long overdue and was glad that it had been brought forward.

Councillor Stubbs asked if the Leader could confirm had received acknowledgement of the Advanced Town Deal Funding and when the funding was expected.

The Leader confirmed that this was imminent. The Council was working on a bigger Town Deal Plan for Newcastle and Kidsgrove and working towards getting the bids in.

Paragraph 3.8:

Councillor Fear echoed Councillor Hutton's comments about the Council's Recycling Service and thanked all those working with it. Councillor Fear referred to the subscription for garden waste collection and asked the Leader if there had been any increase in fly tipping since its introduction.

The Leader stated that the whole new recycling system was a great advance. The new bins and bag had gone down well with residents and it was a much better for the staff collecting the waste.

Councillor Trevor Johnson stated that there had been no noticeable cases of fly tipping. There had been one instance that was a County Highways problem but it had been sorted.

Paragraph 4:

Councillor Brian Johnson stated that when he tried to view the Forward Plan it had looped back so he was unable to view it.

The Leader said that when he had tried the link it had given a drop down menu with an option to view the Forward Plan but would check that it was working.

Resolved: That the Statement of the Leader of the Council be received and noted.

19. REPORTS OF THE CHAIRS OF THE REGULATORY COMMITTEES

Written reports were submitted for the Committees that had met since the last Council meeting.

Resolved: That the reports be received.

20. REPORTS OF THE CHAIRS OF THE SCRUTINY COMMITTEES

Written reports had been submitted for the Scrutiny Committees which had met since the last Council Meeting.

Councillor Holland gave a verbal update on the Finance, Assets and Performance Scrutiny Committee stating that the Committee had met remotely on 25 June to discuss the Coronavirus recovery plan and had met again last Thursday with a fuller agenda. Councillor Holland was hopeful that the next meeting, in December would be in person.

Resolved: That the reports be received.

21. QUESTIONS TO THE MAYOR, CABINET MEMBERS AND COMMITTEE CHAIRS

Councillor Brian Johnson asked the Portfolio Holder for Leisure, Culture and Heritage to confirm what actions had been taken and support given in respect of Knutton Community Centre.

Actions taken to ensure repairs were completed swiftly

Councillor Jill Waring responded, stating that The Council's Facilities Team had been asked to investigate the concerns raised and had commissioned a structural engineer to determine the cause of the failures. A specification had been done and a quote had been obtained.

Support offered to community groups by the Borough Council

The management committee of the community centre had been contacted by officers requesting contact details and the requirements of users of the facility and they would be contacted to find potential alternative venues.

Actions to ensure a swift solution to the issues

Further information was required as to the extent of the repairs of the Community Centre. Officers were progressing, however, due to the current situation there was no guarantee as to if and when the works could be carried out. Stock condition reports had been provided which were used to determine the estimated cost of the works. Due to the current pandemic, spending must be prioritised on a case by case basis. The total figure for the repairs to the centre would be £265,000, assuming all went to plan. The Council could not afford to cover all of the repairs showing up in the stock condition report at one time.

Councillor Brian Johnson asked the Portfolio Holder if she would write to the groups concerned to offer full support in finding alternative venues and speak with them in order for them to continue functioning.

The Portfolio Holder agreed that she would write to them offering support.

Councillor Elizabeth Shenton asked the Portfolio Holder for Leisure, Culture and Heritage for an update on the main swimming pool at J2.

The Portfolio Holder advised that a decision had been taken to close the main pool due to a water leakage which had been identified as a fracture in the pipework. The

location was found by Stirling Hydrotec and repair works commenced on 14 September. On 17 September, more leaks had been identified. Officers took the decision to hand over the works to Morgan Sindall.

Representatives of Morgan Sindall have attended at key stages of the work to witness the work carried out. Proposals have been submitted and upon the agreement of Morgan Sindall, Members and customers can then be advised when the main pool is likely to reopen.

Councillor Shenton asked what arrangements had been made in the interim for classes and school swims and also, if members of the Council would be advised of the costs involved and whether there was money in the budget.

The Portfolio Holder advised that the learner pool was still operating and advised that Members would be advised of the costs involved.

22. RECEIPT OF PETITIONS

No petitions were handed in.

23. URGENT BUSINESS

There was no urgent business.

COUNCILLOR SIMON WHITE
Chair

COUNCILLOR JOHN COOPER
Chair

Meeting concluded at 9.30 pm

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO COUNCIL

16 December 2020

Report Title: DESIGNATION OF A SECTION 151 OFFICER

Submitted by: CHIEF EXECUTIVE

Portfolios: CORPORATE AND SERVICE IMPROVEMENT, PEOPLE & PARTNERSHIPS

Ward(s) affected: ALL

Purpose of the Report

To designate an Officer as the Borough Council's Section 151 Officer.

Recommendation

That, in accordance with Section 151 of the Local Government Act 1972, Council designates Sarah Wilkes as the Council's Section 151 Officer.

Reasons

To comply with the requirement of Section 151 of the Local Government Act 1972, which requires all local authorities to designate one of their officers to be responsible for the proper administration of its financial affairs.

1. Background

- 1.1 Under section 151 of the Local Government Act 1972, the Council has a statutory duty to designate, by resolution of full council, one of its officers as the Council's Section 151 Officer.
- 1.2 The Section 151 Officer has a number of statutory duties and responsibilities relating to the proper administration of its financial affairs. These include:
 - to report to all members if there is, or is likely to be, unlawful expenditure or an unbalanced budget.
 - to advise whether particular decisions are likely to contravene the budget or policy framework set by Council
 - to maintain an adequate and effective systems of internal financial controls
 - to report on the robustness of budget estimates and the adequacy of financial reserves
 - ensure that the guidelines and ratios set down for the purposes of a Prudential Capital regime are adhered to
- 1.3 Given the nature of the role, there is a statutory requirement that the appointed officer be a member of a specified accountancy body.

2. **Issues**

- 2.1 Members will be aware that the role of S151 Officer is currently held on an interim basis.
- 2.2 Following nation-wide recruitment campaigns and competitive selection processes, undertaken on a cross-party basis through Employment Committee and its Appointments Sub-Committee, Sarah Wilkes has been recommended to Council as the most suitable candidate to take up the role of S151 officer on a permanent basis.
- 2.3 The assessment process was thorough and intensive and sought to establish which candidate had not only the technical capability and leadership skills but incorporated these with a forward thinking outlook which would contribute to the success of a challenging future agenda. The process included technical interview, psychometric testing, interview with internal stakeholders including Trade Union colleagues and finally a Member panel.
- 2.4 Mrs Wilkes has worked in the business and finance sector for the last 25 years. After working in the private sector for 7 years she moved into the public sector working in a number of roles within the Internal Audit and Finance departments. She started working at Newcastle-under-Lyme Borough Council as a Principal Accountant in 2007 and in 2010 was appointed as the Finance Manager. She took up the role of Head of Finance in 2019 on an acting up basis following the retirement of the previous Head of Finance being appointed to that role on a permanent basis in November 2020.

3. **Proposal**

- 3.1 That, in accordance with Section 151 of the Local Government Act 1972, Council designates Sarah Wilkes as the Council's Section 151 Officer.

4. **Reasons for Proposed Solution**

- 4.1 Mrs Wilkes' suitability to be designated as Section 151 Officer was specifically tested during the recruitment process. She was considered by stakeholders and the cross party member recruitment panel to be the preferred candidate and eminently appointable to that role.

5. **Options Considered**

- 5.1 The alternative option would be to designate a different Officer as Section 151 Officer however, Mrs Wilkes' suitability was specifically tested during the recruitment process. She was considered by stakeholders and the cross party member recruitment panel to be the preferred candidate and eminently appointable to the role.
- 5.3 In light of this consideration, designating someone other than Mrs Wilkes as S151 Officer would be incongruous and would not represent the best use of available resource.

6. **Legal and Statutory Implications**

- 6.1 There are no additional legal implications other than those set out in the report.

7. **Equality Impact Assessment**

- 7.1 No implications.

8. **Financial and Resource Implications**

- 8.1 The appointment represents a saving over the current provision of that role through interim appoint arrangements.

9. **Major Risks**

- 9.1 Not having a suitable officer designated to the role would be contrary to the statutory requirements. Having appropriate expertise and sufficient capacity in that role is essential for the good governance of the Council and its affairs.

10. **Sustainability and Climate Change Implications**

- 10.1 No implications

11. **Key Decision Information**

- 11.1 N/A

12. **Earlier Cabinet/Committee Resolutions**

- 12.2 Employment Committee/Appointment Panel

13. **List of Appendices**

- 13.1 N/A

14. **Background Papers**

- 14.1 N/A

This page is intentionally left blank

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO

Council
16 December 2020

Report Title: Changes to the Constitution of the Council

Submitted by: Chief Executive

Portfolios: Corporate and Service Improvement, People and Partnerships

Ward(s) affected: All

Purpose of the Report

To advise members of an update to a job title in the Constitution.

Recommendation

That Council notes that references in the constitution to the “Head of Business Improvement, Central Services and Partnerships” have been changed to ““Head of Legal and Governance”.

Reasons

To update the constitution so that it reflects the current officer structure.

1. **Background**

- 1.1 The Council’s constitution sets out a number of delegations to officers by reference to job title. In the event of job titles ceasing to exist in the officer structure, there is a need to update the constitution to ensure that delegations remain current.
- 1.2 The role of Head of Business Improvement, Central Services and Partnerships was deleted from the officer structure but the need to update delegations in the constitution appears to have been overlooked.
- 1.3 The delegations in question should properly sit with the new role of Head of Legal and Governance, so the Monitoring Officer, in consultation with the Group Leaders, has used powers delegated to him to update the constitution accordingly.
- 1.4 Through this report, members are advised that this change to the constitution has been made.

2. **Issues**

- 2.1 There are 15 instances where the job title “Head of Business Improvement, Central Services and Partnerships” appears in the constitution. Each of them is set out in the appendix to this report. That job title no longer exists, hence the need to update

those references so that the relevant powers are associated with the correct post in the officer structure.

2.2 As a result of the changes made, each of the 15 instances now refer to the “Head of Legal and Governance”. References to any other officer in those 15 instances remain unchanged.

2.3 These changes were made by the Monitoring Officer, in consultation with the Group Leaders, using the following power delegated to the Monitoring Officer by full Council (Constitution, page 28 – emphasis supplied):-

15.2 Changes to the Constitution

Approval

*Changes to the Constitution will only be approved by the Full Council after consideration of the proposal by the Monitoring Officer, **save that the Monitoring Officer may make consequential changes to the Constitution to reflect resolutions of the Council or Cabinet or decisions properly made under delegated powers and changes of fact and law subject to regular notification of Members to such changes.***

3. **Proposal**

3.1 That Council notes that references in the constitution to the “Head of Business Improvement, Central Services and Partnerships” have been changed to “Head of Legal and Governance”

4. **Reasons for Proposed Solution**

4.1 To update the constitution so that it reflects the current officer structure.

5. **Options Considered**

5.1 N/A

6. **Legal and Statutory Implications**

6.1 Delegations must remain up to date to ensure that they can be properly exercised.

7. **Equality Impact Assessment**

7.1 N/A

8. **Financial and Resource Implications**

8.1 N/A

9. **Major Risks**

9.1 The risk of challenges to decision taken increase if the appropriately authorised officer is not readily identifiable from the constitution.

10. **Sustainability and Climate Change Implications**

10.1 N/A

11. **Key Decision Information**

11.1 N/A

12. **Earlier Cabinet/Committee Resolutions**

12.1 N/A

13. **List of Appendices**

13.1 N/A

14. **Background Papers**

14.1 N/A

Appendix
References in the Constitution to the Head of Business Improvement, Central Services and Partnerships changed to Head of Legal and Governance

Page 135/136 of the Constitution (Setting out powers and who they are delegated to)

	Function	Exercised by
10	Action (including briefs to Counsel) which the Chief Executive or Head of Business Improvement, Central Services and Partnerships considers necessary to protect or defend the Council where complaints are made or action brought or threatened against it including compromises and including payments of money including those arising from Ombudsman or other complaints and the withdrawal of action in the interests of the Council	Chief Executive or Head of Business Improvement, Central Services and Partnerships
11	To issue a formal caution as an alternative to prosecution	Head of Business Improvement, Central Services and Partnerships
12	To authorise the issue of a Closure Notice and take all other action in respect of premises associated with persistent disorder or nuisance	Chief Executive or Head of Business Improvement, Central Services and Partnerships
12*	To authorise proceedings for an Anti-social Behaviour Order and to respond to consultation in respect of anti-social behaviour	Chief Executive or Head of Business Improvement, Central Services and Partnerships
14	To authorise proceedings for breach of an Anti-social Behaviour Order	Chief Executive or Head of Business Improvement, Central Services and Partnerships
17	Action to secure the eviction of trespassers from Council land	Head of Business Improvement, Central Services and Partnerships
18	To procure goods and services within existing agreed budget provisions and in accordance with Standing Orders	Chief Executive or Head of Business Improvement, Central Services and Partnerships
19	To carry on tendering and negotiation procedures in accordance with the Council's Rules	Chief Executive or Head of Business Improvement, Central Services and Partnerships

* note this numbering error has also been corrected.

Page 143 of the Constitution (Setting out powers and who they are delegated to)

	Function	Exercised by
18	To exercise the Council's powers to make Tree Preservation Orders and to control	Executive Director (Operational Services) and/or Head of Business

	felling, topping, lopping and re-planting under such Orders	Improvement, Central Services and Partnerships
19(b)	To make Tree Preservation Orders	Executive Director (Operational Services) and/or Head of Business Improvement, Central Services and Partnerships

Page 145 of the Constitution (Setting out powers and who they are delegated to)

	Function	Exercised by
34	Processing of all appeals	Head of Business Improvement, Central Services and Partnerships and Executive Director (Regeneration and Development)

Page 147 of the Constitution (Setting out powers and who they are delegated to)

	Function	Exercised by
2	To serve appropriate notices required by legislation in respect of commercial property	Head of Business Improvement, Central Services and Partnerships

Page 149 of the Constitution (Setting out powers and who they are delegated to)

	Function	Exercised by
11	To serve notices under the Landlord and Tenant (Covenants) Act 1995	Head of Business Improvement, Central Services and Partnerships

Page 442 of the Constitution (Members Planning Protocol)

9.5 The mover and seconder of a resolution of refusal contrary to officer recommendation should be identified by the Chair and recorded in the minutes of the Committee, and in the event of an appeal being lodged there is an expectation that those Members will make themselves available as witnesses on behalf of the Council in the appeal proceedings should either the Head of Planning or the Head of Business Improvement, Central Services and Partnerships or their representatives deem that appropriate

This page is intentionally left blank

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO

Council
16 December 2020

Report Title: Urgent Decision Notification – Adoption of a Statement of Licensing Policy

Submitted by: Chief Executive

Portfolios: Finance & Efficiency

Ward(s) affected: All

Purpose of the Report

To report a Council decision taken by the Chief Executive, in consultation with the Group Leaders, under urgency powers, to adopt a Statement of Licensing Policy.

Recommendation

That Council note the urgent decision taken by the Chief Executive, in consultation with the Group Leaders, on 18 November 2020

Reasons

To comply with the requirement to report urgent decisions taken to full council.

1. Background

- 1.1 The attached decision was made by the Chief Executive, in consultation with the Group Leaders, on 18 November 2020 under the urgency provisions in the Council's constitution.
- 1.2 The decision was to adopt a Statement of Licensing Policy, as recommended by the Licensing and Public Protection Committee on 12 October 2020. Urgency powers were used because the Statement of Licensing Policy needed to be adopted before 25 November 2020 but, unfortunately, Council was not able to meet and consider the matter on 18 November as originally planned on account of the second lock-down introduced by Government to respond to the Coronavirus pandemic.
- 1.3 The attached Urgent Decision Notice and the documents it refers to contain the details of this matter.

2. Issues

- 2.1 Set out above.

3. **Proposal**

3.1 That Council note the urgent decision taken by the Chief Executive, in consultation with the Group Leaders, on 18 November 2020.

4. **Reasons for Proposed Solution**

4.1 Set out above.

5. **Options Considered**

5.1 N/A

6. **Legal and Statutory Implications**

6.1 Set out in the appendices.

7. **Equality Impact Assessment**

7.1 There are no adverse equality implications.

8. **Financial and Resource Implications**

8.1 Set out in the appendices.

9. **Major Risks**

9.1 Set out in the appendices.

10. **Sustainability and Climate Change Implications**

10.1 Set out in the appendices.

11. **Key Decision Information**

11.1 N/A

12. **Earlier Cabinet/Committee Resolutions**

12.1 See Appendices

13. **List of Appendices**

13.1 The Urgent Decision Notice

13.2 The Report to Licensing and Public Protection Committee 12/10/ 2020

13.3 The Statement of Licensing Policy

14. **Background Papers**

14.1 As above.

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

CHIEF EXECUTIVES URGENT DECISION ON BEHALF OF

Council
18 November 2020

Report Title: Statement of Licensing Policy 2020-25

Submitted by: Head of Environmental Health

Portfolios: Finance & Efficiency

Ward(s) affected: All

Purpose of the Report

To adopt the draft Statement of Licensing Policy for the Council.

Recommendation

That the Statement of Licensing Policy 2020-2025 (Appendix 2) be adopted and implemented with effect from 25 November 2020.

Reasons

The Licensing Act 2003 requires the Council to determine its Statement of Licensing Policy for a period of 5 years. The Council is required to publish its Statement of Licensing Policy in advance of each five year period. The existing Statement of Licensing Policy was approved at Council on 25th November 2015. There is, therefore a requirement to determine and publish, before 25 November 2020, a statement of licensing policy for the period 25 November 2020 to 24 November 2025.

1. Background

- 1.1 This decision is taken in accordance with paragraph 1 ("Matters of Urgency") on page 78 of the Council's Constitution. The urgency arises on account of the need for this decision to be taken by full Council before a meeting of full Council can be convened. This decision was programmed to be taken to full Council on 18 November, however that meeting has been postponed due to the reintroduction of a national lock-down in response to the Coronavirus pandemic. A meeting of full council will not now be possible until after 2 December.
- 1.2 In accordance with the urgency provisions, the Mayor has been consulted. Additionally, each Group Leader has also been consulted. All those consulted were content with the decision proposed. In addition, this Statement of Licensing Policy was considered by the Licensing and Public Protection Committee on 12 October 2020, which passed a resolution to recommend that Council adopted the same at its 18 November meeting.
- 1.3 Under Section 5 of the Licensing Act 2003 the Council is required to determine and publish its Statement of Licensing Policy in respect of each 5 year period. If a Council reviews its Policy within a 5 year period, then a new 5 year period begins from the date it that the reviewed policy is implemented.
- 1.4 The current Statement of Licensing Policy was approved at Council on 25th November 2015 and it therefore requires review and re-adopted prior to 25 November 2020.

2. **Issues**

2.1 The issues are set out above, and in the attached (Appendix 1) report to the Licensing and Public Protection Committee on 12 October 2020.

3. **Proposal**

3.1 That, using the urgency powers set out in the Constitution the Chief Executive, on behalf of Full Council, adopt the revised Statement of Licensing Policy 2020-2025 (Appendix 2) with an implementation date of 25 November 2020.

4. **Reasons for Proposed Solution**

4.1 The proposed amendments are required to ensure compliance with the Licensing Act 2003 and to also ensure that the Statement of Licensing Policy is up to date to ensure best practice.

5. **Options Considered**

5.1 N/A

6. **Legal and Statutory Implications**

6.1 Set out in the body of this report

7. **Equality Impact Assessment**

7.1 There are no impacts identified arising from this report.

8. **Financial and Resource Implications**

8.1 There are no impacts identified arising from this report.

9. **Major Risks**

9.1 The risks associated with the Council not having an approved Statement of Licensing Policy, as required by the Licensing Act, relate to how robust reliance on the Statement can be if it is considered to be out of date.

10. **Sustainability and Climate Change Implications**

10.1 There are no impacts identified arising from this report.

11. **Key Decision Information**

11.1 This is not a key decision.

12. **Earlier Cabinet/Committee Resolutions**

12.1 The existing statement of licensing policy was approved at Council on 25th November 2015. The proposed revised version was approved and recommended for adoption at the Licensing and Public Protection committee meeting on 18 October 2020.

13. **List of Appendices**

- 13.1 Appendix 1 – Report to Licensing and Public Protection Committee
- 13.2 Appendix 2 – Proposed Statement of Licensing Policy 2020-2025.

14. **Background Papers**

- 14.1 None.

