

Member Development Programme An Overview

The Licensing Committee is unlike the vast majority of the Council's committees in that it operates in a quasi judicial manner and the majority of its decisions can be appealed by any of the parties involved to the Magistrates' and Crown Courts. The Member Development Programme for Councillors on the Licensing Committee has been developed to ensure that members are adequately equipped for the demands placed upon them in this environment. The scheme recognises the different needs of new and existing members of the Licensing Committee and a summary of the scheme is set out below.

New Member Development

- **Introductory Training**
 - Introduce the relevant officers
 - Committee procedure rules
 - Roles and responsibilities
 - Explanation of the training programme
- **Core training**
 - Key Knowledge – the acts relating to licensing (in particular the Licensing Act 2003 and hackney carriage/private hire licensing), responsibilities under the crime and disorder act and human rights, equality and diversity. Council officers are there to advise the Committee on law, practice and procedure however, members are required to have some knowledge of legal principles, common procedures and structured decision making tools. Members will also need to attend the compulsory sessions offered under the modular programme for existing members as these modules cover areas fundamental to the operation of the Committee.

Key Skills – for members to determine their own training requirements from the sessions provided under the member development charter. The skills of particular relevance to licensing are communication and challenge skills.

Observation of meetings – You will need to observe two Licensing Sub-Committee Hearings dealing with Licensing Act applications and one Licensing Sub-Committee meeting dealing with a hackney carriage appeal before being able to hear and determine an application/appeal.

Review – to take place at the end of the municipal year to provide a mechanism to enable members to appraise the training provided and possibly to suggest topics for inclusion in the modular programme.

Existing Member Development

The Member Development Programme for Licensing Committee members requires that existing members should attend some or all of the modular training sessions provided during the course of the Municipal Year. The modules are divided into compulsory and optional modules. The compulsory modules must be completed by all members of the Licensing Committee as they are integral to the operation of the Licensing Committee and the role of members on it. Optional modular units will be on broader licensing issues and are designed to broaden the depth of licensing knowledge of members.

- **Licensing Development Programme**

Committee Reviews - using post sitting reviews to identify good practise and identify any problems.

Modular Training units - to attend any compulsory modules held during the year and to choose further sessions from those offered under the programme, the choice to be members and chosen to address their training needs. Details of these sessions will be circulated during the year.

A detailed explanation of the Member Development Programme relevant to you is enclosed with this pack.