

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

**EXECUTIVE MANAGEMENT TEAM'S
REPORT TO**

**Licensing and Public Protection Committee
18 October 2022**

Report Title: Public Protection Sub-Committee Arrangements

Submitted by: Head of Regulatory Services

Portfolios: Finance, Town Centres and Growth

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 Members agree to:

- 1. Receive the report and agree to amend the frequency of meetings from every 3 weeks to monthly**
- 2. Note the date and time that their proposed attendance at sub-committee is necessary**
- 3. Notify Democratic Services of an available substitute in the event that they are unable to attend a meeting that they are due to attend**

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 meetings.

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 were approved and subsequently implemented.
- 1.2 On 16th March 2021 the Committee agreed to a programme to cover the Sub-Committee meetings up until June 2021, and in July 2021 the Committee agreed to a programme to cover meetings up until March 2022.
- 1.3 An updated programme is included below at 2.5.

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.
- A maximum of 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 both daytime than evening meetings.

2.3 Several recent meetings have only had 2-3 matters being heard. As a result Officers are proposing to reduce the frequency of meetings from 3 weekly to monthly with the facility to add extra meetings if required.

2.4 The programme includes the proposed future dates until December 2024

2.5 An updated programme of meeting would be as follows:

Date	Time (pm)	Member 1	Member 2	Member 3	Member 4
09/11/2022	2pm	Cllr Wright	Cllr Skelding	Cllr White	Cllr J Williams
14/12/2022	6pm	Cllr Parker	Cllr G Williams	Cllr Allport	Cllr Heesom
18/01/2023	2pm	Cllr Whieldon	Cllr Barker	Cllr Heesom	Cllr Sweeney
08/02/2023	6pm	Cllr Wilkes	Cllr Barker	Cllr J Williams	Cllr Sweeney
08/03/2023	2pm	Cllr Parker	Cllr Brown	Cllr Wright	Cllr Skelding
19/04/2023	6pm	Cllr Brown	Cllr Adcock	Cllr Dymond	Cllr White
03/05/2023	2pm	Cllr White	Cllr J Williams	Cllr Whieldon	Cllr Barker
14/06/2023	6pm	Cllr Whieldon	Cllr Parker	Cllr G Williams	Cllr Allport
12/07/2023	2pm	Cllr Heesom	Cllr Sweeney	Cllr Parker	Cllr Brown
09/08/2023	6pm	Cllr Heesom	Cllr Wilkes	Cllr Barker	Cllr J Williams
13/09/2023	2pm	Cllr Wright	Cllr Skelding	Cllr White	Cllr J Williams
11/10/2023	6pm	Cllr Sweeney	Cllr Brown	Cllr Adcock	Cllr Dymond
15/11/2023	2pm	Cllr Whieldon	Cllr Barker	Cllr Heesom	Cllr Sweeney
13/12/2023	6pm	Cllr White	Cllr Whieldon	Cllr Parker	Cllr G Williams
17/01/2024	2pm	Cllr Parker	Cllr Brown	Cllr Wright	Cllr Skelding
13/02/2024	6pm	Cllr Allport	Cllr Heesom	Cllr Wilkes	Cllr J Williams
13/03/2024	2pm	Cllr White	Cllr J Williams	Cllr Whieldon	Cllr Barker

17/04/2024	6pm	Cllr Barker	Cllr Sweeney	Cllr Brown	Cllr Adcock
08/05/2024	2pm	Cllr Heesom	Cllr Sweeney	Cllr Parker	Cllr Brown
12/06/2024	6pm	Cllr Dymond	Cllr White	Cllr Whieldon	Cllr Parker
10/07/2024	2pm	Cllr Wright	Cllr Skelding	Cllr White	Cllr J Williams
14/08/2024	6pm	Cllr G Williams	Cllr Allport	Cllr Heesom	Cllr Wilkes
11/09/2024	2pm	Cllr Whieldon	Cllr Barker	Cllr Heesom	Cllr Sweeney
09/10/2024	6pm	Cllr J Williams	Cllr Barker	Cllr Sweeney	Cllr Brown
13/11/2024	2pm	Cllr Parker	Cllr Brown	Cllr Wright	Cllr Skelding
18/12/2024	6pm	Cllr Adcock	Cllr Dymond	Cllr White	Cllr Whieldon

3. **Proposal**

3.1 That Members receive the report and agree to amend the frequency of meetings from every 3 weeks to monthly

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

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

4. **Reasons for Proposed Solution**

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

5. **Options Considered**

5.1 There a number of potential alternative options in terms of rota cover, but none has any particular advantages of disadvantages over the proposal set out.

5.2 A three-weekly meeting cycle could be retained, but this would seem to be a less efficient option than what is being currently proposed.

6. **Legal and Statutory Implications**

6.1 None arising from the content of this report.

7. **Equality Impact Assessment**

7.1 None arising from the content of this report. The continuing frequency, timings and flexibility of meeting arrangements ensures that equality considerations for members, officers, applicant's and representatives can be appropriately accommodated.

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**

12.1 Numerous, relating to the setting of previous rota and sub-committee arrangements, including:-

- 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
- Licensing & Public Protection meeting 16th March 2021
- Licensing & Public Protection meeting 27th July 2021

13. **List of Appendices**

13.1 Not applicable

14. **Background Papers**

14.1 Not applicable