

14 June 2023

Report of	Licensing Team Leader	Author	Sarah White
Title	Licensing Committee Training		☎ 506420
Wards affected	Not applicable		

1. Executive Summary

- 1.1 This report sets out proposed changes to the Council's training scheme for members of the Licensing Committee.

2. Recommended Decision

- 2.1 That the training scheme for members of the Licensing Committee be amended to require all Licensing Committee members to undertake licensing specific training when first appointed to the Committee and thereafter any training that may be deemed necessary from time to time for the effective delivery of the Council's statutory licensing functions, and the requirement for Members of the Licensing Committee to observe a hearing before being appointed as a member of a Sub-Committee or Driver Appeal Panel be removed.

3. Reason for Recommended Decision

- 3.1 To ensure the Council is able to discharge its statutory functions.

4. Alternative Options

- 4.1 To leave the training requirements unaltered.

5. Background Information

- 5.1 The Licensing Committee's current training programme was put in place in 2008. At the time Licensing Sub-Committee hearings both for Licensing Act 2003 and private hire and hackney carriage matters were much more frequent. The format of hearings was also a significant departure from how committee business had previously been conducted. In the light of this it was considered helpful to include within the training programme a requirement that members observed hearings before being able to sit on sub-committees. This did not present any difficulties because of the frequency of hearings.

6. Detailed Considerations

- 6.1 The current training requirements have in recent years led to a delay in training members new to the Committee. This in turn has caused problems in discharging the Council's statutory duties in relation to licensing because it has resulted in limited pool of members from which Sub-Committee members can be drawn.
- 6.2 As a result of a wide variety of factors over the years including a number of significant deregulations in the Licensing Act and changes to the scheme of delegation, the number of Sub-Committee Hearings has fallen. It is frequently difficult to find appropriately timed meetings for new members to observe. In addition, hearings are now recorded which provides a resource for new members wanting to view one. The process of hearings is also embedded into Council procedures.
- 6.3 In the light of the considerations above it is suggested that the Council changes its training requirements for members and whilst training will still be required before members can sit on a hearing, the requirement for the observation of Committees will be removed. The proposed changes will ensure that the Council is able to fulfil its statutory duties by the timely training of members of the Licensing Committee.

7. Standard References

- 7.1 There are no particular references to the strategic plan; consultation; community safety; health and safety or risk management, financial, equality diversity and human rights or publicity implications from the changes set out in this report.