

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

CORPORATE LEADERSHIP TEAM'S
REPORT TO LICENSING & PUBLIC PROTECTION COMMITTEE

30th June 2026

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

Submitted by: Service Director – Regulatory Services

Portfolios: Housing and Public Protection

Ward(s) affected: All

| <u>Purpose of the Report</u> | <u>Key Decision</u> | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|---|----------------------------|------------------------------|--|
| To inform Members of the dates and arrangements for the 2026-27 Public Protection Sub-Committee meetings. | | | |
| <u>Recommendation</u> That Committee agree to: 1. Receive the report and retain the frequency of meetings of once per month 2. Note the date and time that each Member is proposed to attend sub-committee 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 | | | |
| <u>Reasons</u> Following amendments to the Licensing and Public Protection Committee constitutional arrangements in 2018, to delegate taxi licensing decisions to the Public Protection sub-committee, a programme of meetings was agreed and included Member attendance. This report is to notify Members of the dates and times they have been scheduled to attend future Public Protection Sub-Committee meetings and to confirm that the current arrangements are retained. | | | |

1. Background

- 1.1** In May 2018 the Committee arrangements for the creation of a joint Licensing & Public Protection Committee and a Public Protection Sub-Committee were approved and subsequently implemented.
- 1.2** Part of the arrangements were that meetings would be scheduled well in advance giving prior notice to all members of the dates of the meetings and which ones they were due to attend.
- 1.3** An updated programme is included below at section 2.4.

2. Issues

- 2.1** The public protection sub-committee arrangements are as follows:

- Meeting will be held on a Wednesday, alternating between 2pm and 6pm start times with a pre-meet for Members 30 minutes prior to the meeting starting.
- Committees will be held once per month.
- 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, and
- Should members be unable to attend the sub-committee that they notify Democratic Services of an available substitute.

2.2 At the meetings, in addition to the Members there will be 1-2 Licensing Officers in attendance to present the report to the Sub-Committee and a Legal Officer who will be able to advise upon points of law and policy.

2.3 The programme at section 2.4 below outlines the dates, start times and scheduled Members for each meeting between August 2026 and May 2027. All Members of the Committee have been scheduled to attend 2-3 meetings.

2.4 The proposed programme is as follows:

| Date | Pre-meet | Time | Member 1 | Member 2 | Member 3 | Member 4 |
|---------------|-----------------|-------------|----------------------|----------------------|----------------------|--------------------|
| 5th August | 1.30pm | 2pm | Simon Kasperowicz | Christopher Bailey | Sheelagh Casey-Hulme | Gill Heesom |
| 2nd September | 5.30pm | 6pm | Jonathan Downs | Rhys Machin | Andrew Parker | Ian Sparks |
| 7th October | 1.30pm | 2pm | Joan Whieldon | Pamela Jellyman | Wayne Barber | Charlie Clarke |
| 4th November | 5.30pm | 6pm | Graham Sedgley | Scott Stevenson | Jill Whitmore | Simon Kasperowicz |
| 9th December | 1.30pm | 2pm | Pamela Jellyman | Christopher Bailey | Charlie Clarke | Jonathan Downs |
| 13th January | 5.30pm | 6pm | Sheelagh Casey-Hulme | Rhys Machin | Ian Sparks | Gill Heesom |
| 3rd February | 1.30pm | 2pm | Andrew Parker | Scott Stevenson | Wayne Barber | Jonathan Downs |
| 3rd March | 5.30pm | 6pm | Jill Whitmore | Simon Kasperowicz | Graham Sedgley | Joan Whieldon |
| 7th April | 1.30pm | 2pm | Pamela Jellyman | Sheelagh Casey-Hulme | Gill Heesom | Rhys Machin |
| 5th May | 5.30pm | 6pm | Ian Sparks | Scott Stevenson | Joan Whieldon | Christopher Bailey |

3. Recommendation

- 3.1** That Committee agree to:
- 3.2** Receive the report and retain the frequency of meetings of once per month;
- 3.3** Note the date and time that each Member is proposed to attend sub-committee; and
- 3.4** Notify Democratic Services of an available substitute in the event that they are unable to attend a meeting that they are due to attend

4. Reasons

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

5. Options Considered

- 5.1 To amend the frequency and/or arrangements that have been in place for approximately 8 years, however the Sub-Committee has worked well to make decision making more efficient whilst retaining a fair and proportionate method of determining matters that do not meet Council Policy or legal requirements.

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 Licensing, ICT, Legal and Democratic services.

9. Major Risks & Mitigation

- 9.1 There are no major risks associated with this report.

10. UN Sustainable Development Goals (UNSDG)



11. One Council

Please confirm that consideration has been given to the following programmes of work:

One Commercial Council

We will make investment to diversify our income and think entrepreneurially.

One Digital Council

We will develop and implement a digital approach which makes it easy for all residents and businesses to engage with the Council, with our customers at the heart of every interaction.

One Sustainable Council

We will deliver on our commitments and make all decisions with sustainability as a driving principle.

12. Key Decision Information

12.1 Not applicable

13. Earlier Cabinet/Committee Resolutions

13.1 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
Licensing & Public Protection meeting 18th October 2022

14. List of Appendices

14.1 Not applicable

15. Background Papers

15.1 Not applicable