DECIDED BY:-

Martin Hamilton (Chief Executive) under the aforementioned powers



Signed

Dated 18 November 2020

This page is intentionally left blank

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO

Licensing and Public Protection Committee 12 October 2020

Report Title: Statement of Licensing Policy 2020-25

Submitted by: Head of Environmental Health

Portfolios: Finance & Efficiency

Ward(s) affected: All

Purpose of the Report

To advise members of the outcome of the public consultation on the draft Statement of Licensing Policy for the Council and to seek approval for the Policy to be submitted to Council.

Recommendation

That Members receive the outcome of the public consultation

That Members approve submission of the Statement of Licensing Policy to Council on 18th November 2020 for adoption.

Reasons

Under Section 5 of the Licensing Act 2003 the Council is required to revise its Statement of Licensing Policy by January 2021 and thereafter every 5 years. If a Council reviews their Policy within the 5 year period then a new 5 year period begins from the date it is implemented. The policy therefore requires review and implementation by 25th November 2020.

1. Background

- 1.1 Under Section 5 of the Licensing Act 2003 the Council is required to revise its Statement of Licensing Policy by January 2021 and the revision published by 6th January 2021 and thereafter every 5 years. If a Council reviews their Policy within the 5 year period then a new 5 year period begins from the date it is implemented.
- 1.2 The existing Statement of Licensing Policy was approved at Council on 25th November 2015 and therefore requires review and to be readopted prior to this date.
- 1.3 On 4th August 2020 the Committee determined that the draft policy go out for consultation with the statutory consultees, relevant other bodies and members of the public for a period of 6 weeks that would end on 17th September 2020.

2. Issues

- 2.1 The statement of policy sets out the Councils "policy with respect to the exercise of its licensing functions". This includes ensuring that the Policy meets the four Licensing Objectives:
 - Prevention of Crime and Disorder
 - Public Safety

- Prevention of Public Nuisance
- Protection of Children from Harm.

2.2 Attached as Appendix 1 to this is the revised Statement of Licensing Policy that was consulted upon for 6 weeks. During that 6 weeks the Council received two responses to the proposals.

2.3 The first response, received from Madeley Parish Council, outlined their support for outdoor seating arrangements for licensed premises during the current pandemic period. A copy of their comments are attached as Appendix 2.

2.4 The second response was from Councillor Gary White. Cllr White commented that when applications for new premises licences, or variations to existing licences, are received part of the consultation process should be to include Ward Councillors and Parish Councils where relevant. Cllr White's comments are attached as Appendix 3.

2.5 Members of Licensing and Public Protection Committee are invited to make any comments on the Policy prior to proposing its adoption by Full Council on 18th November 2020.

3. **Proposal**

3.1 That Members receive the outcome of the public consultation, consider any amendments as required, and propose that the policy is adopted at Full Council.

4. **Reasons for Proposed Solution**

4.1 The proposed amendments are required to ensure compliance with the Licensing Act 2003 and to also ensure that the Statement of Licensing Policy is up to date to ensure best practice. The Council is required to revise its Statement of Licensing Policy by 25th November 2020

5. **Options Considered**

5.1 To agree that the proposed policy, attached as Appendix 1, is forwarded to Full Council 18th November 2020 to agree and adopt; **(RECOMMENDED)**

5.2 To make amendments to the proposed policy prior to adoption by Full Council.

6. **Legal and Statutory Implications**

6.1 Under Section 5 of the Licensing Act 2003 the Council is required to revise its Statement of Licensing Policy by 25th November 2020 and thereafter every 5 years.

7. **Equality Impact Assessment**

7.1 There are no impacts identified arising from this report.

8. **Financial and Resource Implications**

8.1 There are no impacts identified arising from this report.

9. **Major Risks**

9.1 There are risks associated with the Council not having an approved Statement of Licensing Policy as required by the Licensing Act.

10. **Sustainability and Climate Change Implications**

10.1 There are no impacts identified arising from this report.

11. **Key Decision Information**

11.1 This is not a key decision.

12. **Earlier Cabinet/Committee Resolutions**

12.1 The existing statement of licensing policy was approved at Council on 25th November 2015.

13. **List of Appendices**

13.1 Appendix 1 – Proposed Statement of Licensing Policy.

14. **Background Papers**

14.1 None.

This page is intentionally left blank



DRAFT STATEMENT OF LICENSING POLICY 2020-2025

**Adopted by Full Council on: 18th
November 2020**

**Operational start date: 25th
November 2020**

CONTENTS

1. INTRODUCTION	
1.1 Introduction	5
1.2 Statement of Licensing Policy	5
1.3 Statutory consultees	5
1.4 Consultation with representatives of existing licensees	6
1.5 Other consultees	6
1.6 Regard to guidance	7
1.7 Period of Licensing Policy	7
1.8 Review of Licensing Policy	7
 2. AIMS AND OBJECTIVES	
 2.1 Exercise of responsibilities	8
2.2 The Licensing Objectives	8
2.3 Other Local Strategies	8
2.4 Facilitation of well-run premises	8
2.5 Contribution to local economy	9
2.6 Promotion of cultural activities	9
2.7 Local Transport Policy	9
2.8 Protection of residential amenity	10
2.9 Trading hours	10
2.10 Protection of children from harm	10
2.11 Illegal sales of age restricted goods	10
2.12 The prevention of crime and disorder	11
2.13 Irresponsible drinks promotions	11
2.14 Drugs Policies	11
2.15 Public safety	12
2.16 Duty to promote good race relations	12
2.17 Duty towards people with a disability	12
2.18 Application Procedure	12
 THE APPLICATION PROCESS	
 3.1 Applications to be made in prescribed form	13
3.2 Delegations	13
3.3 Operating schedules	14
3.4 Use of conditions	14
3.5 Indoor fireworks, hypnotism and laser shows	15
3.6 Limitation on conditions	15
3.7 Cumulative impact	15
3.8 Other control mechanisms	16

3.9 Planning/Building Control	16
3.10 Operating hours conditions	17
3.11 Sales from general retail premises	17
3.12 Film exhibitions	17
3.13 Adult entertainment	18
3.14 Personal Licences	19
 4. MEASURES TO PROMOTE THE LICENSING OBJECTIVES	
4.1 Public safety	20
4.2 Prevention of public nuisance	20
4.3 The protection of children from harm	20
4.4 Prevention of crime and disorder	22
 5. OBJECTIONS AND REVIEWS	
5.1 Determination of objections	23
5.2 Irrelevant, frivolous, or vexatious or repetitious objections	23
5.3 Procedure to be followed	23
5.4 Applications for review	23
5.5 Review of applications which are irrelevant, frivolous, or vexatious or repetitious	23
5.6 Determination following objection	23
5.7 Determination following review	24
5.8 Variation or cancellation	24
5.9 Right of appeal	24
 6. ENFORCEMENT	
6.1 Enforcement Concordat	25
6.2 Protocols with other agencies	25
6.3 Duty to promote the Licensing Objectives	25
 7. PERMITTED TEMPORARY ACTIVITIES	
7.1 Temporary Event Notices	26
7.2 Limitations	26
7.3 Public safety	27
 8. CONTACT DETAILS	27

9.	APPENDIX A – LICENCE CONDITIONS	28
10.	APPENDIX B – Map showing area included in the Special Policy for Cumulative Impact	57

STATEMENT OF LICENSING POLICY –2020-2025

1. INTRODUCTION

1.1 Introduction

Under the provisions of the Licensing Act 2003, the Borough Council of Newcastle-under-Lyme (the Licensing Authority) is the licensing authority for the administration and enforcement of the above Act and associated orders and regulations within its area. The legislation regulates the operation of:

- The sale of alcohol by retail;
- The supply of alcohol by or on behalf of a club to, or to the order of a member of the club;
- The provision of regulated entertainment;
- The provision of late night refreshment.

1.2 Statement of Licensing Policy

Section 5 of the Act requires that the Licensing Authority prepares and publishes a Statement of its Licensing Policy every five years. The Statement of Licensing Policy must be published before the Licensing Authority carries out any function in respect of individual applications made under the terms of the Act.

1.3 Statutory Consultees

Before determining its Policy for any five year period, the Licensing Authority is required to consult with the persons specified in Section 5(3) of the Act. These are:

- The Chief Officer of Police for the area
- The Fire and Rescue Authority
- The Local Health Board
- The Local Authority with Public Health Functions
- Representatives representing local holders of premises licences and club premises certificates
- Representatives representing local holders of personal licences
- Representatives representing business and residents in its area.

1.4 Consultation with Representatives of Existing Licensees

This Statement of Licensing Policy is the fifth such statement adopted under the provisions of the Licensing Act 2003 and the Licensing Authority will consult with organisations representative of current licence holders.

1.5 Other Consultees

The Licensing Authority is empowered to consult with other bodies as it deems appropriate and this policy has been prepared after consultation with the following additional bodies:

- Borough Council Environmental Health Department
- Borough Council Partnerships Team
- Home Office Immigration Department
- Newcastle BID
- Town and Parish Councils
- Staffordshire Parish Councils Association
- North Staffs. Chamber of Trade
- Newcastle Civic Society
- Stoke City Council
- Staffordshire Moorlands District Council
- Local businesses including Pubs, Takeaways etc
- British Beer and Pub Association
- Association of Licensed Multiple Retailers
- Staffordshire Trading Standards
- Staffordshire Social Services
- Vulnerable Children Division, Lifelong Learning Directorate, Staffordshire County Council
- Solicitors acting for various licensed multiple retailers
- Solicitors acting for various brewery companies.
- Partnership against business crime in Staffordshire (PABCIS)

1.6 Regard to Guidance

The Licensing Authority must have regard to the guidance issued by the Home Office in discharging its functions under the Act and this Statement of Licensing Policy has been prepared taking into account that guidance. The views of all consultees have been given proper weight in the preparation of this policy document.

1.7 Period of Licensing Policy

The Statement of Licensing Policy will be used by the Licensing Authority in the administration and enforcement of its duties under the Act. It will remain in force for a period of five years and will be reviewed and subject to further consultation before the end of the five year period. A new Statement of Licensing Policy will be adopted to come into operation at the expiry of the current Licensing Policy.

1.8 Review of Licensing Policy

During the currency of any Statement of Licensing Policy, the Licensing Authority will keep the operation of the Policy under review and make appropriate revisions to ensure the effectiveness of the Policy, subject to appropriate consultation.

Minor changes would be made without consultation where:

- they are to correct an administrative error
- they are a change needed because something is no longer possible or legal
- there is no foreseeable detrimental effect to licensee's interests.

2. AIMS AND OBJECTIVES

2.1 Exercise of Responsibilities

In exercising its duties and responsibilities under the terms of the Licensing Act 2003, the Licensing Authority will have regard to this Statement of Licensing Policy and to the guidance issued by the Secretary of State. Subject to this, all applications will be treated on their merits and judged accordingly.

2.2 The Licensing Objectives

The Licensing Authority will exercise its duties in such a way as to promote the licensing objectives set out below:

- The prevention of crime and disorder;
- Public safety;
- The prevention of public nuisance; and
- The protection of children from harm.

The Licensing Authority confirms that each objective has equal importance and that the licensing objectives will be the only considerations to be taken into account in determining applications.

2.3 Other Local Strategies

The administration and enforcement of the Act will also take into account other appropriate local strategies. The Licensing Authority has formulated its policies and procedures detailed in this Statement of Licensing Policy, taking into account the current policies incorporated into the locally adopted strategies on the following matters:

- Community Safety
- Planning
- Economic Regeneration
- Transportation
- Tourism and culture.

2.4 Facilitation of Well Run Premises

The legislative powers provide for the carrying on of retail sales of alcohol, the supply of alcohol by qualifying clubs, the provision of

regulated entertainment and late night refreshment in a way which ensures public safety, the prevention of crime and disorder, the protection of children from harm and the prevention of public nuisance which is neither detrimental to members of the public nor gives rise to loss of amenity. It is the Licensing Authority's intention to ensure well run and managed premises and that licence holders take positive action with regard to their responsibility to promote the licensing objectives.

2.5 Contribution to Local Economy

The Licensing Committee will be informed of the local employment situation and the need for new investment and employment where appropriate. Additionally, they will also receive from time to time reports on the needs of the local tourist economy and the cultural strategy for the area and will take such information into account in determining the overall policies. The Licensing Authority recognises that the entertainment industry is a major contributor to the local economy. There are currently some 430 premises licensed under the Act and these premises provide valuable employment opportunities as well as supporting other sectors of the economy such as shops, cultural activities and tourist attractions. The industry attracts visitors from outside the area as well as local residents and helps to create vibrant towns and communities within the Borough.

However, when considering the promotion of vibrant localities, the Licensing Authority must take account of its duty to safeguard all of the community. This duty will be a major consideration in the granting or reviewing of all licenses as judged against the four licensing objectives.

2.6 Promotion of Cultural Activities

In relation to the promotion of cultural activities, the Licensing Authority recognises the need to encourage and promote live music, dancing and theatre, circus and street arts for the wider cultural benefit of the local community generally.

2.7 Local Transport Policy

In relation to local transport policy, there will be appropriate liaison between the licensing, Police and transport authorities on all matters in relation to dispersal of people from areas where there is a concentration of entertainment premises. Such liaison is intended to ensure that the local transport plan is informed of the current needs of such areas so that the local transport strategy can be contemporaneously adapted to ensure that people are moved from such areas swiftly and safely to avoid concentrations of people which produce disorder and disturbance.

2.8 Protection of Residential Amenity

The Borough has a substantial residential population, whose amenity the Licensing Authority has a duty to protect. In some areas, local residents are adversely affected by entertainment activities. Commercial occupiers of premises also have an expectation of an environment that is attractive and sustainable for their businesses. The Licensing Authority also has wider considerations in relation to the amenity of the area including littering and the fouling of public places. The Licensing Authority will determine its policies and conditions in such a way as to ensure that the Licensing objectives are actively promoted.

2.9 Trading Hours

Licensed premises will be expected to conduct their business in such a manner as not to cause nuisance or disturbance to those living or working in the locality. Trading hours will not be regulated by geographical areas or zones, but due regard will be given to the potential for any nuisance or disturbance to be caused to those living or working nearby. In particular, where appropriate, and following relevant representation, conditions may be attached to address issues of noise, litter and light pollution, or to restrict trading hours where the premises being licensed are in the vicinity of residential accommodation.

2.10 Protection of Children from Harm

Applicants will demonstrate through their operating schedules the measures they intend to take to keep children from harm. In particular, premises where the principal licensed activity is the sale or supply of alcohol will demonstrate how they will ensure that unaccompanied children are excluded from the premises (e.g. by the requirement of proof of age cards as a condition of entry).

2.11 Illegal Sales of Age Restricted Goods

The Licensing Authority takes a very serious view of the illegal sale of alcohol and other age-restricted goods to minors and will continue to work with Staffordshire Trading Standards and Staffordshire Police to advise both the off-licence and on-licence trade on how to set up systems to avoid such sales taking place.

The Licensing Authority will expect applicants for licenses to demonstrate how they will ensure that all their frontline staff have received adequate training on the law with regard to age restricted sales. They will also be expected to demonstrate in their operating schedules the measures they will take to ensure that illegal sales to children under 18 do not take place such as the checking of identification for proof of age through a secure system. (Ideally, identification should be a photo driving licence or passport, or a PASS approved 'proof of age' card. Other cards must be

treated with caution because some have been shown to be insecure).

Additionally, the Licensing Authority encourages premises to include a Challenge 25 policy in their operating schedule, to ensure anyone who appears to be under the age of 25 provides a proof of age card (as above).

The Licensing Authority considers it good management practice that licensees keep registers of refused sales (refusals books) where sales of alcohol and any other age-restricted goods have been refused for any reason. Keeping such records helps to demonstrate that the responsibilities for checking the ages of purchasers are being taken seriously. Refusals books should be kept on the licensed premises and be made available for inspection by the Licensing Officer, Trading Standards or the Police.

In premises where alcohol is not the main product sold – for example, in food retailers and corner shops – the Licensing Authority will actively encourage the use of warning messages where an electronic point of sale system (EPOS) is in use. Such a warning system can help employees as it prompts them to check the age of purchasers of alcohol or other age restricted products when they are presented at the check-out.

2.12 The Prevention of Crime and Disorder

The Licensing Authority expects licensed premises to be managed in a manner so as not to contribute to problems of crime, disorder or anti-social behaviour in the locality. Licensees will be expected to actively co-operate with initiatives to enhance community safety particularly those promoted by the Newcastle Safer Communities Partnership.

2.13 Irresponsible Drinks Promotions

The Licensing Authority commends the Portman Group's Code of Practice on the naming, packaging and promotion of alcoholic drinks. The Code seeks to ensure that drinks are purchased and promoted in a socially responsible manner and only to those who are aged 18 or over.

2.14 Drugs Policies

The Licensing Authority has adopted the strategies set out in the Government's 'Safer Clubbing' initiative and considers it good practice for all applicants for premises licenses and club certificates to demonstrate through their operating schedules the measures they will take to address the incidence of illegal substances on their premises and to keep customers from harm.

The Licensing Authority considers it good practice for all applications for premises licences or club premises certificates for premises where alcohol will be consumed on the premises to be

accompanied by a Drugs Policy which should address all the factors set out in Appendix A of this Policy and include provisions in relation to:

- Addressing the incidents, supply and consumption of drugs on the premises
- Arrangements, facilities and procedures to minimise the harmful effects of drugs
- Search procedures and procedures for detecting drugs on the premises
- Procedures for dealing with drugs found on the premises
- Procedures for dealing with those suspected of being in possession of illegal substances.

2.15 Public Safety

The Licensing Authority is concerned to protect the physical safety of people using licensed premises and will expect applicants to demonstrate in their operating schedules the measures they will take to promote the public safety licensing objective.

2.16 Duty to Promote Good Race Relations

The Licensing Authority is mindful of its duties under the Equality Act 2010 and will exercise its functions under the Licensing Act 2003 in such a way as to eliminate unlawful discrimination and to promote equality of opportunity and good relations between persons of different racial groups.

2.17 Duty Towards People with a Disability

The Licensing Authority reminds those operating regulated businesses of their obligations under the Equality Act 2010 and the need to ensure that their services are made fully accessible to people with a disability.

2.18 Application Procedure

The Licensing Authority points out that if no representations are received, the application will be granted in the terms sought and no additional conditions imposed other than those which are consistent with the operating schedule.

3. THE APPLICATION PROCESS

3.1 Applications to be made in Prescribed Form

The Licensing Authority requires that all applications for the grant, variation or transfer of any premises licence, the grant of a club certificate or a personal licence detailed in the Act, are made in accordance with the statutory requirements and any guidance issued from time to time by the Licensing Authority.

All such applications must be made in the prescribed form and accompanied by the appropriate fee, where applicable, to be accepted as valid. Where such applications are statutorily required to be advertised or notified to other specified persons, the application must confirm that such advertisement or notification has been properly made and be accompanied by supporting evidence.

3.2 Delegations

Upon receipt of a valid application, the Licensing Authority will consider the matter and determine it in accordance with this Licensing Policy, the statutory requirements and the guidance from the Secretary of State. To assist in the speed, efficiency and cost effectiveness of the administration of the licensing process, the application will be determined in accordance with the following delegation criteria:

Matters to be dealt with	Sub Committee	Officers
Application for personal licence	If a police objection	If no objection made
Application for personal licence with unspent convictions	All cases	
Application for premises licence/club premises certificate	If a relevant representation made	If no relevant representation made
Application for provisional statement	If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate	If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor	If a police objection	All other cases
Request to be removed as designated premises supervisor		All cases
Application for transfer of premises licence	If a police objection	All other cases
Applications for interim authorities	If a police objection	All other cases
Application to review premises licence/club premises certificate	All cases	
Decision on whether a representation is irrelevant frivolous vexatious etc		All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application	All cases	
Determination of an objection to a temporary event notice	All cases	
Determination of application to vary premises licence at community premises to include alternative licence condition	If a police objection	All other cases
Decision whether to consult other responsible authorities on minor variation application		All cases
Determination of minor variation application		All cases

3.3 Operating Schedules

All applications for premises licences and club premises certificates must be accompanied by an operating schedule. This should be drawn up following a full risk assessment of the activities to be undertaken and contain the information requested in the application form to include a floor plan, details of the licensable activities proposed, opening hours and operating arrangements. This could include for example:

- Drinks promotion proposals
- Seating arrangements
- Drugs policy
- Security arrangements
- Safety arrangements
- Maximum occupancy figure (based on risk assessment)
- CCTV arrangements inside and outside
- Staffing arrangements
- Staff training plan
- A fire risk assessment.

3.4 Use of Conditions

Where an application is received by the Licensing Authority it will be granted subject to any such conditions as are consistent with the operating schedule submitted by the applicant. This does not mean that the Authority will automatically reproduce the contents of the applicant's operating schedule. Certain conditions may be amended, if deemed appropriate by the Licensing Authority, following consultation with the applicant if required, so as to make the conditions meaningful and enforceable whilst at the same time ensuring the conditions are consistent with the operating schedule.

