

HEADING **Public Protection Sub-Committee Arrangements**

Submitted by: **Head of Environmental Health**

Portfolio: **Finance & Resources**

Ward(s) affected: **All**

Purpose of the Report

To seek approval for the arrangements of the Public Protection Sub-Committee.

Recommendations

That Members receive the report and note the date and time that their proposed attendance at sub-committee is necessary.

And

Should members be unable to attend the sub-committee that they notify Democratic Services of an available substitute.

Reasons

On 21st November 2018 Council approved the recommendations of Licensing and Public Protection Committee constitutional arrangements to facilitate changes to the Public Protection sub-committee arrangements.

This report is to agree and implement those approved changes.

1. Background

- 1.1 In May 2018 the Committee arrangements for the creation of a joint Licensing and Public Protection Committee and a Public Protection Sub-Committee was approved and subsequently implemented.
- 1.2 At Public Protection's July meeting members requested a review of the Sub-committee arrangements, as member availability during the daytime was limited, in order to run the committees.
- 1.3 At the September meeting members agreed to make amendments to the Sub-Committee arrangements some of which required Council approval.
- 1.4 On 21st November Council approved the changes to the constitution to enable the changes to be implemented.
- 1.5 On 11th December a report on the proposed arrangements was presented to Committee, this was agreed in principal but officers were asked to amend to avoid meeting clashes.
- 1.6 At the 22nd January 2019 meeting an updated programme was approved.
- 1.7 There has been a recent change in members for the committee, therefore the programme has been updated and extended to take into account these changes.

2. Issues

2.1 Members agreed the following public protection subcommittee arrangements:

- Meeting will be held on a Wednesday, alternating between 2pm and 6pm start times.
- Committees will be held about every 3 weeks.
- 5 reports/cases will be on the agenda, unless agreed with chair.
- Further meetings may be programmed, if needed.
- A programme of meetings and nominated members will be developed and reported to public protection committee. This will include 4 members per sub-committee to ensure a quorum of 3 members attendance.
- The sub-committee chair to be agreed between the sub-committee members.
- Should members be unable to attend the sub-committee that they notify Democratic Services of an available substitute.

2.2 Officers were also to asked to develop a programme around members' availability to attend the daytime and evening meetings. Members have therefore selected a preference for their availability and this has been taken into account when developing a programme of meetings. However, in order to develop the programme in accordance with the committee decision, it has meant that members that were able to attend both daytime and evening meetings have been scheduled to support more daytime than evening meetings.

2.3 The programme has been amended by changing members attendance, moving the meeting now proposed on 27th November due to a committee clash and extending the programme to June 2020.

2.4 An updated programme of meeting would be as follows:

Date	Time (pm)	Member 1	Member 2	Member 3	Member 4
11/09/2019	2	Cllr John Cooper	Cllr Andrew Parker	Cllr June Walklate	Cllr Ruth Wright
02/10/2019	6	Cllr Jill Waring	Cllr Gary White	Cllr Gill Heesom	Cllr Graham Hutton
23/10/2019	2	Cllr Kyle Robinson	Cllr Gill Williams	Cllr John Williams	Cllr John Cooper
13/11/2019	6	Cllr Sylvia Dymond	Cllr Anthony Kearon	Cllr Mark Olszewski	Cllr Andrew Parker
27/11/2019	2	Cllr Kyle Robinson	Cllr June Walklate	Cllr Ruth Wright	Cllr Gill Williams
18/12/2019	6	Cllr Jill Waring	Cllr Gary White	Cllr Stephen Sweeney	Cllr Gill Heesom
	Time	Member 1	Member 2	Member 3	Member 4

Date					
22/01/2020	2	Cllr Graham Hutton	Cllr John Williams	Cllr John Cooper	Cllr Kyle Robinson
12/02/2020	6	Cllr Sylvia Dymond	Cllr Anthony Kearon	Cllr Mark Olszewski	Cllr Stephen Sweeney
04/03/2020	2	Cllr June Walklate	Cllr Ruth Wright	Cllr Gill Williams	Cllr Graham Hutton
25/03/2020	6	Cllr Jill Waring	Cllr Gary White	Cllr Andrew Parker	Cllr Gill Heesom
15/04/2020	2	Cllr John Williams	Cllr John Cooper	Cllr Kyle Robinson	Cllr June Walklate
06/05/2020	6	Cllr Sylvia Dymond	Cllr Anthony Kearon	Cllr Mark Olszewski	Cllr Stephen Sweeney
27/05/2020	2	Cllr Ruth Wright	Cllr John Williams	Cllr Graham Hutton	Cllr Andrew Parker
17/06/2020	6	Cllr Jill Waring	Cllr Gary White	Cllr Gill Williams	Cllr Gill Heesom

3. **Proposal**

- 3.1 That Members receive the report and note the date and time that their proposed attendance at sub-committee is necessary;
And
Should members be unable to attend the sub-committee that they notify Democratic Services of an available substitute.

4. **Reasons for Preferred Solution**

- 4.1 To enable Committee to determine applications in the most efficient, effective and practical manner.
- 4.2 To ensure that the Council continues to provide safe transport for those wishing to use Private Hire and Hackney Carriage vehicles.

5. **Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**

- 5.1 In line with the Council's objectives –
- Local services that work for local people
 - A healthy, active and safe Borough
 - A town Centre for all.

6. **Legal and Statutory Implications**

- 6.1 The Local Government Act 1972, section 101 allows the Council to arrange for a Committee, Sub-Committee or an officer or another local authority to carry out its powers and duties.

7. **Equality Impact Assessment**

- 7.1 The applications will be undertaken to accord with the Human Rights Act 1998, Article 6(1) guarantees an applicant a fair hearing and Article 14 guarantees no discrimination. If the applicant disagrees with the Members decision they have the right to appeal

8. **Financial and Resource Implications**

- 8.1 There will be resource implication including Member participation in the sub-committees and officer support from Environmental Health, Legal and Democratic services.

9. **Sustainability and Climate Change Implications**

- 9.1 Not applicable

10. **Key Decision Information**

- 10.1 Not applicable

11. **Major Risks**

- 11.1 There are no major risks associated with this report

12. **Earlier Cabinet/Committee Resolutions**

Council Meeting 16th May 2018
Licensing & Public Protection Meeting 27th June 2018
Licensing & Public Protection meeting 18th September 2018
Council Meeting 21st November 2018
Licensing & Public Protection meeting 11th December 2018
Licensing & Public Protection meeting 22nd January 2019

13. **List of Appendices**

Not applicable

15. **Background Papers**

Not applicable