

**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**

**EXECUTIVE MANAGEMENT TEAM'S**  
**REPORT TO**

**Licensing and Public Protection Committee**  
**17 March 2020**

**Report Title:** Public Protection Sub-Committee Arrangements

**Submitted by:** Head of Environmental Health

**Portfolios:** Finance & Efficiency

**Ward(s) affected:** All

**Purpose of the Report**

To inform Members of the future rota of attendance at the Public Protection Sub-Committee meetings

**Recommendation**

That

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

**Reasons**

Following amendments to the Licensing and Public Protection Committee constitutional arrangements in 2018 to delegate decisions to the Public Protection sub-committee a programme of meetings was agreed and included Member attendance. This report is notify Members of the dates and times they have been scheduled to attend future Public Protection sub-committee.

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 2018 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 21<sup>st</sup> November Council approved the changes to the constitution to enable the changes to be implemented.
- 1.5 On 11<sup>th</sup> 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 22<sup>nd</sup> January 2019 meeting an updated programme was approved.

1.7 Following the change in members for the committee in 2019 the programme was updated to take into account of these changes.

1.8 We are coming to the end of the current programme and are required to set a new one.

## 2. **Issues**

2.1 Members have previously agreed the following public protection sub-committee 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 Members have previously selected a preference for their availability and this has been taken into account when developing a programme of meetings. 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 includes the remaining meetings under the current agreed programme, upto 17<sup>th</sup> June 2020, and the newly proposed programme until 5<sup>th</sup> May 2021.

2.4 An updated programme of meeting would be as follows:

<b>Date</b>	<b>Time (pm)</b>	<b>Member 1</b>	<b>Member 2</b>	<b>Member 3</b>	<b>Member 4</b>
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
<b>Date</b>	<b>Time (pm)</b>	<b>Member 1</b>	<b>Member 2</b>	<b>Member 3</b>	<b>Member 4</b>
8/7/2020	2	Cllr John Cooper	Cllr Kyle Robinson	Cllr June Walklate	Cllr Ruth Wright
29/7/2020	6	Cllr Sylvia Dymond	Cllr Anthony Kearon	Cllr Mark Olszewski	Cllr Stephen Sweeney
19/8/2020	2	Cllr Gill Williams	Cllr Graham Hutton	Cllr Andrew Parker	Cllr John Williams

9/9/2020	6	Cllr Jill Waring	Cllr Gary White	Cllr Gill Heesom	Cllr Sylvia Dymond
30/9/2020	2	Cllr Kyle Robinson	Cllr June Walklate	Cllr Graham Hutton	Cllr John Williams
21/10/2020	6	Cllr Anthony Kearon	Cllr Mark Olszewski	Cllr Stephen Sweeney	Cllr Gill Heesom
11/11/2020	2	Cllr John Cooper	Cllr Ruth Wright	Cllr Andrew Parker	Cllr Gill Williams
2/12/2020	6	Cllr Gary White	Cllr Jill Waring	Cllr Sylvia Dymond	Cllr Graham Hutton
16/12/2020	2	Cllr Gill Williams	Cllr June Walklate	Cllr Kyle Robinson	Cllr John Williams
<b>Date</b>	<b>Time</b>	<b>Member 1</b>	<b>Member 2</b>	<b>Member 3</b>	<b>Member 4</b>
20/1/2021	6	Cllr Gill Heesom	Cllr Jill Waring	Cllr Mark Olszewski	Cllr Anthony Kearon
10/2/2021	2	Cllr Andrew Parker	Cllr John Cooper	Cllr Ruth Wright	Cllr Gill Williams
3/3/2021	6	Cllr Stephen Sweeney	Cllr Jill Waring	Cllr Gary White	Cllr Gill Heesom
24/3/2021	2	Cllr John Williams	Cllr John Cooper	Cllr Kyle Robinson	Cllr June Walklate
14/4/2021	6	Cllr Sylvia Dymond	Cllr Anthony Kearon	Cllr Mark Olszewski	Cllr Stephen Sweeney
5/5/2021	2	Cllr Ruth Wright	Cllr John Williams	Cllr Graham Hutton	Cllr Andrew Parker

### 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

### 4. **Reasons for Proposed Solution**

4.1 To enable Committee to determine applications in the most efficient, effective and practical manner.

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### 5. **Options Considered**

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 1988, 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. **Major Risks**

9.1 There are no major risks associated with this report.

10. **Sustainability and Climate Change Implications**

10.1 Not applicable

11. **Key Decision Information**

11.1 Not applicable

12. **Earlier Cabinet/Committee Resolutions**

Council Meeting 16<sup>th</sup> May 2018

Licensing & Public Protection Meeting 27<sup>th</sup> June 2018

Licensing & Public Protection meeting 18<sup>th</sup> September 2018

Council Meeting 21<sup>st</sup> November 2018

Licensing & Public Protection meeting 11<sup>th</sup> December 2018

Licensing & Public Protection meeting 22<sup>nd</sup> January 2019

13. **List of Appendices**

13.1 Not applicable

14. **Background Papers**

14.1 Not applicable