As an example the following condition, taken from an applicant's operating schedule, "CCTV at premises" may be amended to read:

- i) CCTV shall be installed at the premises;
- ii) The CCTV system shall be maintained and fully operational during the hours of licensable activity;
- iii) All recordings shall be available for inspection by an authorised officer.

In order to avoid such problems of interpretation it is expected that applicants will consult with Responsible Authorities prior to application or during the application process. This would also have the effect of minimising the necessity for hearings and allow for proper liaison.

An example of best practice is contained within the conditions regarding CCTV provision at the Premises.

A list of model conditions are attached as Appendix A governing the four licensing objectives and specific situations. Applicants are encouraged to study these conditions and enter into consultation with Responsible Authorities with a view to reaching agreement on appropriate and proportionate conditions.

3.5 Indoor Fireworks, Hypnotism and Laser Shows

There shall be no indoor fireworks, hypnotism or laser shows without prior notification to the local authority.

In granting the consent to such activity the consent may itself be subject to conditions regulating the entertainment provided under separate legislation.

3.6 Limitation on Conditions

Conditions will only be imposed to regulate matters which can be controlled by the licence holder. Such measures may be used to control the impact of the licensed activity on members of the public living, working or engaged in normal activities in the locality of the licensed premises. General anti-social behaviour of patrons in the vicinity of the licensed premises may not be able to be controlled by the licence holder.

However, there is an expectation that the licence holder will do all within their power and work with other agencies to address anti-social behaviour or other problems within the locality of the premises.

3.7 Cumulative Impact Assessment

Cumulative impact is the potential impact on the promotion of the licensing objectives of a number of licensed premises concentrated in one area. 'Cumulative impact assessments' were introduced in the 2003 Act by the Policing and Crime Act 2017 and replaced what was known as Cumulative Impact Policies (CIP). The Council has previously resolved to have a CIP that covers an area of the Newcastle's town centre which was incorporated into earlier Statement of Licensing Policy documents. The Council intends to replace the current CIP with a Cumulative Impact Assessment (CIA) which will be a standalone 'live' document capable of being amended when required. For information a plan of the current CIP can be found at Appendix B.

3.8 Other Control Mechanisms

In considering whether or not to adopt a cumulative impact assessment, the Licensing Authority will take into account its responsibilities and duties under the Licensing Act 2003. However, the Licensing Authority recognises that there are other mechanisms available for addressing problems of disorder associated with customers in the vicinity of licensed premises. Such matters would include:

- Planning controls
- Positive measures to create a safe and clean town centre environment in partnership with local businesses, transport operators and other departments of the Council
- The provision of CCTV surveillance in the town centre, taxi ranks, street cleaning and litter patrols
- Powers available to the Licensing Authority to designate parts of the area as places where alcohol may not be consumed publicly
- Police enforcement of general law concerning disorder and anti-social behaviour, including the issuing of fixed penalty notices
- The prosecution of personal licence holders or members of staff at such premises who sell alcohol to people who are drunk
- The confiscation of alcohol from adults and children in designated areas
- The use of Police powers to close down instantly for up to 24 hours any licensed premises or temporary event on grounds of disorder, the likelihood of disorder or excessive noise emanating from the premises
- The power of the Police, other responsible authority or a local resident or business to seek a review of the licence or certificate in question

These matters may be supplemented by other local initiatives that similarly address these problems.

3.9 Planning /Building Control

The use of any licensed premises or places (including outside areas) are subject to planning controls. This would equally affect licensable activities held under a premises licence or temporary event notice. There are several key differences between licensing and planning control. The most significant is that planning is concerned with how land is used, whereas licensing is concerned with ensuring that public safety in its widest sense is protected.

It is recommended that issues concerning planning permission be resolved before a licence application is made. The Planning Authority may make representations in respect of licensing applications particularly where the activity to be authorised would amount to a contravention of the existing planning permissions and/or conditions imposed on planning permissions for the premises or the hours being sought exceed those authorised by any relevant planning permission.

Planning, Building Control and Licensing applications and conditions are separate. Licensing applications should not be a re-run of a planning application. Internal and external alterations to licensed premises must have building regulation approval where such approval is required under the Building Acts etc.

Where premises are being or are about to be constructed, extended or otherwise altered for the purpose of being used for licensable activities, an application may be made to the Licensing Authority for a Provisional Statement or a new grant of a licence. The Licensing Authority will determine the application in the same way as any other application for a premises licence.

3.10 Operating Hours Conditions

Where relevant representations are received, the Licensing Authority will consider restricting the hours of the licensable activity on the individual merits of the application. The Licensing Authority will take into account the overall impact the licensed premises has on the local amenity and any proposals the applicant might submit to mitigate such impact. Uniform or standardised hours of operation for premises, areas or classes of activity will not be set so that the orderly departure of customers can be aided. However, the Licensing Authority would consider the imposition of appropriate conditions to require the holders of premises licences and club premises certificates to ensure the orderly departure of their customers, particularly in noise sensitive areas. Where it is likely that significant nuisance will be caused to local residents by late night activity, a restriction on operating hours must be considered.

3.11 Sales from General Retail Premises

In relation to premises selling alcohol for consumption off the premises as part of general retail sales, there will be a presumption that that activity will be licensed to operate at all the times that the premises are open for their normal business. However, where relevant representations are received, the Licensing Authority will consider the imposition of more restrictive hours for the sale of alcohol at those premises where, for example, that activity creates a focus for disorder and disturbance.

3.12 Film Exhibitions

Where premises are licensed for the giving of film exhibitions, the Licensing Authority will impose conditions requiring that children only be admitted to such exhibitions in accordance with the film classification as recommended by the British Board of Film Classification (BBFC). The conditions will include the requirement that the licence holder complies with the requirements of the BBFC in relation to the giving of information to the public and advertising that information. Where the Licensing Authority

specifically determine that a specific film shall be granted a film classification different to that determined by the BBFC, the licence holder will be required to comply with any additional conditions imposed by the Licensing Authority for the exhibition of that film.

3.13 Adult Entertainment

Adult entertainment is licensed under a separate licensing regime but may also require an authorisation under Licensing Act 2003 for the sale of alcohol. Normally adult entertainment will not be granted in proximity to residential accommodation, schools, places of worship or community facilities/public buildings.

The licensing authority will have regard to any cumulative effect of the number of such premises in proximity to each other and in the vicinity.

Where applications are granted they will normally be subject to appropriate conditions which promote the licensing objectives including:

- Control of access for children. There is no reason for proof of identity to be confined to those who appear to be under age 18. The Authority may require proof of identity, if appropriate, for anyone appearing under 25
- Exterior advertising/visibility
- Contact, including a 'one metre' rule
- Performances confined to stage or other means of segregation
- Performances in place giving direct access to dressing room without passing through audience
- Style of dancing, e.g. no audience participation, physical contact between performers, simulated sex acts etc.
- Management standards, including CCTV inside and out, levels of door and floor supervision, waitress service only
- Rules of club conveyed to performers and audience
- Applicants should state clearly whether their application involves nudity, striptease, sex related or adult entertainment.

3.14 Personal Licences

Personal licences will be granted in accordance the Act for current licence holders and new applicants. All applications must be made in the prescribed form and be accompanied by:

- (a) two photographs duly endorsed as a true likeness by a solicitor, notary, teacher, lecturer or other professional person
- (b) a Basic Disclosure DBS Certificate
- (c) copies of the relevant licensing qualification; and
- (d) the prescribed fee.

4. MEASURES TO PROMOTE THE LICENSING OBJECTIVES

4.1 Public Safety

Conditions will be imposed in accordance with operating schedules and any relevant representations to protect public safety including, where justified measures to address the following:

- Fire safety;
- Ensuring appropriate access for emergency services such as ambulances;
- Good communication with local authorities and emergency services, for example communications networks with the police and signing up for local incident alerts;
- Ensuring the presence of trained first aiders on the premises and appropriate first aid kits;
- Ensuring the safety of people when leaving the premises (for example, through the provision of information on late-night transportation);
- Ensuring appropriate and frequent waste disposal, particularly of glass bottles;
- Ensuring appropriate limits on the maximum capacity of the premises; and
- Considering the use of CCTV in and around the premises (this may also assist with promoting the crime and disorder objective).

4.2 Prevention of Public Nuisance

In determining applications for new and varied licences, regard will be had to the location of premises, the type and construction of the building and the likelihood of nuisance and disturbance to the amenity of nearby residents by reason of noise from within the premises, or as a result of people entering or leaving the premises, or by reason of smell, vibration or light pollution.

Installation of sound limiting equipment and sound insulation may be required to minimise disturbance to the amenity of nearby residents by reason of noise from the licensed premises.

4.3 The Protection of Children from Harm

Premises licences are granted to a wide variety of establishments for a wide variety of activities regulated under the Act. For the majority of these activities, the presence of children either on their own or accompanied by a responsible adult is not unlawful. The Licensing Authority will not therefore impose a condition requiring that children not be admitted to licensed premises. Such a matter will generally be

at the discretion of the licence holder. However, in some instances the licence holder will need to restrict the access of children to the premises or parts of the premises at certain times when specific activities are taking place. The applicant is required to detail in the operating schedule the measures they intend to take to meet the licensing objective of 'protecting children from harm'.

Where relevant representations are received, the conditions that may be attached to a licence to protect children from harm include the following:

- Limitations on the hours when children may be present
- Limitations on or the exclusion of the presence of children under certain ages when particular specified activities are taking place
- Limitations on the parts of premises to which children may be given access
- Age restrictions (below 18)
- Requirements for children to be accompanied by an adult (including, for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult)
- Full exclusion of people under 18 from the premises when any licensable activities are taking place

Activities Giving Rise to Concern

The activities which would give rise to concern by the Licensing Authority in relation to potential harm for children include:

- adult entertainment is provided;
- a member or members of the current management have been convicted for serving alcohol to minors or with a reputation for allowing underage drinking (other than in the context of the exemption in the 2003 Act relating to 16 and 17 year olds consuming beer, wine and cider when accompanied by an adult during a table meal);
- it is known that unaccompanied children have been allowed access;
- there is a known association with drug taking or dealing; or
- in some cases, the premises are used exclusively or primarily for the sale of alcohol for consumption on the premises.

Role of the Director of Children and Lifelong Learning

The Licensing Authority recognises that the Director of Children and Lifelong Learning for the County Council is the responsible authority for advising the licensing authority on all those matters in relation to the licensing objective to protect children from harm. Applicants are

specifically required to forward copies of their operating schedule to Staffordshire Trading Standards so that the Licensing Authority may be advised on the suitability and the effectiveness of the applicant's proposals to meet the licensing objective of 'protecting children from harm'.

4.4 Prevention of Crime and Disorder

Conditions will be imposed in accordance with operating schedules and any relevant representations to address the following:

- Radio links Door supervision
- The provision of CCTV
- Maximum permitted numbers
- Bottle bans and use of plastic containers/toughened glass
- Restriction of drinking areas/removal of open containers
- Proof of age cards
- Drugs policies
- Signage
- Adoption of a dispersal policy
- Search on entry
- Overcrowding
- Chill-out facilities
- Pub Watch/Off Licence Watch where such a scheme exist

5. OBJECTIONS AND REVIEWS

5.1 Determination of Objections

Where an objection is received in relation to the grant or renewal of a licence for any purpose regulated by the Act, the matter will be determined in accordance with the terms of this Statement of Licensing Policy. The objection be considered in accordance with the delegation criteria.

5.2 Irrelevant, Frivolous, or Vexatious or Repetitious Objections

Where the complaint or objection has been judged to be irrelevant, frivolous, or vexatious or repetitious, the matter will not proceed any further and the complainant will be advised in writing of this fact.

5.3 Procedure to be Followed

Where there is a prima facie case for an objection to the grant of a licence to be progressed, the application will be referred to a Licensing Sub-Committee.

5.4 Application for Review

Where an application is made for the review of a premises licence or club premises certificate, the matter will be determined in accordance with the terms of this Statement of Licensing Policy. The application for review will normally be considered in accordance with the delegation criteria.

5.5 Review of Applications which are Irrelevant, Frivolous, or Vexatious or Repetitious

Where an application for review has been judged to be irrelevant, frivolous, or vexatious or repetitious, the matter will not proceed any further and the complainant will be advised in writing of this fact.

5.6 Determination following Objection

When an objection to the grant of a licence or club premises certificate has been determined in accordance with the procedures mentioned above, the licence or certificate will be refused or granted with or without conditions and the applicant and objector advised accordingly. In relation to a refusal to grant a licence or club premises certificate, the notification will detail the grounds for the refusal and specify the process for the applicant to appeal against the Licensing Authority's decision.

5.7 Determination following Review

When an application to review a premises licence or club premises certificate has been determined in accordance with the procedures mentioned above, the licence or certificate will either continue in operation unaltered, be modified and the terms and conditions changed in accordance with the Licensing Authority's decision, or be cancelled. The Licensing Authority will determine the date upon which the decision will take effect and the licence holder and applicant for review will be advised accordingly. The notification will set out the reasons for the decision and specify the process for an appeal.

5.8 Variation or Cancellation

In relation to a variation or the cancellation of a premises licence or club premises certificate, the notification will detail the grounds for the variation or cancellation and specify the process for the applicant to appeal against the Licensing Authority's decision.

5.9 Right of Appeal

There is a statutory right of appeal within 21 days to the Magistrates' Court from any decision of the Licensing Authority:

- (a) to impose conditions
- (b) to refuse a premises licence, club premises certificate or personal licence
- (c) to refuse to vary a licence
- (d) to refuse the transfer of a licence
- (e) to suspend or revoke a licence following a review.

A person who has made a relevant representation or objection has a statutory right of appeal within 21 days to the Magistrates' Court against a decision of the Licensing Authority to:

- (a) grant a licence or certificate
- (b) not impose requested conditions
- (c) not to suspend or revoke a licence following a review.

6. ENFORCEMENT

6.1 Enforcement Policy

The Licensing Authority recognises that efficient and effective enforcement is of paramount importance in ensuring that the objectives of the Act are met. The Licensing Authority will follow the principles outlined in the Council's Enforcement Policy.

6.2 Protocols with other Agencies

The Licensing Authority also recognises that there are other enforcement and regulatory agencies who have a direct involvement with the matters detailed in the Act. Protocols and understandings have been agreed with those agencies and they will be reviewed in the light of experience to ensure that transparent and effective enforcement procedures are operated in relation to the legislative requirements.

6.3 Duty to Promote the Licensing Objectives

Where anti-social behaviour or other public disturbance occurs in connection with or in the vicinity of licensed premises, the Licensing Authority will work with other enforcement agencies and other bodies to identify the causes of such events and identify any possible remedies. It is recognised that it is the Licensing Authority's duty to promote the licensing objectives in the interests of the wider community, and to work with the Police and other law enforcement agencies to deter criminal activities and to take appropriate enforcement action. There will therefore be a sharp and proactive focus on premises failing in terms of the licensing objectives.

7. PERMITTED TEMPORARY ACTIVITIES

7.1 Temporary Event Notices

Anyone wishing to hold an event at which any licensable activity will take place may give notice of the event (a temporary event notice) to the Licensing Authority not less than 10 working days before the holding of the event, or 9-5 working days if submitting a Late Temporary Event Notice. A copy of the notice must also be given to the Police and Council Environmental Health Department at the same time.

A “working day” is any day other than a Saturday, Sunday, Christmas Day, Good Friday or a bank holiday.

7.2 Limitations

The following limitations apply:

- An individual (other than a personal licence holder) may give a temporary event notice 5 times a year
- A personal licence holder may give a temporary event notice 50 times a year
- A notice may be given 15 times per year in relation to any premises
- A temporary event may last up to 168 hours
- There must be a minimum of 24 hours between events
- The maximum duration of all temporary events at any individual premises in one year is 21 days
- The maximum number of people attending a temporary event at any one time is 499.

In any other circumstances, premises licence or club premises certificate will be required.

Where a temporary event notice has been given, no authorisation is required for the temporary carrying on of the sale or supply of alcohol, the provision of regulated entertainment or the provision of late night refreshment at premises where there is no premises licence or club premises certificate.

The Police and Council Environmental Health Department have the right to object to a temporary event notice within 3 working days of receiving the notice. Where the premises user gives a counter notice the Licensing Authority will hold a hearing to consider the Police or Environmental Health Department objection and decide whether or not to issue a counter notice setting out conditions which must be met if the event is to be held, at least 24 hours before the beginning of the event.

7.3 Public Safety

Those holding permitted temporary activities are reminded of the need to have proper regard for the safety of those attending the event, to have respect for the concerns of local residents and the need to prevent crime and disorder and anti-social behaviour by those attending.

8. CONTACT DETAILS

Further details for applicants about the licensing and application process, including application forms, can be found by contacting Licensing Administration, Castle House, Barracks Road, Newcastle, Staffordshire, ST5 1BL.

Telephone: 01782 717717

Email: licensing@newcastle-staffs.gov.uk

Advice and guidance to applicants may also be sought from the Responsible Authorities at:

<https://www.newcastle-staffs.gov.uk/all-services/business/licensing/responsible-authorities>

Licence Conditions

The Licensing Authority notes that where "relevant representation" is made by responsible authorities or interested parties, the Act makes provision for the attachment of conditions to licences granted under its scope. Conditions may include limitations or restrictions to be applied to the use of the licence, or licensed premises.

It is not, however, intended that conditions should be used to restrict licences unnecessarily and conditions will only therefore be imposed where it is considered appropriate in the public interest to promote the licensing objectives.

Conditions will be tailored to fit the individual application having regard to any representations received. To this end, the Licensing Authority will work closely with other agencies to focus licence conditions to ensure that expected standards are met and that risks to amenity and public order are kept to a minimum.

This will ensure that those voluntarily exercising the highest levels of management over licensable activities will be afforded sufficient flexibility to maximise business interest and provide a lead on standards of excellence within the industry with the prospect of increasing public access to well regulated entertainment.

A pool of conditions and the circumstances in which these may be used are listed below. Specific conditions may be drawn from these and tailored to the circumstances of a licence. This is not an exhaustive list and the Licensing Authority may apply other conditions not included in this pool if it is considered that these would be more appropriate in the granting of a licence.

POOL OF CONDITIONS FOR LICENCES

Conditions Relating to the Prevention of Crime and Disorder:

It should be noted in particular that it is unlawful under the 2003 Act:

- to sell or supply alcohol to a person who is drunk
- to knowingly allow disorderly conduct on licensed premises
- for the holder of a premises licence or a designated premises supervisor to knowingly keep or to allow to be kept on licensed premises any goods that have been imported without payment of duty or which have otherwise been unlawfully imported
- to allow the presence of children under 16 who are not accompanied by an adult between midnight and 5am at any premises licensed for the sale of alcohol for consumption on the premises, and at any time in premises used exclusively or primarily for the sale and consumption of alcohol.

Conditions enforcing these arrangements are therefore unnecessary.

General:

When applicants for premises licences or club premises certificates are preparing their operating schedules or club operating schedules, when responsible authorities are considering such applications and when licensing authorities are considering applications following the receipt of any relevant representations from a responsible authority or interested party, the following options should be considered as measures which, if appropriate, would promote the prevention of crime and disorder.

Whether or not conditions are appropriate in the individual circumstances of any premises will depend on a range of factors including the nature and style of the venue, the activities being conducted there, the location of the premises and the anticipated clientele of the business involved. It should also be borne in mind that

club premises are expected to operate under codes of discipline to ensure the good order and behaviour of members.

Necessary conditions for the licence or certificate will also depend on local knowledge of the premises.

Any individual preparing an operating schedule is at liberty to volunteer any measure, such as those described below, as a step he or she intends to take to promote the licensing objectives. When incorporated into the licence or certificate as a condition, they become enforceable under the law and a breach of such a condition could give rise to prosecution.

Radio Links:

Radio links connecting premises licence holders, designated premises supervisors and managers of premises/clubs to the local Police can provide for rapid response by the Police to situations of disorder which may be endangering the customers and staff on the premises.

Such systems can provide two-way communication, both enabling licence holders, managers, designated premises supervisors and clubs to report incidents to the police, and enabling the police to warn those operating a large number of other premises of potential trouble-makers or individuals suspected of criminal behaviour who are about in a particular area. These systems can also be used by licence holders, door supervisors, managers, designated premises supervisors and clubs to warn each other of the presence in an area of such people.

An example of conditions that may be applied include:

Designated premises will install and use appropriate radio links and shall ensure:

- that systems are fully operational and switched on
- that two way radios are monitored by a responsible member of staff
- that all instances of crime and disorder are reported without delay via the 999 system if applicable and the nite-net radio system and Police instructions acted upon

- that text pagers and radio links are maintained between premises and to the Police or other agencies as appropriate.

