

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

**EXECUTIVE MANAGEMENT TEAM'S
REPORT TO**

Licensing and Public Protection Committee
16 March 2021

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

1. That 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 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 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 5th May 2021, and the newly proposed programme until 30th March 2022.

2.4 An updated programme of meeting would be as follows:

Date	Time (pm)	Member 1	Member 2	Member 3	Member 4
24/3/2021	2	Cllr John Williams	Cllr John Cooper	Cllr Dave Jones	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
26/5/2021	6	Cllr John Cooper	Cllr Dave Jones	Cllr June Walklate	Cllr Ruth Wright
16/6/2021	2	Cllr Sylvia Dymond	Cllr Anthony Kearon	Cllr Mark Olszewski	Cllr Stephen Sweeney
14/7/2021*	6	Cllr Gill Williams	Cllr Graham Hutton	Cllr Andrew Parker	Cllr John Williams
28/7/2021	2	Cllr Jill Waring	Cllr Simon White	Cllr Gill Heesom	Cllr Sylvia Dymond
18/8/2021	6	Cllr Dave Jones	Cllr June Walklate	Cllr Graham Hutton	Cllr John Williams

Date	Time (pm)	Member 1	Member 2	Member 3	Member 4
15/9/2021*	2	Cllr Anthony Kearon	Cllr Mark Olszewski	Cllr Stephen Sweeney	Cllr Gill Heesom
6/10/2021*	6	Cllr John Cooper	Cllr Ruth Wright	Cllr Andrew Parker	Cllr Gill Williams
20/10/2021	2	Cllr Simon White	Cllr Jill Waring	Cllr Sylvia Dymond	Cllr Graham Hutton
10/11/2021	6	Cllr Gill Williams	Cllr June Walklate	Cllr Dave Jones	Cllr John Williams
24/11/2021*	2	Cllr Gill Heesom	Cllr Jill Waring	Cllr Mark Olszewski	Cllr Anthony Kearon
15/12/2021**	6	Cllr Andrew Parker	Cllr John Cooper	Cllr Ruth Wright	Cllr Simon White
19/1/2022	2	Cllr Stephen Sweeney	Cllr Jill Waring	Cllr Simon White	Cllr Gill Heesom
9/2/2022	6	Cllr John Williams	Cllr John Cooper	Cllr Dave Jones	Cllr June Walklate
2/3/2022	2	Cllr Sylvia Dymond	Cllr Anthony Kearon	Cllr Mark Olszewski	Cllr Stephen Sweeney
30/3/2022*	6	Cllr Ruth Wright	Cllr John Williams	Cllr Graham Hutton	Cllr Andrew Parker

* denotes meetings that do not fit on the 3 week cycle due to clashes with other meetings such as Cabinet;

** denotes the meeting which has been brought forward due to the Christmas period

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, ICT, 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 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
Licensing & Public Protection meeting 5th August 2020

13. **List of Appendices**

13.1 Not applicable

14. **Background Papers**

14.1 Not applicable