Where appropriate, conditions requiring the use of radio links may be applied.

Door Supervisors:

Conditions relating to the provision of door supervisors and security teams are valuable in:

- preventing the admission and ensuring the departure from the premises of the drunk and disorderly, without causing further disorder;
- keeping out excluded individuals (subject to court bans or imposed by the licence holder);
- searching and excluding those suspected of carrying illegal drugs, or carrying offensive weapons; and
- maintaining orderly queuing outside of venues prone to such queuing.

Where door supervisors conducting security activities are to be a condition of a licence, which means that they would have to be registered with the Security Industry Authority, conditions may also need to deal with the number of such supervisors, the displaying of name badges, the carrying of proof of registration, where and at what times they should be stationed on the premises, and whether at least one female supervisor should be available (for example, if female customers are to be the subject of body searches).

Door supervisors also have a role to play in ensuring public safety.

Examples of the type of conditions that may be applied include:

The Licensee must ensure that a written log is kept that:

- details persons working as door supervisors
- details dates, times when supervisors are on/off duty
- records the full name and SIA registration of the supervisor

- records the address and telephone number of the supervisors working at the premises
- covers a period of a minimum of two years and is available for inspection by the Police or relevant enforcement agency.

In respect of commercial premises with a capacity of 200 or more:

- there must be at least two door staff at each point of entry into the premises and one on each exit point (except emergency exits)
- staff must be in place by 8pm at the latest
- all door supervisors must display their SIA ID card
- all door staff must have ready access to details of local hackney carriage/private hire companies, including telephone numbers, on a leaflet/card or similar that is available to customers on request
- consideration be given whether at least one female door supervisor should be available (for example if female customers are to be the subject of body searches).

Where appropriate, conditions relating to the use of door supervisors may be applied.

Any person employed as a door supervisor or engaged as a door supervisor must be registered and licensed by the Security Industry Authority.

Bottle bans:

Bottles may be used as weapons inflicting serious harm during incidents of disorder. A condition can prevent sales of drinks in their bottles for consumption on the premises. However, many women consider drinking from bottles to be safer as it is easier for them to prevent the spiking of drinks with drugs in bottles, the openings of which may be readily covered. It should also be noted that it is perfectly legitimate for couples, etc. to order a bottle of wine as their drink of choice without food being ordered with this. These issues therefore need to be carefully balanced, and will be considered in assessment of whether and what conditions relating to bottles should be applied.

Examples of conditions that may be applied include:

- No person carrying open bottles or other drinking vessels will be allowed admission to the premises
- No persons carrying closed bottles will be allowed access to the premises where there is a realistic likelihood of the contents being consumed on the premises
- To utilise glass collectors within the premises on a timed rota, e.g. glasses and bottles to be collected routinely at 30 minute intervals
- No drink will be supplied in a glass bottle for consumption on the premises
- No person shall be allowed to leave the licensed area of the premises with open containers of alcohol.

Separate conditions may be applied to differing parts of premises e.g. where food is served.

In particular areas during specific events, for example live sporting events being broadcast from a premises, or where intelligence exists with regard to the likelihood of crime and

disorder within an area, then bottle bans will be imposed and the use of plastic or toughened glass containers required.

Where appropriate, conditions relating to the use of bottle bans may be applied.

Plastic containers and toughened glass:

Glasses containing drinks may be used as weapons during incidents of disorder and in normal form can cause very serious injuries. Consideration will therefore be given to conditions requiring either the use of plastic containers or toughened glass that inflicts less severe injuries. Location and style of the venue and the activities carried on there would be particularly important in assessing whether a condition is appropriate. For example, the use of glass containers on the terraces of outdoor sports grounds may obviously be of concern, but similar concerns may also apply to indoor sports events such as boxing matches. Similarly, the use of such plastic containers or toughened glass during the televising of live sporting events, such as international football matches, when high states of excitement and emotion fuelled by alcohol might arise, may be an appropriate condition.

An example of such a condition would be:

- For the period a premises is open to the public on a day that a live sporting event is broadcast in the premises, all drinking vessels supplied for use must be plastic or of toughened glass composition

In particular areas during specific events, for example live sporting events being broadcast from a premises, or where intelligence exists with regard to the likelihood of crime and disorder within an area, then bottle bans will be imposed and the use of plastic or toughened glass containers required.

It should be noted that the use of plastic or paper drinks containers and toughened glass might also be relevant as measures to promote public safety.

Where appropriate, conditions relating to plastic containers and toughened glass may be applied.

CCTV:

The presence of CCTV cameras can be an important means of deterring and detecting crime at and immediately outside licensed premises. Conditions should not just consider a requirement to have CCTV on the premises, but also the precise siting of each camera, the requirement to maintain cameras in working order, and to retain recordings for an appropriate period of time.

The Police should provide individuals conducting risk assessments when preparing operating schedules with advice on the use of CCTV to prevent crime.

Where CCTV is required as a necessity on one of the four licensing objectives, following a relevant representation made by a relevant body, then an example of the protocol conditions that may be applied include:

- There shall be CCTV installed at the premises
- The CCTV system shall be maintained and fully operational during the hours of licensable activity and when premises are open to the public
- There shall be at least one camera situated internally at the premises and at least one camera situated externally showing the main entrance/exit of the premises.
- The premises licence holder shall liaise with Staffordshire Police Service's Architectural Liaison Officer concerning any changes to the siting and viewable areas of the CCTV cameras
- Where this premises licence authorises the sale of alcohol after 00.00 hours, the external camera shall be in operation during the hours of licensable activity and for the period when the premises are open to the public
- The CCTV system shall be capable of producing and storing recordings for a minimum period of 28 days on a rolling basis
- The recordings produced shall be made available in a removable format for inspection/retention by any police constable and Authorised Officers of the local authority
- Upon written request for such recordings, the licensee and Licensing Authority shall keep a copy of the recording for a period of 6 months
- The premises licence holder shall ensure that any CCTV system installed at the premises meets the required standards as advised by Staffordshire Police's Architectural Liaison Officer ("the Officer"). Such standards shall include:
 - a. That colour images are produced
 - b. That stills can be taken from the footage and stored for inspection by authorised officers
 - c. That the resolution of the images record/produced meets the minimum standard as set by the Officer from time to time.

Home Office approved CCTV systems to be installed and registered in accordance with guidelines laid down by the Information Commissioner.

Open containers not to be taken from the premises:

Drinks purchased in licensed premises or clubs may be taken from those premises for consumption elsewhere. Where premises are licensed for the sale of alcohol for consumption off the premises then this is entirely lawful. However, consideration should be given to a condition preventing the taking of alcoholic and other drinks from the premises in open containers (e.g. glasses and opened bottles). This may again be appropriate to prevent the use of these containers as offensive weapons in surrounding streets after individuals have left the premises.

Where appropriate, conditions relating to these matters may be applied.

Restrictions on drinking areas:

It may be appropriate to restrict the areas where alcoholic drinks may be consumed in premises after they have been purchased from the bar. An example would be at a sports ground where the Police consider it appropriate to prevent the consumption of alcohol on the terracing of sports grounds during particular sports events. Such conditions should not only specify these areas, but also indicate the circumstances in which the ban would apply and times at which it should be enforced.

Where appropriate, conditions relating to these matters may be applied.

Capacity limits:

It is expected that, if relevant, a safe capacity limit for each licensed premises will be submitted by the applicant as part of their operating schedule and licence application. It will be the responsibility of the applicant to state how they have arrived at this number, and how they will satisfy the licensing objectives at this limit. This is usually done by carrying out a Fire Risk Assessment.

In determining the extent to which capacity limits are appropriate to a premises the Licensing Authority will have reference to the Fire Service.

A suggested condition is: The maximum number of persons permitted within the premises shall be determined by reference to the lower figure of surface area of the premises, CCTV provision and size of escape routes as notified by the Fire Safety Officer.

The surface area of the premises shall be taken to exclude the following areas:

- i. Escape routes
- ii. Circulation spaces not used for general entertainment (eg stairs, foyers and exits)
- iii. Staff areas including the area behind the bar, any staff rooms or staff sanitary accommodation.

In determining the maximum number of persons allowed at a premises, the premises shall use the following table taken from the District Surveyors' Association Model "Technical Standards for Places of Public Entertainment"

Type of Accommodation	Area allowed per person
Individual Seating	Where the layout is known, count the number of seats
Bench Seating	Divide the total length of the bench by 450mm
Standing Area for Spectators	0.3m ²
Dance Area	0.5m ²
Restaurant Table and Chair Seating	1.0 – 1.5m ²
Bar Area 1m distance from Frontage	0.3m ²

Where there is no CCTV provision there shall be a capacity of no more than 200 persons.

To facilitate the monitoring of compliance with this and linked requirements e.g. conditions relating to door supervisors, premises will be expected to display clearly its capacity limit, and where this is not observed conditions requiring this may be applied.

Proof of age cards:

It is unlawful for children under 18 to attempt to buy alcohol just as it is unlawful to sell or supply alcohol to them. To prevent such crimes, there is a mandatory condition attached to every premises licence detailing that there must be a policy on verifying an individual is over the age of 18. This should not be limited to recognised "proof of age" cards, but allow for the production of other proof, such as photo-driving licences or passports.

To assist in ensuring that only persons over the age of 18 are able to purchase alcohol, then the Challenge 25 Scheme may be applied.

An example of such conditions would be:

- Where any person appears to be under 25 they must be asked to prove they are 18 or over
- The premises will make available leaflets/application forms explaining how appropriate proof of age ID may be obtained.

Where appropriate, conditions relating to proof of age may be applied.

Crime prevention notices:

It may be appropriate at some premises for notices to be displayed which warn customers of the prevalence of crime, which may target them. Some premises may be reluctant to volunteer the display of such notices for commercial reasons. For example, in certain areas, a condition attached to a premises licence or club premises certificate may require the displaying of notices at the premises which warn customers about the need to be aware of pickpockets or bag snatchers, and to guard their property. Similarly, it may be appropriate for notices to be displayed which advise customers not to leave bags unattended because of concerns about terrorism. Consideration could be given to a condition requiring a notice to display the name of a contact for customers if they wish to report concerns. Similarly, notices requesting that customers leave quietly and in an orderly manner may be appropriate.

Where appropriate, conditions relating to these matters may be applied.

Signage:

In order to assist in appropriate enforcement and regulation of the Act the Licensing Authority will expect the signage at all licensed premises to prominently display licence details, licensable activity, hours of licensable operation, the names of the licence holder and designated premises supervisor for the premises, capacity limits and other relevant matters such as the policy relating to the admission of children. Such signage should also be visible to the public before they enter the premises.

Conditions may be applied requiring observation of this expectation.

Drinks promotions:

Standardised conditions will not be attached to premises licences or club premises certificates that promote fixed prices for alcoholic drinks. Conditions tailored to the individual circumstances of particular premises that address irresponsible drinks promotions may be appropriate and appropriate for the promotion of the licensing objectives. Similarly it may be appropriate to require that adequate notice of the nature and duration of drinks promotions is made available to the Police in advance of the

promotions being run.

Such matters will be considered objectively in the context of the licensing objectives and with the benefit of expert legal advice.

Where appropriate, conditions relating to these matters may be applied.

Drugs Policy:

The control of the use of illegal drugs by persons attending licensed premises is an important factor in the prevention of crime and disorder. It would be desirable for applicants to demonstrate in their operating schedules how they will address the incidence of drugs on their premises by the inclusion of a drugs policy which should include:

- Search as a condition of entry
- Search on entry policy
- Arrangements for detecting drugs on the premises
- The provision of drugs awareness information
- The provision of free drinking water
- Measures to prevent overcrowding
- Measures to create a safe environment, e.g. chill-out facilities
- Drugs awareness training for staff
- First Aid training for staff in dealing with those suffering from the ill-effects of drug use
- Door supervision.

Drugs policies will be expected to be tailored to the nature of the premises and the types of activities undertaken.

Conditions Relating to Public Safety

(including Fire Safety)

It should be noted that conditions relating to public safety should be those which are appropriate, in the particular circumstances of any individual premises or club premises, and should not duplicate other requirements of the law. Equally, the attachment of conditions to a premises licence or club premises certificate will not in any way relieve employers of the statutory duty to comply with the requirements of other legislation including the Health and Safety at Work etc. Act 1974, associated regulations and especially the requirements under the Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005 to undertake risk assessments. Employers should assess the risks, including risks from fire, and take measures appropriate to avoid and control these risks.

Conditions enforcing those requirements will therefore be unnecessary.

General:

When applicants for premises licences or club premises certificates are preparing their operating schedules or club operating schedules, responsible authorities are considering such applications and the Licensing Authority is considering applications following the receipt of relevant representations from a responsible authority or interested party, the following options will be considered as measures that, if appropriate, would promote public safety. It should also be recognised that special issues may arise in connection with outdoor and large scale events.

Whether or not any risk assessment shows any of the measures to be appropriate in the individual circumstances of any premises will depend on a range of factors including the nature and style of the venue, the activities being conducted there, the location of the premises and the anticipated clientele of the business involved.

Those preparing operating schedules or club operating schedules, Licensing Authorities and responsible authorities should consider:

- Model National and Standard Conditions for Places of Public Entertainment and Associated Guidance ISBN 1 904031 11 0 (Entertainment Technology Press – ABTT Publications)

- Small and Medium Places of Assembly ISBN 13-9781851128204
- Large Places of Assembly ISBN 1397818511282211
 - Theatres, Cinemas and Similar Premises ISBN 139781851128228
 - Open Air Events and Venues ISBN 1397818511282235
 - The Event Safety Guide – A guide to health, safety and welfare at music and similar events (HSE 1999)("The Purple Book") ISBN 0 7176 2453 6
 - Managing Crowds Safely (HSE 2000) ISBN 0 7176 1834 X
 - Five Steps to Risk Assessment: Case Studies (HSE 1998) ISBN 07176 15804
 - The Guide to Safety at Sports Grounds (The Stationery Office, 1997) ("The Green Guide") ISBN 0 11 300095 2
 - Safety Guidance for Street Arts, Carnival, Processions and Large Scale Performances published by the Independent Street Arts Network.

However, in consulting these texts, which were prepared prior to the coming into force of the Licensing Act 2003, those creating operating schedules or club operating schedules, the Licensing Authority and responsible authorities should again note that under no circumstances should any conditions be regarded as standard for all premises. Any individual preparing an operating schedule or club operating schedule is at liberty to volunteer any measure, such as those described below, as a step he or she intends to take to promote the licensing objectives. When incorporated into the licence or certificate as a condition, they become enforceable under the law and a breach of such a condition could give rise to prosecution. The following are examples of conditions that may be applied:

Disabled people:

In certain premises where existing legislation does not provide adequately for the safety of the public, consideration may be given to conditions that ensure that:

- When disabled people are present, adequate arrangements exist to enable their safe evacuation in the event of an emergency; and
- Disabled people on the premises are made aware of those arrangements.

Safety checks:

In certain premises where existing legislation does not provide adequately for the safety of the public or club members and guests, consideration might also be given to conditions that ensure that:

- Safety checks are carried out before the admission of the public; and
- Details of such checks are kept in a logbook.

Accommodation limits:

In certain premises where existing legislation does not provide adequately for the safety of the public or club members and guests, consideration might also be given to conditions that ensure that:

- Arrangements are made to ensure that any capacity limit imposed under the premises licence or club premises certificate are not exceeded; and
- The licence holder, a club official, manager or designated premises supervisor should be aware of the number of people on the premises and required to inform any authorised person on request.

First Aid:

In certain premises where existing legislation does not provide adequately for the safety of the public or club members and guests, consideration might also be given to conditions that ensure that:

- Adequate and appropriate supply of First Aid equipment and materials is available on the premises
- If appropriate, at least one suitably trained First-Aider shall be on duty when the public are present, and if more than one suitably trained First-Aider that their respective duties are clearly defined.

Lighting:

In certain premises where existing legislation does not provide adequately for the safety of the public or club members and guests, consideration might also be given to conditions that ensure that:

- In the absence of adequate daylight, the lighting in any area accessible to the public, members or guests shall be fully in operation when they are present
- Emergency lighting is not to be altered without the consent of the Licensing Authority
- Emergency lighting batteries are fully charged before the admission of the public, members or guests
- In the event of the failure of normal lighting, where the emergency lighting battery has a capacity of one hour, arrangements are in place to ensure that the public, members or guests leave the premises within 20 minutes unless within that time normal lighting has been restored and the battery is being re-charged; and, if the emergency lighting battery has a capacity of three hours, the appropriate period by the end of which the public should have left the premises is one hour.

Temporary electrical installations:

In certain premises where existing legislation does not provide adequately for the safety of the public or club members and guests, consideration might also be given to conditions that ensure that:

- Temporary electrical wiring and distribution systems are not provided without notification to the Licensing Authority at least ten days before commencement of

the work;

- Temporary electrical wiring and distribution systems shall comply with the recommendations of BS 7671 or where applicable BS 7909;
- Temporary electrical wiring and distribution systems are inspected and certified by a competent qualified person before they are put to use.

Ventilation:

In certain premises where existing legislation does not provide adequately for the safety of the public or club members and guests, consideration might also be given to conditions that ensure that:

- The premises are effectively ventilated
- Where the ventilation system is designed to maintain positive air pressure within part of the premises, that pressure is maintained whenever the public, member or guests are present in that part of the premises
- Ventilation ducts are kept clean
- Air filters are periodically cleaned and replaced to maintain a satisfactory air supply.

Indoor sports entertainments:

In certain premises where existing legislation does not provide adequately for the safety of the public or club members and guests, consideration might be given to conditions that ensure:

- If appropriate, an appropriately qualified medical practitioner is present throughout a sports entertainment involving boxing, wrestling, judo, karate or other sports entertainment of a similar nature
- Where a ring is involved, it is constructed and supported to the satisfaction of the Licensing Authority and any material used to form the skirt around the ring is flame-retardant
- At any wrestling or other entertainments of a similar nature members of the public do not occupy any seat within 2.5 metres of the ring
- At water sports entertainments, staff adequately trained in rescue and life safety procedures are stationed and remain within the vicinity of the water at all material times (see also 'Managing Health and Safety in Swimming Pools' issued jointly by the Health and Safety Commission and Sport England).

Theatres and Cinemas (Promotion of Public Safety):

In addition to the points made in Conditions relating to Public Safety there are particular matters in the context of public safety and fire safety which should be considered in connection with theatres and cinemas. The principle remains that

conditions must be appropriate and should be established through risk assessment and standardised conditions should be avoided. The points that follow are for consideration and do not represent a mandatory list.

Premises used for closely seated audiences attendants:

(a) The number of attendants on each floor in a closely seated auditorium should be as set out on the tables below. Table 2 sets out the requirements where the audience is comprised mainly of children.

TABLE 1

FLOOR	NUMBER OF PEOPLE	NUMBER OF ATTENDANTS
Ground	Every 250 or part of 250	One
Any floor above or below ground level	Every 100 or part of 100	Two

TABLE 2

FLOOR	NUMBER OF CHILDREN/ADULTS	NUMBER OF ATTENDANTS
Ground	Every 100 or part of 100	One
PLUS:		
Any floor above or below ground level	Every 50 or part of 50	One

(b) Attendants shall not be engaged in any duties that would hinder the prompt discharge of their duties in the event of an emergency or entail their absence from that floor or auditorium where they are on duty

(c) Any attendant shall be readily identifiable to the audience (but this need not entail the wearing of a uniform)

(d) The premises shall not be used for a closely seated audience except in accordance with seating plan(s), a copy of which is available at the premises and shall be shown to any authorised person on request.

(e) No article shall be attached to the back of any seat that would reduce the clear width of seatways or cause a tripping hazard or obstruction.

(f) A copy of any certificate relating to the design, construction and loading of any temporary seating shall be kept available at the premises and shall be shown to any authorised person on request.

Standing and sitting in gangways etc:

(a) Sitting on floors shall not be permitted except where authorised in the premises licence or club premises certificate

(b) Waiting or standing shall not be permitted except in areas designated in the premises licence or club premises certificate

(c) In no circumstances shall anyone be permitted to:

- i. sit in any gangway
- ii. stand or sit in front of any exit; or
- iii. stand or sit on any staircase including any landings.

Drinks:

Except as authorised by the premises licence or club premises certificate, no drinks shall be sold to or be consumed by a closely seated audience except in plastic and paper containers.

Balcony Fronts:

Clothing or other objects shall not be placed over balcony rails or upon balcony fronts.

Special effects:

Any special effects or mechanical installation should be arranged and stored so as to minimise any risk to the safety of the audience, the performers and staff.

Special effects include:

- Dry ice machines and cryogenic fog
- Smoke machines and fog generators
- Pyrotechnics, including fireworks
- Real flame
- Firearms
- Motor vehicles
- Strobe lighting
- Lasers (see HSE Guide The Radiation Safety of Lasers used for Display Purposes [HS(G)95] and BS EN 60825: Safety of laser products)
- Explosives and highly flammable substances.

In certain circumstances, it may be appropriate to require that certain special effects are only used with the prior consent of the Licensing Authority.
Any scenery should be maintained flame-retardant.

Safety curtain:

Where a safety curtain is appropriate, it should be arranged so as to protect the audience from the effects of a fire or smoke on stage for sufficient time to enable the safe evacuation of the auditorium.

Where a stage with a proscenium arch is not equipped with a safety curtain, any curtains provided between the stage and the auditorium should be heavyweight and be made of non-combustible material or inherently or durably treated flame-retarded fabric.

Ceilings:

All ceilings in those parts of the premises to which the audience are admitted should be inspected by a suitably qualified person every five years and a certificate concerning the condition of the ceilings forwarded to the Licensing Authority.

Seating:

Where the potential audience exceeds 250 all seats in the auditorium should, except in boxes accommodating not more than eight persons, be either securely fixed to the floor or battened together in lengths of not fewer than four or more than twelve.

Minimum lighting:

The level of lighting in the auditorium should be as great as possible consistent with the effective presentation of the film. The level of illumination maintained in the auditorium during the showing of films would normally be regarded as satisfactory if it complies with the standards specified in BS CP 1007 (Maintained Lighting for Cinemas).

Flammable films:

No flammable films should be allowed on the premises without the consent of the Licensing Authority.

Smoking:

Licensees should consider the risks from second-hand smoke to users of permitted smoking areas when drawing up operating schedules.

Conditions Relating to the Prevention of Public Nuisance

It should be noted that provisions of the Environmental Protection Act 1990 and the Noise Act 1996 provide some protection to the general public from the effects of noise nuisance. In addition, the provisions in Part 8 of the Licensing Act 2003 enable a senior Police officer to close down instantly for up to 24 hours licensed premises and premises carrying on temporary permitted activities that are causing nuisance resulting from noise emanating from the premises. These matters should be considered before deciding whether or not conditions are appropriate for the prevention of public nuisance.

General:

When applicants for premises licences or club premises certificates are preparing their operating schedules or club operating schedules, responsible authorities are considering such applications and the Licensing Authority are considering applications following the receipt of relevant representations from a responsible authority or interested party, the following options will be considered as measures that, if appropriate, would promote the prevention of public nuisance.

Whether or not any risk assessment shows them to be appropriate in the individual circumstances of any premises will depend on a range of factors including the nature and style of the venue, the activities being conducted there, the location of the premises and the anticipated clientele of the business involved.

Necessary conditions for licences and certificates will also depend on local knowledge of the premises.

Hours:

The hours during which the premises are permitted to be open to the public or to members and their guests can be restricted (other than where they are protected by the transitional provisions of the Licensing Act 2003) by the conditions of a premises licence or a club premises certificate for the prevention of public nuisance. But this must be balanced by the potential impact on disorder that results from artificially early fixed closing times.

Restrictions could be appropriate on the times when certain licensable activities take place even though the premises may be open to the

public at such times. For example, the playing of recorded music after a certain time might be prohibited, even though other licensable activities are permitted to continue.

Restrictions might be appropriate on the parts of premises that might be used for certain licensable activities at certain times. For example, while the provision of regulated entertainment might be permitted while the premises is open to the public or members and their guests, regulated entertainment might not be permitted in garden areas of the premises after a certain time.

Where appropriate, conditions relating to these matters may be applied.

Noise and vibration:

In certain premises where existing legislation does not provide adequately for the prevention of public nuisance, consideration might be given to conditions that ensure that:

- Noise or vibration does not emanate from the premises so as to cause a nuisance to nearby properties. This might be achieved by a simple requirement to keep doors and windows at the premises closed, or to use noise limiters on amplification equipment used at the premises
- Prominent, clear and legible notices are displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly
- The use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas are restricted
- The placing of refuse – such as bottles - into receptacles outside the premises takes place at times that will minimise the disturbance to nearby properties.

Noxious smells:

In certain premises where existing legislation does not provide adequately for the prevention of public nuisance, consideration might be given to conditions that ensure that:

- Noxious smells from licensed premises are not permitted so as to cause a nuisance to nearby properties and the premises are properly vented.

Light pollution:

In certain premises where existing legislation does not provide adequately for the prevention of public nuisance, consideration might be given to conditions that ensure that:

- Flashing or particularly bright lights on or outside licensed premises do not cause a nuisance to nearby properties. Any such condition needs to be balanced against the benefits to the prevention of crime and disorder of bright lighting in certain places.

External Areas

Where areas are provided for external drinking or smoking, applicants need to consider how they will promote the public nuisance licensing objective in these areas. Mechanisms for achieving this could include:

- appropriate signage
- door supervisors (numbers as stated elsewhere in this policy)
- adequate facilities for disposal of smoking and other refuse.

Where appropriate, conditions relating to the above may be applied.

Conditions Relating to the Protection of Children from Harm

It should be noted that it is unlawful under the 2003 Act to permit unaccompanied children under the age of 16 to be present on premises exclusively or primarily used for supply of alcohol for consumption on those premises under the authorisation of a premises licence, club premises certificate or a temporary event notice when open for the purposes of being used for the supply of alcohol for consumption there. In addition, it is an offence to permit the presence of children under 16 who are not accompanied by an adult between midnight and 5am at all premises supplying alcohol for consumption on those premises under the authorisation of any premises licence, club premises certificate or temporary event notice. Conditions duplicating these provisions are, therefore, unnecessary.

Access for children to licensed premises - in general:

Restrictions on the access of children under 18 to premises where licensable activities are being carried on will be made where it is appropriate to protect children from harm.

Conditions attached to premises licences and club premises certificates may reflect the concerns of responsible authorities and interested parties who have made representations but only where the licensing authority considers it appropriate to protect children from harm.

While the application of conditions will depend on the specific circumstances of an application, the Licensing Authority will, (unless there are circumstances justifying the contrary), adhere to the following recommendations as put forward by the Secretary of State:

- for any premises having known associations (having been presented with evidence) with or likely to give rise to heavy or binge or underage drinking, drugs, significant gambling, or any activity or entertainment (whether regulated entertainment or not) of a clearly adult or sexual nature, there should be a strong presumption against permitting any access at all for children under 18 years.

Applicants wishing to allow access for children to premises where these associations may be relevant, when preparing operating schedules or club operating schedules or variations of those schedules for the purposes of obtaining or varying a premises licence or club premises certificate should:

- explain their reasons; and

- outline in detail the steps that they intend to take to protect children from harm on such premises.

For any premises not serving alcohol for consumption on the premises, but where the public are allowed on the premises after 11.00pm in the evening, there should be a presumption against the presence of children under the age of 12 unaccompanied by adults after that time.

Applicants wishing to allow access when preparing operating schedules or variations of those schedules or club operating schedules for the purposes of obtaining or varying a premises licence or club premises certificate should explain their reasons and outline in detail the steps that they intend to take to protect children from harm on such premises.

In any other case, subject to the premises licence holder's or club's discretion, the expectation would be for unrestricted access for children subject to the terms of the 2003 Act. An operating schedule or club operating schedule should indicate any decision for the premises to exclude children completely, which would mean there would be no need to detail in the operating schedule steps that the applicant proposes to take to promote the protection of children from harm.

Otherwise, where entry is to be permitted, the operating schedule should outline the steps to be taken to promote the protection of children from harm whilst on the premises.

Age restrictions – specific:

Under the 2003 Act, a wide variety of licensable activities could take place at various types of premises and at different times of the day and night. Whilst it may be appropriate to allow children unrestricted access at particular times and when certain activities are not taking place, the Licensing Authority, following relevant representations made by responsible authorities and interested parties, will consider a range of conditions that will be tailored to the particular premises and their activities where these are appropriate.

The Licensing Authority will consider the hours of the day during which age restrictions should and should not apply. For example, the fact that adult entertainment may be presented at premises after 8.00pm does not mean that it would be appropriate to impose age restrictions for earlier parts of the day;

- types of event or activity in respect of which no age restrictions may be needed, for example family entertainment; or non-alcohol events for young age groups, such as under 18s dances.

Similarly, types of event or activity which give rise to a more acute need for age restrictions than normal, for example:

- during “Happy Hours” or on drinks promotion nights;
- during activities outlined above.

Age restrictions – cinemas:

The Secretary of State considers that, in addition to the mandatory condition imposed by virtue of section 20 which requires the admission of children to films to be restricted in accordance with recommendations given either by a body designated under section 4 of the Video Recordings Act 1984 or by the Licensing Authority itself, conditions restricting the admission of children to film exhibitions should include:

- a condition that where the Licensing Authority itself is to make recommendations on the admission of children to films, the cinema or venue operator must submit any film to the Licensing Authority that it intends to exhibit 28 days before it is proposed to show it. This is to allow the Licensing Authority time to classify it so that the premises licence holder is able to adhere to any age restrictions then imposed;
- a condition that when films are classified, by either the film classification body as specified in the licence or the Licensing Authority, they should be classified in the following way:
 - > U Universal – suitable for audiences aged four years and over
 - > PG – Parental Guidance. Some scenes may be unsuitable for young children
 - > 12A – Passed only for viewing by persons aged 12 years or older or persons younger than 12 when accompanied by an adult
 - > 15 – Passed only for viewing by persons aged 15 years and over
 - > 18 – Passed only for viewing by persons aged 18 years and over
- that conditions specify that immediately before each exhibition at the premises of a film passed by the British Board of Film Classification there shall be exhibited on screen for at least five seconds in such a manner as to be easily read by all persons in the auditorium a reproduction of the certificate of the Board or, as regards a trailer advertising a film, of the statement approved by the Board indicating the classification of the film;
- a condition that when a licensing authority has made a recommendation on the restriction of admission of children to a film, notices are required to be displayed both

inside and outside the premises so that persons entering can readily be made aware of the classification attached to any film or trailer. Such a condition might be expressed in the following terms:

“Where a programme includes a film recommended by the licensing authority as falling into the 12A, 15 or 18 category no person appearing to be under the age of 12 and unaccompanied, or under 15 or 18 as appropriate, shall be admitted to any part of the programme; and the licence holder shall display in a conspicuous position a notice in the following terms –

**PERSONS UNDER THE AGE OF [INSERT APPROPRIATE AGE]
CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME**

Where films of different categories form part of the same programme, the notice shall refer to the oldest age restriction. This condition does not apply to members of staff under the relevant age while on-duty provided that the prior written consent of the person's parent or legal guardian has first been obtained.”

Theatres:

The admission of children to theatres, as with other licensed premises, is not expected to normally be restricted unless it is appropriate to promote the licensing objective of the protection of children from harm. However, theatres may be the venue for a wide range of activities. The admission of children to the performance of a play is expected to normally be left to the discretion of the licence holder and no condition restricting the access of children to plays should be attached. However, theatres may also present entertainment including, for example, variety shows, incorporating adult entertainment.

A condition restricting the admission of children in such circumstances may be appropriate. Entertainment may also be presented at theatres specifically for children (see below).

The Licensing Authority will consider whether a condition should be attached to a premises licence, which requires the presence of a sufficient number of adult staff on the premises to ensure the wellbeing of children present on the premises during any emergency.

Performances especially for children:

Where performances are presented especially for unaccompanied children in theatres and cinemas, conditions are anticipated to be needed which require an attendant to be stationed in the area(s) occupied by the children, in the vicinity of each exit, provided that on each level occupied by children the minimum number

of attendants on duty should be one attendant per 50 children or part thereof.

Regard will be had to any representations made by responsible authorities on the issue, to also consider whether or not standing should be allowed. For example, there may be reduced risk for children in the stalls than at other levels or areas in the building.

Children in performances:

There are many productions each year that are one-off shows where the cast is made up almost entirely of children. They may be taking part as individuals or as part of a drama club, stage school or school group. The age of those involved may range from 5 to 18.

The Children (Performances) Regulations 1968 as amended set out requirements for children performing in a show.

However, if it is appropriate to consider imposing conditions, in addition to these requirements, for the promotion of the protection of children from harm then the Licensing Authority will consider the matters outlined below.

- **Venue** – the backstage facilities should be large enough to accommodate safely the number of children taking part in any performance
- **Fire safety** – all chaperones and production crew on the show should receive instruction on the fire procedures applicable to the venue prior to the arrival of the children
- **Special effects** – it may be inappropriate to use certain special effects, including smoke, dry ice, rapid pulsating or flashing lights, which may trigger adverse reactions especially with regard to children
- **Care of children** – theatres, concert halls and similar places are places of work and may contain a lot of potentially dangerous equipment. It is therefore important that children performing at such premises are kept under adult supervision at all times including transfer from stage to dressing room and anywhere else on the premises. It is also important that the children can be accounted for at all times in case of an evacuation or emergency.

Proof of age cards:

Where appropriate and appropriate, a requirement for the production of PASS accredited proof of age cards before any sale of alcohol is made may be attached to any premises licence or club premises certificate for the protection of children from harm. Any such requirement should not be limited to recognised “proof of age” cards,

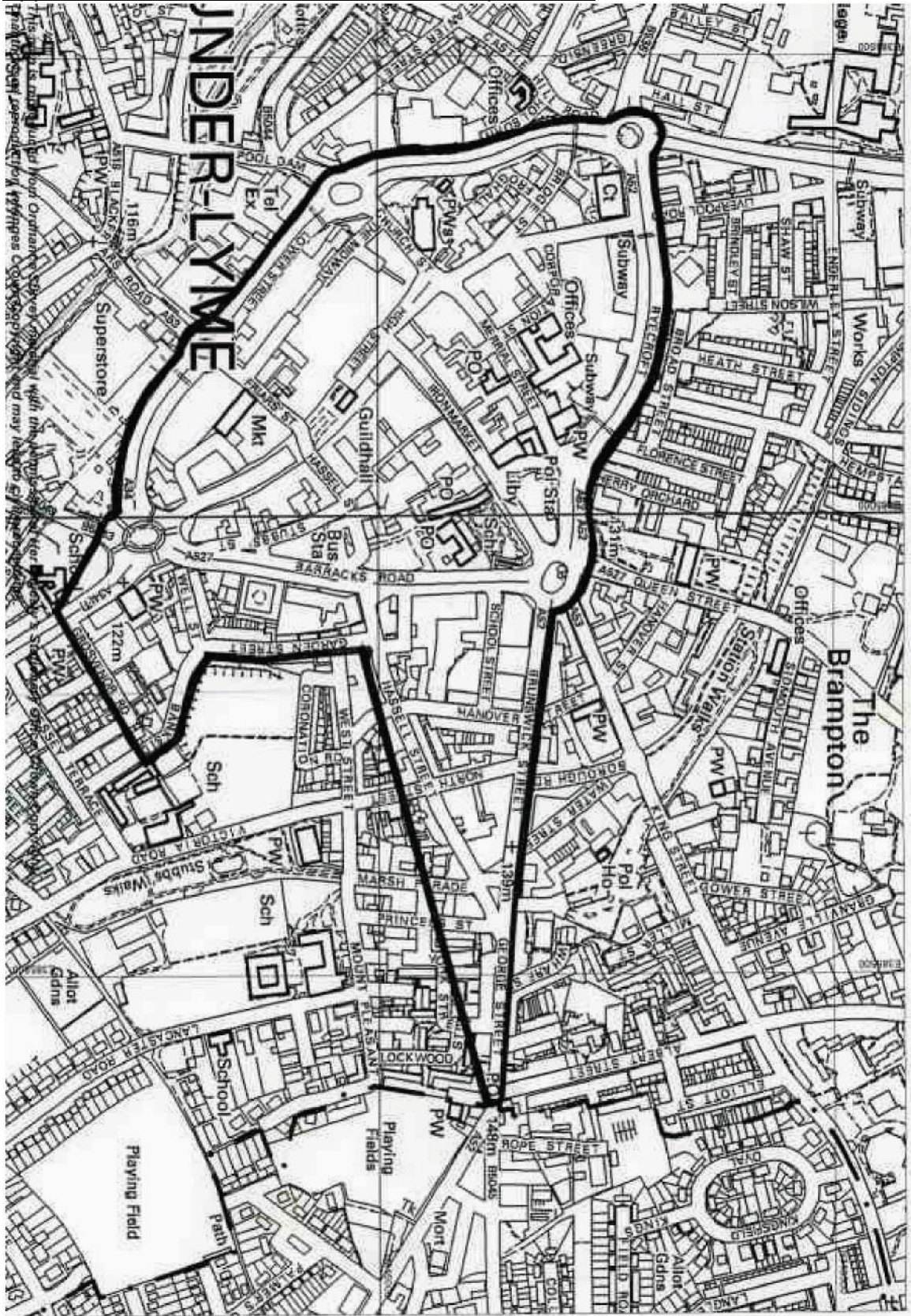
but allow for the production of other proof, such as photo-driving licences and passports. It should be noted that many adults in England and Wales do not currently carry any proof of age. To assist in ensuring that only persons over the age of 18 are able to purchase alcohol, then the Challenge 25 Scheme may be applied. This will ensure that most minors – even those looking older – would need to produce proof of age appropriately before making such a purchase. Under such an arrangement only a minority of adults might be affected, but for the majority there would be no disruption to their normal activity, for example, when shopping in a supermarket.

Proof of age cards can also ensure that appropriate checks are made where the presence of children is restricted by age at certain times, such as 16.

Smoking areas:

The risks to children from second-hand smoke should be considered when submitting operating schedules. Appropriate measures to protect children from exposure should be documented and put in place in those areas to which children are admitted or to which they have access.

Appendix B - Plan of current Cumulative Impact Area



This page is intentionally left blank

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO

Council
16 December 2020

Report Title: Adoption of the International Holocaust Remembrance Alliance (IHRA) definition of Anti-Semitism.

Submitted by: Leader of the Council

Portfolios: Corporate and Service Improvement, People and Partnerships

Ward(s) affected: All

Purpose of the Report

To ask Council to adopt the International Holocaust Remembrance Alliance (IHRA) definition of Anti-Semitism.

Recommendation

That Council adopts the International Holocaust Remembrance Alliance (IHRA) definition of Anti-Semitism.

Reasons

In recognition of the reasons behind the Government's adoption of the IHRA definition of Anti-Semitism.

1. **Background**

- 1.1 A report was presented to Cabinet on 14 October 2020 through which Cabinet expressed its support for the adoption of the IHRA definition. Cabinet and asked for a report to be taken to Council inviting Council to endorse the inclusion of that definition in the Council's policies and practices. Further information is contained in the 14 October 2020 Cabinet report appended hereto.

2. **Issues**

- 2.1 The IHRA describes itself as the only intergovernmental organisation mandated to focus solely on Holocaust-related issues, which has resolved to take a leading role in combatting anti-Semitism. It defines anti-Semitism as follows:-

"Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities."

2.2 The IHRA considers that the adoption of this definition sets an example of responsible conduct and provides an important tool with practical applicability in tackling anti-Semitism.

2.3 Further information and resources are available from the IHRA here:-

<https://www.holocaustremembrance.com/resources/working-definitions-charters/working-definition-antisemitism>

2.4 The Council's public sector equality duties already embrace a requirement to:-

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Which embraces Judaism as a race, religion or beliefs amongst the "protected characteristics" covered by the equality duty.

2.5 Nevertheless, adopting the IHRA definition assists in providing a practical tool to assist in focusing on issues of anti-Semitism when considering the public sector equality duty in the round in policy formation and decision making.

3. **Proposal**

3.1 That Council adopts the International Holocaust Remembrance Alliance (IHRA) definition of Anti-Semitism.

4. **Reasons for Proposed Solution**

4.1 Set out above.

5. **Options Considered**

5.1 N/A

6. **Legal and Statutory Implications**

6.1 Set out in the body of the report.

7. **Equality Impact Assessment**

7.1 Equality issues are set out in the body of the report.

8. **Financial and Resource Implications**

8.1 None identified.

9. **Major Risks**

9.1 None identified.

10. **Sustainability and Climate Change Implications**

10.1 None identified.

11. **Key Decision Information**

11.1 N/A

12. **Earlier Cabinet/Committee Resolutions**

12.1 Cabinet Resolution 14 October 2020.

13. **List of Appendices**

13.1 Cabinet Resolution 14 October 2020.

14. **Background Papers**

14.1 Cabinet Resolution 14 October 2020.

This page is intentionally left blank

CABINET – 14TH OCTOBER 2020: ITEM 8

Submitted by: Council Leader, Councillor Simon Tagg

Subject: Adoption of the International Holocaust Remembrance Alliance Definition of Anti-Semitism

Recommendation

That Cabinet supports the adoption of the International Holocaust Remembrance Alliance (IHRA) definition of Anti-Semitism and asks officers to prepare a report for the next Full Council to allow Council members to endorse its inclusion in the Council's policies and practices.

Reasons

To allow the Council to adopt the IHRA definition of Anti-Semitism in line with the request from Central Government.

1. Background

Following the Government's adoption of the International Holocaust Remembrance Alliance (IHRA) definition in 2017, Government has been encouraging Councils to formally adopt the definition as a clear message that anti-Semitic behaviour will not be tolerated.

The Council had planned to take a report to its April 2020 Council Meeting, but that was cancelled because of the Coronavirus lockdown.

The IHRA definition:

'Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities'.

This definition is encouraged to be used in 'education, awareness raising and for monitoring and responding to manifestations of antisemitism'.

Further information about the definition can be found at:

<https://www.holocaustremembrance.com/resources/working-definitions-charters/working-definition-antisemitism>

This page is intentionally left blank

STATEMENT OF THE LEADER OF THE COUNCIL TO FULL COUNCIL – 16TH DECEMBER 2020

Submitted by: Councillor Simon Tagg

Portfolio: All

Wards affected: All

Purpose of the Report

To provide an update to Members on the activities and decisions of Cabinet together with the Forward Plan.

Recommendation

That the statement of the Leader of the Council be received and noted.

Reasons

To update Council Members on the activities and decisions of the Leader and Cabinet and to allow questions and comments to be made on the Statement.

1. Cabinet Meetings

Cabinet has met 3 times since the last Full Council - 14 October, 11 November and 9 December. A selection of decisions are detailed under item 3 of this report.

2. Back on Track – Coronavirus Pandemic Recovery Plan Update

Following the end of the second lock-down, the Borough entered Tier 3 restrictions on 2nd December and cases of Coronavirus have continued to fall during this recent period.

The end of lock-down enabled our town centres to reopen safely but the hospitality industry has remained closed during the usually busy run up to Christmas.

The Council is continuing to focus on supporting vulnerable people and businesses whilst maintaining Council services and focussing on the economic and financial recovery. With the vaccination programme now taking place there is hope for a return to a sense of normality by next spring.

In recognition for the hard work of Council staff and dedication to the residents of the Borough during this difficult time and as a heartfelt thank you, after discussions with the Trade Unions a decision has been made to grant each member of staff an additional 2 days' annual leave. I hope that this goes some way to reflect all our appreciation for the Council's key workers who have kept services going. The 2 days leave can be taken at any time over the next 2 years.

3. Cabinet Decisions

3.1 Medium Term Financial Strategy (MTFS) 2021-2026 & Draft Budget Saving Plans 2021-2022

Cabinet has endorsed a draft MTFS and set of budget saving proposals. These reflect the outcome of a comprehensive review of the Council's services and budgets to take account of the ongoing Coronavirus pandemic and to set the Council on a new "One Council" approach to ensure continued improvement in services to our residents whilst keeping within budget assumptions as set out in the MTFS.

3.2 Temporary Accommodation Provision from 1 November 2020 – 31 March 2021

Cabinet approved two short-term contracts for temporary accommodation with Open Door, Stoke-on-Trent for the provision of support for homeless people in the Borough. This followed a review and mini procurement exercise to identify the best accommodation options and costings to enable the Council, as quickly as possible, to help those who find themselves homeless.

3.3 Jubilee 2 Update

Cabinet received a report on actions to resolve the ongoing building defects at J2 involving the leaking roof, aqua sauna and swimming pool. A good working relationship has now been established with the contractor, Morgan Sindell, which is allowing these defects to be addressed. Whilst work is ongoing, the indications are positive for a successful resolution of these issues.

Cabinet also requested a full survey of work to be undertaken to identify any further defects as well as a time line of when the present defects became known.

3.4 Kidsgrove Town Deal

The Kidsgrove Town Deal Investment Plan (TIP) has now been submitted to the Government in a bid for £25m of funding to help improve health and wellbeing, regenerate Kidsgrove town centre and drive growth and opportunity through enhanced enterprise and job opportunities. The Council hopes to hear in the New Year if these exciting proposals will get the green light from the Government.

An excellent video has been produced to show case the schemes within the Kidsgrove town deal TIP and can be viewed can be viewed at:

<https://youtu.be/kFw635Iijlo>

3.5 Knutton Masterplan

Cabinet approved, in principle, the Knutton Masterplan for public consultation, which was jointly commissioned by the Council, Aspire Housing and Staffordshire County Council, outlining opportunities for new housing investment in the Knutton area and improvements to the quality of community facilities and the local environment.

3.6 Proposed Extension to Newcastle Crematorium Grounds and Development of Adjacent Land off Chatterley Close

Cabinet received a report about the proposed extension to the grounds of the Crematorium in Bradwell to meet the needs of residents of the Borough for the next 30 years and the development of the remainder of the adjacent land for residential use with associated green space and community facilities.

A consultation with local residents will take place in early 2021 and will be reported back to Cabinet before any final decision is taken.

3.7 Financial and Performance Review Report Second Quarter (July – September) 2020 – 2021

Cabinet members reviewed the Performance Data for the second quarter and noted that 82% of key indicators were on target and outlined measures that had been put in place as a result of the Coronavirus pandemic.

It was noted that occupancy of the market stalls was above target with some of the events markets over the summer having up to 93% occupancy.

The Finance & Asset Performance Scrutiny Committee will review the Finance and Management Report at its meeting on 14th December 2020.

3.8 North Staffordshire Local Air Quality Plan – Outline Business Case

The Outline Business Case (OBC) was approved for submission to the Government including the preferred option for delivering compliance with statutory limits on roadside nitrogen dioxide (NO₂) concentrations in the affected area in the shortest possible time.

Cabinet requested consideration of an exemption for electric and ultra-low emission vehicles from the proposed bus gate restriction on Basford Bank and will also be making representations to the MP for Newcastle-under-Lyme requesting him to lobby for a review of the Ministerial Directions in light of changing circumstances due to the Coronavirus pandemic.

3.9 Local Plan Update

Cabinet has requested a review of the Joint Local Plan process and the option of progressing a stand-alone Borough Plan.

The Joint Local Plan with Stoke-on-Trent was conceived 7 years ago and the original and subsequent timetables have been continually missed raising concerns about the continued relevance of the strategic and preferred options and associated consultations with the public dating back to 2017.

The review will focus on the implications of Brexit, the COVID-19 pandemic and the Government's Planning White Paper. The views of partners and stakeholders will be sought and a further report brought to Cabinet in January.

3.10 Sustainable Environment Strategy

Cabinet have approved the adoption of a Sustainable Environment Strategy and Action Plan for the Council and Borough. This sets out the Council's ambition to be a leader in caring for and enhancing the local environment for quality of life of residents now and in the future.

3.11 Brampton Museum Redevelopment Project

A contractor has been approved for the redevelopment project at the Borough Museum. This will include the creation of a new dedicated temporary exhibition space, reconfiguration of rooms to expand the capacity of the archive to create a dedicated research area and improvements to the ground floor galleries to better show case the collections and engage visitors of all ages.

3.12 Proposed Residents Funeral Service

Cabinet have approved a Residents Funeral Service, which will include more affordable options for both cremations and burials that will increase resident's choices and address the rising costs of funerals and the potential hardship this can cause to some bereaved families.

4. **Forward Plan**

The Forward Plan can be found at:-

<https://moderngov.newcastle-staffs.gov.uk/mgListPlans.aspx?RPId=118&RD=0>

Councillor Simon Tagg
Leader of the Council

REPORT OF THE CHAIR OF THE ECONOMY ENVIRONMENT AND PLACE SCRUTINY COMMITTEE

Since the last meeting of the full Council, the Economy, Environment and Place Scrutiny Committee met on 30th September which scrutinised the following and provided feedback for Cabinet and Council -

1. The introduction of the recycling service - which was commended by all present as a great success.
2. A review of the impact of the Covid Pandemic on the workload of the Environmental Health Team and to thank them for all their efforts
3. To review the output of the Climate Change Working Party
4. To receive an update on the two Town Deal Applications - Kidsgrove and Newcastle
5. To review the ongoing work schedule.

In addition to the main meeting, two other sub groups/working parties have met. The first met on 12th November to review and comment on the Local Air Quality plan - a joint meeting with Stoke on Trent City Council.

The second which is the Whalleys Quarry Working Party heard a number of representations and submissions over two meetings in the period.

Councillor Gary White

Chair

This page is intentionally left blank

Report of the Health, Wellbeing & Partnerships Scrutiny Committee

The Committee met on 7th December and the following matters were considered:

- The Committee considered a report from Cabinet that updated on specific services within its remit that were particularly impacted by Covid-19. The report included
 - Homelessness, rough sleeping and temporary accommodation services - Members were updated on various matters including the work of the Newcastle Housing Advice Service (NHAS) which was due to be brought in-house in April 2021 and the Severe Weather Emergency Protocol.
 - Domestic Abuse services – the weekly Multi Agency Risk Assessment Conference had seen fairly consistent numbers of cases but services had seen a rise in more complex cases with greater risk and an increase of abuse from adult children to parent.
 - Work undertaken to ensure visitors feel safe with the reopening of the Town Centres post the first lockdown - Members received information on the provision of Marshals and how the service was resourced.
- The Committee considered the Temporary Accommodation Policy and discussed provision both within and outside the Borough; the role of the NHAS and opportunities for funding.
- The latest digest from Staffordshire County Council's Healthy Staffordshire Select Committee was received and a report on a meeting with the CCG was presented.
- The Work Programme was discussed and the Committee agreed that the agenda for the next meeting would include items on Domestic Abuse; Anti-Social Behaviour, to include the impact of Covid-19 on services for young people and ASB by adults; and a presentation on a project by the New Vic theatre about how faith and race hate can be tackled

Cllr Ian Wilkes, Chair

This page is intentionally left blank

Audit and Standards Committee

The committee met on 28th September and again on 9th November 2020.

During the course of the meetings, the business dealt with was as follows:

28th September 2020

Members reviewed the Internal Audit Annual Report 2019/20, which showed that 65.5% of the recommendations issued, had been implemented during the audit period and that only 2 audits had resulted in a negative opinion of “less than adequately controlled”. Those audits that had not been carried out in the plan were being incorporated into the current year plan.

Consideration was given to the Internal Audit Update Report Q1 and the chief internal auditor, Clare Potts, explained that due to lockdown, no internal audit reviews had taken place during the period, but that a review of the Audit plan had been conducted and that the Executive Management Team had looked at the deferred audits and made some proposals. It was explained that the audit of J2 was no longer required as the more immediate requirement was to look at financial sustainability, rather than internal controls. Members asked that the Brexit preparations be included in the Q2 report, for the next meeting.

The Head of Legal and Governance Services summarised the contents of the Local Government and Social Care Ombudsman Annual Letter for 2019/20. The number of complaints had halved, to 10, of which 3 had been upheld, although these were deemed to be a result of unusual circumstances, rather flawed policies or processes. Members asked that any relevant issues arising, be brought to the committee at the earliest opportunity.

Members received the Covid-19 update from the Cabinet and there were no comments, as with the work plan.

9th November 2020

In View of the discussion at the previous meeting re J2, Cllr Sweeney updated members on the progress of the Cabinet in relation to the defects and how they related to 3 main issues which were now being dealt with.

Andrew Smith of Grant Thornton then presented the results of the 2019/20 Audit and their report on the Statement of Accounts. It was explained that a few areas were yet to be completed, but there had been no significant issues identified, and there were no problems in relation to Value for Money appraisal or the ability of the Council to continue as a going concern. Andrew also commented on the improvements implemented since the previous year with particular reference to the new Fixed Asset register and the overall quality of the working papers. Following discussion, Members resolved to receive The Accounts for the Financial Year 2019/20 and The Audit Findings Report and agreed to the treatment of the items therein. Delegated power was granted to the Chair, to sign off the final accounts on completion of the Audit. (This actually took place 27th November).

Members now considered the Q2 Corporate Risk Management Report 2020/21, which confirmed that there were no outstanding risk reviews, but some increases in risk levels, primarily related to Covid-19. There was some discussion of the appendix relating to a no-deal Brexit, but Officers explained that the report was based on a County-wide strategy and that some parts of the analysis would not be relevant to the Borough. Members resolved to note the various reports.

Clare Potts introduced the Internal Audit Update report for Q2 and advised that of 255 recommendations, 225 had now been implemented. The report was noted.

The Head of Finance summarised the half yearly treasury Management report 2020/21 and asked members to note that no borrowing had been necessary during the first half of the year and that a review of the Capital expenditure had been taking place in order to take account of the impact of Covid-19.

Members looked at the half yearly report into Health and Safety, 2020/21, and noted the reduction in incidents. It was requested that the Committee be kept up to date with the results of the trialling of the window blinds at Castle House.

Cllr Sweeney advised members of the financial assistance received and expected from the Government together with details of the funding received for the Future High Streets and Town Deal schemes. He also highlighted the role of the County-wide Outbreak Board of which he is a member.

Members considered the work plan asked that an update be provided on the effect of a no-deal scenario be provided for the next meeting, should this arise.

Paul Waring

Chair of Audit and Standards Committee.

REPORT OF THE CHAIR OF THE LICENSING AND PUBLIC PROTECTION COMMITTEE

The Licensing and Public Protection Committee has met once since the last full Council meeting. This was on the 12th October where the following items were considered:

1. Review of the Statement of Licensing policy
2. Review of Licensing Fees and Charges
3. Review of Statutory Taxi and Private Hire Standards Requirements
4. Review of Draft Taxi Fees and charges 2021-22
5. Review of the Dog Control Policy.

The substantive detail can be found on the Council's website.

There were also a number of Public Protection and License Review Sub Committees held.

The next meeting due in December has been cancelled due to lack of business.

Councillor Simon White

Chair

This page is intentionally left blank

Motion

Adopting the UN Sustainable Development/Global Goals

The Borough of Newcastle-under-Lyme Council values the importance of the UN's 17 Sustainable Development Goals (SDGs) that address the global challenges we face including poverty, inequality, climate, environmental degradation and prosperity.

The Council recognises that we have a decade of action if we are to deliver the Goals by 2030.

The Council believes that all levels of government work together and that local government is a key component to successful domestic implementation of the SDGs.

Council notes that in 2019 the cross-party Local Government Association unanimously adopted a motion recognising the vital role that councils could play in planning, implementation and monitoring the UK's progress on meeting the ambitions of the Agenda 2030.

The Borough of Newcastle-under-Lyme Council will lobby central government for them to recognise the vital role local government must play in terms of the planning, implementation and monitoring in local areas, and fully resource councils to do that work, to deliver the UK's progress on meeting the ambitions of the 2030 Agenda.

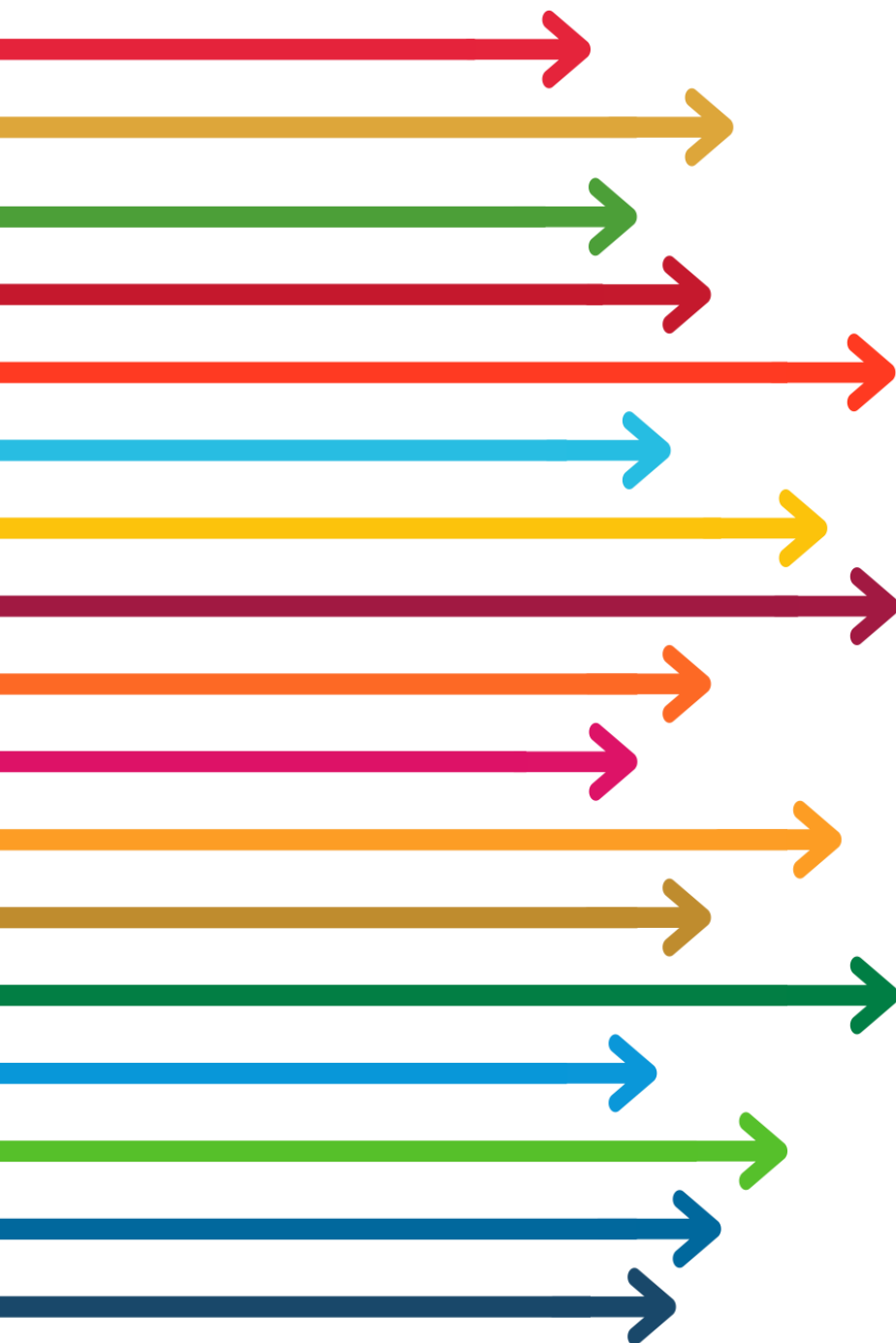
Recognising that we will only be able to achieve the Goals by working with local partners, The Council recommits to engaging our areas through local partnerships and with our citizens to share research and engagement with our networks, partners and citizens, particularly given our sector's continuing funding pressures.

That this Council believes it is right to formalise our commitment to the Goals and therefore adopts the Sustainable Development Goals (SDG), agreeing to pursue the Goals in the work undertaken by the Council.

That this council resolves to begin work by mapping which targets are relevant using the LGA and UKSSD Sustainable Development Guide

This page is intentionally left blank

UN Sustainable Development Goals: A Guide for Councils





© Local Government Association, July 2020

Produced in partnership with



The UK Stakeholders for Sustainable Development (UKSSD) brings organisations together to accelerate progress on the Sustainable Development Goals in the UK.

www.ukssd.co.uk

Contents

Foreword	4
Background – getting to know the goals	5
The SDGs in the UK.....	7
The case for council engagement with the SDGs.....	8
How councils might engage with the SDGs	11
Step 1. Plan and prioritise.....	12
Step 2: Engage and partner	19
Step 3: Implement and monitor	25
Step 4: Advocate for the SDGs and report on progress	30
Conclusion.....	34
Further reading and resources.....	36
References	37

Case studies

Case study 1: City of York Council.....	15
Case study 2: Bristol.....	16
Case study 3: Newcastle City Council.....	22
Case study 4: 2030hub, Liverpool.....	23
Case study 5: Mannheim 2030.....	28
Case study 6: Utrecht.....	32

Foreword

The action taken to halt the rapid spread of Covid-19, to protect human health and ensure the functioning of our essential public services, has caused the greatest change to our way of life for generations. Councils have maintained the provision of essential services, under enormous pressure and with a backdrop of sustained funding cuts. They have collaborated with local, regional and national partners to coordinate and deliver solutions to the crisis. We have witnessed, once again, the fundamental role that councils play in enabling the health and wellbeing of citizens. We have also seen the amazing resourcefulness and compassion of our communities, with the emergence of social support or mutual aid networks, the clap for carers movement and the investment in local causes by businesses.

Though the public health crisis is not over, we also face a period of economic uncertainty. Covid-19 has exposed the existing socio-economic inequalities in our society with shocking statistics emerging on the disproportionate loss of life for certain demographic groups, income levels or occupations. We now face the very real possibility that more people across the country will experience deep levels of financial insecurity or poverty, leading to further demand on limited public resources. At the same time, we must acknowledge the reality of a warming climate and other pressing environmental challenges, and the risk these pose to our future.

While this guide was created before the Covid-19 pandemic, we have updated some of it to reflect the current context. The challenges we now face further reinforce the need for coherent decision-making within all levels of government to ensure that efforts today lead to better outcomes tomorrow. The United Nations' Sustainable Development Goals can be used to future-proof and consolidate the plans developed in response to Covid-19, leading to greater economic and social resilience and a healthier and sustainable environment.

Background – getting to know the goals

The United Nations' (UN) Sustainable Development Goals (SDGs) set out how communities, organisations, and governments everywhere in the world can progress towards better lives for themselves and their children, without leaving anyone behind.

In this guide, we set out some proposals for *how* councils might respond to the SDGs and make use of them in their own communities, drawing on actions and ideas being discussed in the UK and internationally. We look at how some councils in the UK and overseas are already engaging with the goals.

The SDGs underpin UN Resolution 70/1, *Transforming our world: the 2030 Agenda for Sustainable Development*.¹ The 17 goals and their 169 accompanying targets, agreed by all UN member states in 2015, represent the world's most broad, ambitious and comprehensive agreement on sustainable development to date. This means increasing and spreading prosperity around the globe, combined with ending social injustice and poverty, and improving health and wellbeing, all while protecting the environment – including the climate and biodiversity – for current and future generations.

The SDGs cover the next decade out to 2030 – a critical period for addressing climate change and loss of habitats and species. They aim to be universal and



inclusive, applying to all the world's nations: developed, emerging, and those still struggling to attain basic levels of development and infrastructure for all their citizens. As such, they contrast with the 2000-2015 Millennium Development Goals preceding them, which focussed on reducing extreme poverty in developing nations.²

National governments have the most important role to play in attaining the SDGs, but they cannot do this on their own. To succeed, they need the support and commitment of business, civil society, non-governmental organisations, and public authorities and agencies of all kinds, including local and regional governments.

If the SDGs are to be realised locally, nationally and around the world, then every level of society will need to act. Councils are on the frontline of many of the challenges the SDGs seek to resolve, but the wider national context will be crucial in doing so. To play their full part in implementing these goals, councils rely on partnership between local and national government, and the recognition that the SDGs are a shared responsibility.

Some of the goals and targets are more applicable to councils than others. For example, SDG 11: 'make cities and human settlements inclusive, safe, resilient and sustainable', was negotiated and agreed largely as a result of sustained lobbying by international local government organisations. This SDG is seen as foremost among the 17 in focussing on the role of local and regional administrations in delivering sustainable development. Yet arguably, every one of the SDGs can be applied to the work and responsibilities of councils in England, from districts to counties. Because they are so wide-ranging and comprehensive, when integrated in decision-making processes, the SDGs can help councils break down silos and work in a more joined-up way.

'All of the SDGs have targets that are directly or indirectly related to the daily work of local and regional governments. Local governments should not be seen as mere implementers of the agenda. Local governments are policy makers, catalysts of change and the level of government best-placed to link the global goals with local communities.'³

The SDGs in the UK

The UK Government took part in negotiating the SDGs preceding their agreement at the UN General Assembly in New York on 15 September 2015, and like other UN member states, the UK is signed up to the goals. The Government went on to publish a Voluntary National Review (VNR) in July 2019, setting out over 235 pages how it has begun working towards the SDGs.⁴

VNRs are among the most important ways that progress towards the goals can be measured and monitored. The process of producing one can help governments build support for, awareness of and interest in its own SDG implementation. The publication of VNRs enables nations, civil society and organisations to review efforts and achievements around the goals.

This first UK VNR referred extensively to the work of local government and recognised that ‘the UK’s cities, local authorities and local partners play a key role in supporting delivery of the Goals in the UK, while helping to ensure no-one, and no community, is left behind.’ It cites an estimate that two thirds of the 169 targets that accompany the SDGs need local stakeholders, like councils, to be engaged if they are to be achieved.

At the same time as the UK VNR was published, the Local Government Association (LGA) agreed a motion supporting the SDGs at its 2019 annual conference.⁵ This motion recognised the key role councils play in delivering progress towards the goals. It also made the case for Government funding to support councils’ engagement with them, against a background of continuing austerity.

There are reasons why councils might not want to be involved with the SDGs; their finances are severely constrained, presenting a challenge of taking on new roles, priorities and responsibilities. Given that public awareness of the SDGs remains low, they may fear that actively supporting the goals will garner neither recognition nor encouragement from local citizens. Local politicians might also be concerned that, with public calls for councils to declare a climate emergency, they may struggle to find the resources they need to translate this into coherent action.

The case for council engagement with the SDGs

Many councils across the UK are already actively engaged in and progressing their plans to implement the SDGs. There are compelling arguments for them to do so:

1. Councils are essential for the success of the SDGs

If the SDGs are to be attained, then local action will play a key role - as recognised by both the UK Government, the LGA and the UN. If the SDGs are “the right thing to do” through the coming decade, as recognised by all UN member states, then councils have a moral, not statutory, duty to engage with them. Councils are important drivers of sustainable development in communities, given their local mandate and understanding of the local context, so they are well placed to implement the SDGs in their own locality. Their engagement may also serve to raise wider public awareness of the goals.

2. The SDGs can help focus efforts on the health and wellbeing of people that are the furthest behind

The Covid-19 pandemic has highlighted the extent of social deprivation in our society which councils have been working to address for a long time. The SDGs focus on persistent forms of poverty and deprivation, not just through the statistical insights the SDG indicators communicate but through a cross-cutting principle known as ‘Leave No One Behind’. In agreeing to Agenda 2030, governments committed ‘to endeavour to reach the furthest behind first’, directing efforts towards those that are the most deprived or discriminated against within countries.⁶ Though leaving no one behind might seem like an obvious priority for many councils, the renewed focus the SDGs provide gives councils additional legitimacy in calling on other sectors and levels of government to work with them towards this outcome.

3. Engagement supports the declaration of a climate emergency

Most UK councils – almost 300 at the time of writing – have declared a climate emergency, as have the Scottish Parliament, the Welsh Assembly and the UK’s

House of Commons. The LGA also declared a climate emergency at the same time as it agreed its motion supporting the SDGs.

Addressing climate change merits very high priority, but the issue is too large and complex, and the stakes too high, for it to be tackled in isolation. It must be dealt with alongside other pressing environmental issues, such as air pollution and biodiversity loss, and action should be taken in ways that complement – and give equal weight to – the pursuit of inclusive growth and social justice. Committing to the SDGs signals overall support for sustainable development, social justice and attacking all the major environmental problems, while taking positive local action to tackle the threat of climate change. One of the SDGs, Goal 13, is ‘to take urgent action to tackle climate change and its impacts’ and links directly to the Paris Climate Agreement.



3. The SDGs can provide a framework for strategic planning, policy review and action

Because they are wide-ranging, comprehensive and framed in terms of targets and indicators, they can help councils set priorities, spot gaps and ensure nothing important is left out. They can help councils to break down silos and work in a joined-up way. They can also help councils review their progress. Addressing climate change at the local level provides opportunities to make progress in other areas – reducing air pollution, combatting fuel poverty, improving public health and fostering businesses of the future, for example.⁷

4. The SDGs can help local authorities foster strategic partnerships

This can be done if they frame joint actions and shared priorities. While public awareness of the SDGs may be low, the kind of organisations councils need to work with to achieve their own aims – in business, the public sector and civil society – are likely to be aware of the SDGs and support them. Businesses in the UK are arguably much further ahead in their engagement with the goals, but if councils’ partners are not yet aware of the them, they may want to back the goals once they learn about the thinking and level of global support behind them.

5. The resource burden for councils to start engaging with the goals is low

Councils are not expected to undertake major new spending commitments or make radical changes in policy as a result of the SDGs. For some of the goals, their influence is limited, while for others, they may already be doing plenty to meet the targets. Councils can, however, ensure their officers and politicians are aware of the them, map them onto existing plans, policies and priorities, and use them to consider whether more action might be needed.



How councils might engage with the SDGs

Councils across England are already engaging with the SDGs and taking their own approach given their local contexts. There are commonalities between them: like the mapping of council priorities that Kent County Council, City of York Council, and Leeds City Council have undertaken; the detailed performance monitoring the London Sustainable Development Commission is doing on the Capital; or the strategic partnerships that have evolved in Newcastle and Bristol. There is also a lot of grass-roots engagement, where councils are recognising momentum building in the business and civil society communities – like in Liverpool or Canterbury. And in some cases, like in Bradford district, it's the commitment to wellbeing and the climate emergency that is opening a conversation in the council about the SDGs.

Using these and other international experiences, we have identified four broad ways in which councils might engage with the SDGs. We set them out here in a sequence of steps; a rough roadmap for a council's SDG journey. The steps overlap, so a council that starts to plan and prioritise its use of the SDGs (the first in the sequence) might, quite rightly, also want to advocate for the SDGs (the fourth and last step) from the outset.



Step 1. Plan and prioritise



To begin, councils need to understand the SDGs and think through how they might be applied in the local area. They then need to map their own high-level plans, policies and strategies against the 17 goals and accompanying targets, making choices about which are more relevant to them. Councils can then choose to adopt SDGs and the targets, or their own local versions of them, and consider amending or redrawing their plans to close any identified gaps.

They may have taken several years to negotiate within the UN, but each SDG amounts to only around a dozen words, so it doesn't take long for an individual to gain an understanding of them; that is one reason why they are such a powerful idea. Every SDG also has a small number of accompanying targets, plus one or more indicators for each of these targets, intended to measure progress towards it.

Learn about the SDGs

The first step for any council on its SDG journey need not be a large one. It requires someone in a leadership position, at political or officer level, spending a short time learning about the SDGs and exploring their relevance to the local authority. This may involve some research and awareness-raising to understand what the SDGs are, why local action and administration are so critical to their achievement, and why the council might want to make use of them. It could also consider how other local authorities, in the UK and internationally, are engaging with the SDGs.

The SDGs were intended to encourage integration, cross-cutting action and 'de-siloing' in pursuit of sustainable development. Therefore, when it comes to a decision on moving to the next phase of engagement, it should be taken at senior level with buy-in across the senior leadership team. If only one department or officer is engaging with the SDGs, they are unlikely to have much impact on the council's contribution to sustainable development.

At this early stage, a council does not have to make any final decisions or commitments about where it is going with the SDGs. It could investigate whether any of its strategic partners, local stakeholders and neighbouring councils are

already or are interested in making use of the SDGs, before going further forward. It could even defer a decision and decide to keep a watching brief on the SDGs – but it needs to be aware that the goals are set for the year 2030 and the clock is ticking.

Map the council's priorities to the SDGs

Having decided to engage, a next step is to map the council's high-level, strategic policies and plans against the 17 SDGs and their accompanying targets. That means identifying which of the council's own existing goals, targets, plans and policies contribute to each of the SDGs, either broadly supporting the entire goal or one or more of the targets within it. Several councils in England have taken this step, see for example the case studies on Bristol or York (page 15 and 14). Indeed, this can even work at the neighbourhood level, like Knightsbridge in London, where the SDGs have been integrated within the Neighbourhood Plan.⁸

If the council has a single high-level, strategic, medium-to-long-term plan (such as a 'One City' plan) covering all of its key priorities and ambitions for its area, then the mapping exercise could instead be based on that.

This mapping exercise will, inevitably, reveal that several of the 169 SDG targets have no corresponding council policies because councils are not involved in everything connected to sustainable development.



9
targets

TARGET 11.1

By 2030, ensure access for all to adequate, safe and affordable housing and basic services and upgrade slums

Identify your priority goals and targets

The mapping exercise will lead the council into making choices about which SDGs and targets align most to its own locality and communities. These will likely turn

out to be a subset of the 169 targets. The council could then decide to adopt and declare these SDG targets. It might also choose to amend its own stated goals, or supplement them, to align with the SDG targets. This exercise should raise awareness and understanding of the SDGs within the council.

The mapping exercise is also likely to reveal gaps. There will be some compelling SDG targets which the council wants to aim for or see partners achieve, but where it feels it is doing too little, or lacks policies, strategies or partnerships. That may be because it has insufficient resources, or because the issue in question is outside its remit.

Once a gap has been identified, the council can then prioritise it and decide to intervene. It could adopt the target, provide resources and draw up a plan to attain it. Alternatively, the council could identify and understand which other organisations in its area have responsibility for, or an interest in the issue. These organisations could be other public sector bodies, civil society actors and local businesses (or their representative organisations). The council may already have a partnership with the identified organisation, or it may seek to create a new partnership. The council can then adopt the SDG target and attain it through working in partnership.

STEP 1 ACTIONS

1. Learn about the SDGs, explore how your council could apply them and why they are useful in your locality
2. Map the council's high-level, strategic policies and plans against the 17 SDGs and their accompanying targets
3. Make choices about which goals and targets align most to your locality – adopt these or align your existing council priorities to the **targets**

Case study 1: City of York Council

How well do City of York Council's corporate strategies align with the SDGs? International Service, a charity and international development agency based in the city, tried to answer this question in 2018 with a rapid assessment survey commissioned by the Council with the support of the York Human Rights City group.⁹

International Service examined 20 of the Council's high-level corporate strategies, many of which focussed on working with partners. These included the Draft Local Plan, the York Economic Plan, the overarching Council Plan 2015-2019, the York Economic Strategy and the Health and Wellbeing Strategy.

The assessment judged that all but two of the 17 SDGs were relevant to York – the exceptions were SDG 14 (Life below water) and SDG 17 (Partnership for the Goals). It found that around a fifth of the 169 SDG targets were relevant to the Council and its work with partners. The Council's corporate strategies were well aligned with 70% of those relevant targets.

The remaining 30% include targets which, argued International Service, could 'enrich the strategic direction' of the city, such as: reducing the mortality rate from air pollution, having gender parity among elected members of the Council, and growing income for the bottom 40% of earners faster than for the average earner.

Recommended next steps for the Council to maximise the benefit of the SDGs for York are:

- Providing local leadership by taking ownership of local SDG achievements
- Aligning each high-level strategy with the SDGs, either by including an addendum or introducing them into strategies at the next review point, then bringing in relevant SDG targets which are currently not addressed
- Developing an environmental sustainability strategy to close gaps and ensure the environmental targets in the SDGs are well addressed
- Engaging local people in planning and delivery of the SDGs through information, participation and volunteering

- Monitoring progress against the SDGs. Mapping the SDGs, their targets and indicators against existing monitoring (e.g. performance scorecards) and aligning them, adjusting where necessary – while noting that existing local indicators are often appropriate and adequate.

Where possible, disaggregating data by gender, age, ethnicity, disability status, and any other relevant factors to find differences in outcome, to ensure we’re “leaving no-one behind” when achieving the SDGs.

Case study 2: Bristol



Source: Shaking on Pexels

Bristol’s strong involvement with the SDGs emerged from the city being chosen as European Green Capital for the year 2015, in recognition of its long-established commitment to environmental sustainability.

In 2016, a Bristol SDG Alliance was formed by people wanting to promote the UN’s newly agreed SDGs locally. This grew to include individuals from key Bristol institutions: its two universities, council officials, business representatives, and voluntary organisations and networks. The Bristol SDG Alliance is now a network of stakeholders representing more than 80 organisations, meeting every six to eight weeks to share best practice and information, and to advocate and adopt the SDGs in their own organisations.

In 2019, Bristol became the first UK city and Council to produce a Voluntary Local Review (VLR) setting out its progress on all 17 of the SDGs in some detail.¹ This in-depth, 70 page VLR was presented to the UN in New York in 2019 at the same time as the UK Government's VNR. The VLR was researched and written by Bristol University's Cabot Institute for the Environment, and while it was published in partnership with the Council's City Office and the Bristol SDG Alliance, its academic authorship gave it a measure of independence.

Bristol's VLR had two key ingredients. The first was identifying 145 local statistical indicators and the data to support them, covering 16 of the 17 SDGs (there were none for SDG 17). Mapping the SDGs onto the One City Plan helped to select these, and an attempt was made to find an indicator for every target relevant to it. Each indicator served to illustrate progress on an SDG target or an entire goal, ranging from just one indicator per goal (for SDG 6, on Clean water and sanitation) to 29 indicators (for SDG4, on Quality education).

The aim was to use 2010 as a benchmark year across the VLR, with annual data gathered every following year to show whether there was overall progress (colour coded green), deterioration (red) or no real change (amber). Out of the total of 145 indicators, 29% were judged to be red, 57% green, 8% amber; for the remaining 6% data deficiencies ruled out any judgement.

The other main ingredient of Bristol's VLR was a city-wide online survey to identify organisations which, consciously or unconsciously, were contributing towards achieving the SDGs – and summarising the nature and scale of their contribution. Some 90 organisations responded to this survey, which helped raise awareness of the SDGs in the city.

Bristol's pioneering VLR has influenced updating of the One City Plan and established the city's UK leadership position in local level application of the SDGs.¹ The Cabot Institute authors of the VLR have also used their experience to write a handbook for UK cities wanting to prepare their own VLR.¹⁰

Bristol's elected Mayor Marvin Rees has become a strong advocate for local application of the SDGs within the city and beyond. As the city updates its One City Plan in line with the SDGs, the hundreds of actions it contains have been mapped

onto the goals and their targets. The plan also includes an aspiration to develop a separate action plan focussed on achieving the SDGs across Bristol.

The Mayor of Bristol has reaffirmed his commitment to the SDGs in light of the Covid-19 pandemic, with the SDGs seen as central to a sustainable and inclusive economic recovery for the city.

“We can achieve a lot more in collaboration and come through this crisis in a stronger, more sustainable way if we take the right action now.”

Marvin Rees, Mayor of Bristol¹¹

Step 2: Engage and partner



Any council interested in using the SDGs must decide how it wants to involve other organisations and the wider community. Given how wide-ranging and cross cutting the SDGs are, there is limited value in any council engaging with them as a purely internal exercise.

Partnerships are essential if councils are to respond to increasing demands with their limited resources. Sometimes it has been local organisations or alliances of organisations who have taken the initiative on the SDGs in their community, such as the Liverpool 2030hub (page 19) or Canterbury SDG Forum,¹² who then tried to involve their council as a key local player.

The mapping exercise described above could be an early step for the council to raise internal awareness of the SDGs, helping officers and politicians decide why and how they want to use them. Alternatively, the council could decide to engage its partners and other interested stakeholders in this mapping exercise from the outset.

Decide how to work with your stakeholders and partners

The objective would be to set down how all the key strategies, policies and plans affecting the locality – not just the council's own – are mapped onto the SDG targets. A partnership approach would then be adopted for choosing which SDGs and targets matter most to the local community, analysing the findings of the mapping exercise and deciding on the next steps. This sort of multi-stakeholder approach is strongly encouraged by *Agenda 2030* and recognised as an important way of creating action in support of the SDGs. Partnerships can help a council to decide why and how it engages with the SDGs, as well as encouraging action and a sense of shared responsibility from across society.

Consider setting up an SDG partnership with key partners

Councils could use a combination of surveys, meetings, workshops or larger events to move forward with partners. It could set up a local SDG partnership, with

representatives of the council and its key strategic partners making decisions on SDG engagement and providing oversight. Newcastle City Council have taken a similar approach by embedding the SDGs in the existing Wellbeing for Life board (page 19).

These approaches involve some awareness-raising around the SDGs, explaining them and their local relevance. Many organisations and individuals are likely to find them an attractive proposition and give their local council credit for supporting the goals. In many places across England, it is local stakeholder partnerships that have encouraged councils to engage with the SDGs, including in Canterbury, Bristol, Liverpool, and Cambridge.

Engage with citizens

Councils will also need to consider the role they play in engaging citizens in the SDGs. We explore this more in Step 4 (page 26) but it's important to note that local people are arguably the council's most important partner and working with them to agree priorities is a vital component in open and transparent decision-making. Councils around the world have delivered creative public engagement and awareness raising activities, such as Utrecht's '4 Global Goals' website,¹³ with resources and downloadable posters (page 28). Similarly, in the UK, the 2030hub Liverpool has focused on awareness raising and business entrepreneurship to encourage greater uptake of the SDGs in the city.

Partnership does, however, bring risks. There is the risk of a council losing control of the agenda if SDG-related local goals and targets are called for which the council feels are unachievable or not in accord with its own priorities. But if a council engages with the SDGs in isolation and without local partners, it is unlikely to be able to support or endorse many of the targets. There are significant parts of the local economy, society and environment where it cannot achieve much in the way of sustainable development on its own.



© Sort of Films

STEP 2 ACTIONS

1. Decide how to work with partners in your locality; consider holding meetings or workshops to explore the prioritisation of the SDGs
2. Form an SDG partnership board or bring the SDGs in to an existing one to help guide the council's progress
3. Think about how the council will engage citizens in the process, be that surveys and consultations, or more creative awareness raising and engagement activities

Case study 3: Newcastle City Council



Source: Sonywiz on Pexels

In 2019, Newcastle City Council made a political commitment to mainstream the SDGs in its policies, activities and programmes.¹⁴ A team from Newcastle University is currently working with the Council and other partners to better understand the city from an SDG perspective, with the potential to frame future collaboration and inform the city's Future Needs Assessment. In February 2020, the Council also committed to embed the SDGs in the new workplan of the city's Wellbeing for Life board.

This board is established under the Health and Social Care Act 2012, with its membership drawn from organisations including Newcastle City Council, the NHS in Newcastle, the voluntary and community sector, the two local universities and Healthwatch Newcastle, an independent statutory body which champions people using health and social care services. The board works to improve the wellbeing and health of everyone in the city, with a focus on reducing health inequalities.

The board will hold a series of themed meetings with invited experts to consider how to make use of the SDG targets in planning its work for the coming years. The health and wellbeing agenda is seen as an entry point for the SDGs, enabling

greater engagement and the opportunity for mainstreaming across the city in the future.

Health and wellbeing are a good starting point, because of the many linkages to other areas covered by the SDGs – such as people’s safety and air quality. The SDGs are well matched to Newcastle’s priorities of reducing inequalities, improving prosperity, and embedding health improvements in all its policies and strategies.

Case study 4: 2030hub, Liverpool

The UN has recognised a small number of Local2030 hubs around the globe as places where local communities can identify their own priorities and implement innovative solutions with respect to the SDGs. The first of these, the 2030hub, was opened in Liverpool in 2017.¹⁵

The 2030hub in Liverpool has a focus on fostering sustainable entrepreneurship. As well as providing co-working space in the city centre, the hub offers support to businesses, public sector bodies and non-profit organisations to help them understand their role in implementing the SDGs in the city and wider region.

Starting in 2019, it organised a series of events across the Liverpool City Region (all the Merseyside boroughs, plus Halton in Cheshire) aimed mainly, but not exclusively, at business. This event series, named the SDG Tour Liverpool and supported by Peel Land & Property, sought to explain the SDGs and their value to people and organisations. Attendee levels rose across the event series as a growing number of organisations started to engage with the SDGs.

The business-led approach to the SDGs taken by the 2030hub has sought to build on Liverpool’s heritage as a financial centre, particularly its vibrant impact investor community. In 2019, as part of a Department for International Development project on investment for a better world, the hub hosted an event with Liverpool’s finance and investment community. This resulted in a commitment to set up an impact investing working group, to consider how local investment can support SDG implementation in the city region.

In July 2018, Liverpool City Council and its elected Mayor Joe Anderson declared a climate emergency. As part of this, it agreed to incorporate the SDGs into the Council's policies and reflect them in the work plan of a newly created select committee on environment and climate change.

The Council has commissioned the 2030hub to independently map the strategic policies and monitoring indicators of the Mayor's 2018 Inclusive Growth Plan against the targets and indicators of the SDGs. This work has helped to inform consideration of the aims, priorities and metrics of Team Liverpool's new City Plan, which is under preparation.



Source: Pauldaley1977 on Pexels

Step 3: Implement and monitor



Having decided to adopt some of the SDGs and targets, a council needs to ensure that the plans and policies to achieve them are working. It needs reliable indicators of progress, and a way of systematically reviewing progress and making any changes required to ensure it stays on course.

The main outcome expected from any council's engagement with the SDGs is a localised version of them. This would be a set of 2030 targets agreed with strategic partners that align with the SDGs and some of the affiliated targets. This local commitment to the SDGs would be supported by a range of existing strategies and plans, with some possibly amended, extended or drawn up anew to embed the SDGs within them.

Identify indicators and establish a baseline

For these targets to be meaningful, there needs to be a means of reviewing progress towards them. If this review of progress is to be rigorous, at least one indicator should be chosen for each target, with baseline data used to set out the current or recent situation. Ideally, this baseline data should cover trends over the past one or two decades to indicate the direction of travel at the beginning of the commitment to the SDG-based target; have things been getting better, worse or staying about the same?

Monitor your progress

Once an indicator has been chosen and 'baselined', data should be gathered regularly to see if adequate progress is being made towards the target. If it is not, then the policies and strategies related to that target need to be reviewed, in so far as the council and its partners are able to change them. It's important this is communicated publicly. This way, council partners, stakeholders and the citizens will understand what is improving or falling behind in their area.

A global set of indicators has been agreed by the UN, covering all 17 of the SDGs and their 169 targets, so councils should try to align their own chosen indicators

with these. It is not necessarily possible for every global indicator to be used at a local level, indeed some of them are not appropriate to a UK context, so in some cases proxy indicators might be more suitable.

At a national level, the Office of National Statistics (ONS) is reporting UK progress on the global indicators through its National Reporting Platform.¹⁶ It is also increasingly disaggregating national data so that common indicators can be used across councils in the UK.



30
indicators

INDICATOR 11.1.1

Proportion of urban population living in slums, informal settlements or inadequate housing

Choose the right indicators

However, just as any council or local partnership engaging with the SDGs needs to make its own careful choice of locally relevant targets, so too should it for indicators consistent with the data gathering resources it can provide. For some targets, it may be that there are simpler, qualitative ways of effectively assessing progress. For example, the London Sustainable Development Commission (LSDC), an advisory board set up to guide Mayoral decision-making in the Capital, is updating its Quality of Life indicators in line with the SDGs.¹⁷ This work is ongoing but has identified appropriate indicators for London to monitor progress on the goals based entirely on data that is currently collected.

The key questions that a council or local SDG partnership needs to ask itself are:

- Is a chosen indicator well aligned with an SDG indicator, but also meaningful and useful to us, our partners and our community?

- Is there local data available to establish a baseline for the indicator and then track progress in future? If not, can one be established – affordably and soon?
- Are we already collecting this data ourselves, or can we find another public body that is collecting and analysing it, such as the ONS, which will give us access?
- Are there prospects for disaggregating the data to make it even more useful? Can we use it to find out what is happening for certain groups, e.g. by gender, age or ethnicity? Can we use it to find out what is happening in specific areas, such as individual wards?

If many councils become engaged with the SDGs, they may collaborate on local SDG indicators, share learning and insights, and compare their performance on reaching them. The efforts to identify suitable indicators by cities like Bristol, Newcastle, and London are potentially useful to other councils across the country, as well as the work of the ONS and international examples like that of Mannheim (page 24).

STEP 3 ACTIONS

- 1.** Establish a baseline by identifying what indicators you can use to monitor your progress against the SDG targets that you have prioritised
- 2.** Monitor your progress against the indicators on a regular basis, this should be communicated publicly
- 3.** Choose indicators consistent with the data gathering resources the council can provide.

Case study 5: Mannheim 2030



The municipality of Mannheim, in South West Germany, published its first VLR in 2019 setting out how it was implementing the SDGs in this city of about 310,000 people.¹⁸

At the heart of its support for the SDGs is the “Mannheim 2030” Mission Statement, adopted by the Council in 2019 following two and a half years of consultation. About 2,500 citizens were directly engaged in workshops and discussions, while another 10,000 were involved through opinion polls and presentations of the process. Among the many consultation events were two workshops in which citizens, chosen by a lottery, discussed with the Mayor the SDGs and what they should mean for their city.

The agreed Mission Statement consists of seven equally ranked strategic goals for 2030, which includes objectives such as:

Goal 1: Mannheim guarantees educational equality and prevents poverty. The social and cultural integration of all Mannheim residents is guaranteed

Goal 3: Mannheim is characterized by a supportive city community and is a model for communal life in cities. Gender equality and the acceptance of diverse human identities and lifestyles have been achieved

Goal 6: Mannheim is a climate-friendly – in perspective, climate-neutral – and resilient city that is a model for environmentally friendly life and actions.

For each of these seven goals, Mannheim sets out which of the 17 SDGs it supports. A small number of key milestones, specific commitments and methods also accompany each of its goals, and statistical indicators have been selected to show if there is progress towards the goal.

As an example, the first of these seven goals – on educational quality, preventing poverty and inclusion – is identified as supporting four of the SDGs. “Cohesion and well-being in the city’s neighbourhoods” is one of the four key milestones for this goal, “Mannheim will leave no one behind” is one of the four specific commitments, and “Cost-free daycare, workplace training opportunities and strong local education networks” are given as one of the two methods. Seven indicators are used to track progress, each one aligned with one of the SDGs.

Across all seven of Mannheim’s goals there are a total of 48 indicators. According to Mannheim’s first VLR, there is progress towards the goals for 30 of them, but deterioration for 17 and no change for the remaining one.

The new Mission Statement feeds into the preparation of the city council’s budgeted for 2020-2021. As well as guiding the Council’s own operations, it wants the statement and its goals to be a compass for all its citizens, businesses and civil organisations, steering them towards a shared 2030 vision.

Mannheim 2030 is also seen as first step rather than the last word, to be updated and improved through the coming decade amid further citizen consultation. It also plans further VLRs to report on its progress.

Step 4: Advocate for the SDGs and report on progress



Once a council or local SDG partnership has decided to engage with the SDGs, it will want to advocate for them and report on how it is helping to achieve them. This can serve to reinforce existing partnerships and create new ones. Councils can go further in their advocacy, engaging local citizens in supporting the SDGs and reaching out to national and international audiences.

In this briefing, we have set out an SDG roadmap which starts with a council considering whether to make use of the SDGs, then moving on to creating a local SDG partnership, selecting its own local SDG targets, then tracking its progress towards them. Right at the outset, advocacy for the goals is likely to play an important part in creating any effective local SDG action.

The SDGs represent a global consensus on what sort of progress humanity should be aiming for; moving forward with decency, dignity and fairness. At the same time, they identify the gravest threats and largest injustices facing humanity: public health emergencies, environmental destruction, conflict, crime, corruption, exploitation and lack of opportunity. If a council decides it wants to support the SDGs, it will surely want to advocate for them.

Advocate for the SDGs internally and externally

This advocacy will be internal, telling a council's staff and councillors that they are part of an organisation which is part of a global endeavour for better future. And it will be external, explaining the SDG commitment to the council's partners and suppliers, and to local communities.

Make sure councillors understand the commitment made

To be effective, the council's political leadership will have to play a part in this advocacy, while every councillor will need to understand the commitment. It will have to be distilled in simple, short messages about what the SDGs are, why the council supports them and what it is doing about them.

Communicate progress

Councils should report their progress against their local SDG targets internally and to local stakeholders, but they may also wish to report more widely to national audiences. Other councils and Government need to learn what works; how did engagement with the SDGs help improve peoples' lives in a locality?

Councils may wish to input into the UK's next VNR, which will formally report on national SDG progress to the UN. A council may want to go further and set out its progress in its own Voluntary Local Review (VLR), which it may choose to submit to the UN. New York, where the UN has its headquarters, became the first major city to submit to publish a VLR in 2017, and Bristol became the first UK council to do so in 2019.¹⁹ Major cities may have led the way, but there is no reason why councils serving smaller urban and rural areas should not champion the SDGs, and draw up and publish VLRs.

Communicating progress on the SDGs nationally and internationally is important, but it's equally important, if not more so, that councils communicate the impact of their policies and service delivery to local people. This helps encourage local engagement with the SDGs and is also important as part of a democratic process, allowing citizens to hold their representatives to account for their actions.

As mentioned in Step 2, engaging citizens and organisations in a locality can be a creative endeavour. The UN provides free downloadable icons and resources for organisations online, as does the public campaign 'Global Goals'.²⁰ In some cases, such as Utrecht, these have been interpreted into local imagery, reflecting important landmarks or cultural concepts rather than the global icons (page 28).

STEP 4 ACTIONS

1. Advocate for the SDGs internally, telling your council's staff and councillors what they are part of and explain the SDG commitments made to the council's partners and suppliers, and to local communities
2. Ensure that every councillor understands the commitments being made
3. Communicate progress through national and international forums, but prioritise local audiences

Case study 6: Utrecht

In 2016, the municipality (or city council) of Utrecht, the Netherlands' fourth largest urban area, adopted the SDGs by declaring itself a Global Goals City. Its "top priorities are to increase awareness of the SDGs amongst Utrecht's residents and businesses, and to stimulate them to take supportive and - where possible – cross-sectional action."²¹

In adopting the SDGs locally, Utrecht was building on a tradition of engaging with sustainable development issues at home and abroad. It is a Fairtrade Municipality, a Human Rights City and since 1986, it has had a sister city in a relatively poor developing nation, León in Nicaragua, supporting it on projects such as combatting deforestation and building homes for low income families.

The Council's focus is as much on helping and encouraging business, citizens and civil society to work together to achieve the SDGs – locally and internationally – as it is on changing its own operations and strategies to better support the SDGs.

It sponsors an autonomous foundation, Utrecht4TheGoals, created in 2016 to raise awareness of the SDGs and inspire local people to be actively involved. Initiatives include an awards scheme recognising local people and organisations helping to achieving the SDGs, and a subsidy scheme which supports grassroots initiatives that contribute to the SDGs, either in Utrecht or abroad.

The council is developing an online Global Goals Dashboard to present local SDG-related data in a transparent, up-to-date and user-friendly way, for its own staff, residents and stakeholders. This aim is to show how different policy areas join up and relate to the SDGs, from tackling climate change to increasing social inclusion, and whether progress is being made towards achieving them.

The Council says it wants “to challenge the siloed model of policy and decision-making by offering an integrated framework through which to view and implement Utrecht’s strategies and activities.” It hopes this dashboard will facilitate new ways of working together and support integral thinking for future policy development.

Utrecht has found that the SDGs are well matched with an established local priority – healthy urban living, through which it collaborates with partners, focussing on areas such as innovation, the local health economy and infrastructure. The integrated, interdisciplinary, multi-stakeholder approach that the SDGs demand are all needed to make progress on healthy urban living.

The Council recognises that Utrecht still has plenty of work to do. The four main challenges are:

- Working with partners to make the SDGs a powerful local movement, which a large majority of local people are aware of
- Mainstreaming and integrating the SDGs into the Council’s own operations and administration
- Involving the cultural sector in rethinking their contribution to the SDGs
- Connecting with new international networks and projects to facilitate increased knowledge-sharing about how best to integrate the SDGs locally

Utrecht claims that cities are “uniquely positioned to be leaders, catalysts, educators, facilitators, implementers, and patrons of the SDGs because they are the common link connecting so many of the other key players in this story”.

Conclusion

Councils are on the frontline of many of the challenges the SDGs seek to resolve, including those we have witnessed during the Covid-19 pandemic. National and local government needs to recognise that achieving them will be a shared responsibility which requires adequate resources and active partnership.

The main reasons why councils should investigate and implement the UN's SDGs are:

- Making progress towards these comprehensive and universal global goals by 2030 will depend on action at the local level, and councils are key actors at that level
- The SDGs can help focus efforts on the health and wellbeing of people that are the furthest behind
- Engagement with the SDGs supports and complements the declaration of a climate emergency
- The SDGs can provide councils with a framework for strategic planning, policy review and action for sustainable development – for economic progress, social justice and inclusion, protection of the climate, environment and biodiversity, and ensuring no one is left behind.
- The SDGs can help local authorities to foster strategic partnerships, framing joint actions and shared priorities in terms of the goals.
- The resource burden for initial engagement with the SDGs is low.

In this guide, we have set out four steps councils can take towards the SDGs. The first step on a council's SDG journey is to spend a short time learning about the goals and appreciating their relevance to the local authority. Having decided to engage, mapping the council's high level, strategic policies and plans against the 17 SDGs and their accompanying targets is crucial. This mapping exercise will lead the council into making choices about which SDGs and targets matter to its own locality and communities.

Given how wide-ranging and cross-cutting sustainable development and the SDGs are, there is limited value in any council engaging with the goals as a purely

internal exercise. So, outreach and wider advocacy of the goals is essential, engaging local citizens in supporting the SDGs and reaching out to national and international audiences. This could also include creating local stakeholder networks or a more formal SDG partnership between the council and key local stakeholders. Finally, councils adopting the SDGs should monitor and report on their progress, to ensure targets are being met, provide learnings for further work and to hold themselves accountable.

The SDGs are a global effort towards a socially just and environmentally sustainable future, where no one is left behind. The Covid-19 pandemic has shown with devastating consequences some of what a future threatened by further pandemics or climate and ecological crises could look like. We can use the SDGs to rebuild our economies in a resilient and sustainable way, focusing on creating good lives on a healthy planet for all people. With 10 years left to achieve them, we all have a part to play and councils are some of the best placed institutions to drive progress.

Further reading and resources

Reading

Transforming our world: the 2030 Agenda for Sustainable Development by United Nations

UK Voluntary National Review of the Sustainable Development Goals by HM Government

Voluntary Local Reviews: A handbook for UK Cities by Cabot Institute for the Environment, University of Bristol, and City Office, Bristol City Council.

The Sustainable Development Goals: What local governments need to know by UCLG

Roadmap for localising the SDGs: Implementation and monitoring at subnational level by the Global Taskforce of Local and Regional Governments

Measuring up: How the UK's performing on the Sustainable Development Goals by UKSSD

Useful websites

SDG Knowledge Platform - <https://sustainabledevelopment.un.org/>

UN reports from Local Authorities -

<https://sustainabledevelopment.un.org/sdg11/local>

UN Local2030 - <https://www.local2030.org/>

Global Goals - <https://www.globalgoals.org/resources>

UN Sustainable Development Goals communications materials

<https://www.un.org/sustainabledevelopment/news/communications-material/>

References

- ¹ United Nations. (2015) Transforming our world: the 2030 Agenda for Sustainable Development,
- ² United Nations, Millennium Development Goals
- ³ UCLG. (2015) The Sustainable Development Goals: What local governments need to know
- ⁴ HM Government. (2019) UK Voluntary National Review of the Sustainable Development Goals,
- ⁵ LGA, (2019). Motion: UN Sustainable Development Goals, 2 July 2019
- ⁶ United Nations. (2015) Transforming our world: the 2030 Agenda for Sustainable Development. Para 4.
- ⁷ Jennings N, Fecht D & de Matteis S. (2019) Co-benefits of climate change mitigation in the UK, Grantham Institute briefing paper 31, Imperial College. And Jones E, Jenkinson C & Brammer S. (2019). A toolkit for city regions and local authorities, Ashden.
- ⁸ Knightsbridge Neighbourhood Forum. (2018). Knightsbridge Neighbourhood Plan 2018-2037
- ⁹ International Service. (2018). Bringing the Global Goals to York – rapid assessment findings..
- ¹⁰ Fox S & Macleod A (2019). Bristol and the SDGs; A voluntary local review of progress 2019
- ¹¹ Rees, M. (2020). Bristol City Council Cabinet Meeting, 28 April 2020
- ¹² See Canterbury SDG Forum Reports on local implementation of the Goals
- ¹³ See www.utrecht4globalgoals.nl/
- ¹⁴ Newcastle City Council. (2019) Amendment to notice of motion – Sustainable Development Goals, 4 September 2019
- ¹⁵ See <https://the2030hub.com/>
- ¹⁶ See <https://sustainabledevelopment-uk.github.io/>
- ¹⁷ See <https://www.london.gov.uk/about-us/organisations-we-work/london-sustainable-development-commission/our-current-work-and-priorities/our-work-un-sustainable-development-goals>
- ¹⁸ City of Mannheim, The Implementation of the United Nations’ Sustainable Development Goals in Mannheim 2030, 2019.
- ¹⁹ Fox S & Macleod A (2019). Bristol and the SDGs; A voluntary local review of progress 2019
- ²⁰ See <https://www.un.org/sustainabledevelopment/news/communications-material/> and <https://www.globalgoals.org/resources>
- ²¹ City of Utrecht, Utrecht – A Global Goals City. 2018.

This page is intentionally left blank

QUESTIONS TO THE MAYOR, CABINET MEMBERS AND COMMITTEE CHAIRS

To the Leader of the Council:

1. The publication of draft proposals to expand Bradwell crematorium appears to be intrinsically linked to the large-scale development of adjacent land for housing.
This has generated a huge amount of anxiety and opposition by local residents within only 7 days of the cabinet report being released, with over 1000 signatures opposing plans to sell off green space being already recorded.
Can the Leader please inform us how many new build homes have been earmarked as within scope, as the proposals are silent on this despite this work been having presumably been completed in order to gain a valuation for the land?

Cllr Andrew Fox Hewitt

.....

To the Portfolio Holder for Finance and Efficiency:

2. Can the Portfolio holder for Finance and Efficiency update the Council on the external Auditors professional opinion on the 2019/20 Statement of Accounts?

Cllr Andy Fear

.....

This page is intentionally left blank