



# CHEL TENHAM

## BOROUGH COUNCIL

### Notice of a meeting of Council

**Monday, 18 July 2016  
2.30 pm**

**Council Chamber - Municipal Offices**

<b>Membership</b>	
<b>Councillors:</b>	Chris Ryder (Chairman), Klara Sudbury (Vice-Chair), Matt Babbage, Paul Baker, Garth Barnes, Ian Bickerton, Nigel Britter, Flo Clucas, Chris Coleman, Mike Collins, Bernard Fisher, Wendy Flynn, Tim Harman, Steve Harvey, Colin Hay, Rowena Hay, Karl Hobley, Sandra Holliday, Peter Jeffries, Steve Jordan, Adam Lillywhite, Chris Mason, Helena McCloskey, Paul McCloskey, Andrew McKinlay, Dan Murch, Chris Nelson, Tony Oliver, Dennis Parsons, John Payne, Louis Savage, Diggory Seacome, Malcolm Stennett, Pat Thornton, Jon Walklett, Simon Wheeler, Roger Whyborn, Max Wilkinson, Suzanne Williams and David Willingham

### Agenda

<b>10.</b>	<b>NOTICES OF MOTION</b> 1. Proposed by Councillor McKinlay, seconded by Councillor Clucas  'Council notes the result of the recent referendum on the future of the United Kingdom's membership of the European Union, and the political and economic crisis that has resulted from it.  Council further notes that the people of Cheltenham voted to remain members of the European Union.  Council recognises that the future is uncertain; and that Cheltenham now faces many more economic and social risks as a result of the decision to leave the European Union. This will be particularly hard felt by younger residents.  Council resolves to do everything in its power to protect the economy of Cheltenham, and the prosperity of the people of Cheltenham, and to work with all our partners to this end.'  2. Proposed by Councillor Savage, seconded by Councillor Harman  'This Council is concerned by the reported rise in hate crime following	(Pages 3 - 6)
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	<p>the EU referendum. Council re-affirms its commitment to an inclusive, tolerant and diverse town. We welcome the contributions made to our vibrant multicultural and multiracial community by people regardless of their background, and will continue to work to tackle hate crime and discrimination in all its forms.'</p> <p>3. Proposed by Councillor Coleman, seconded by Councillor Willingham</p> <p>'This Council recognises that it is important that the makeup of each of its committees is as representative of the Council as possible.</p> <p>This Council believes that in order to achieve this objective, the start times for meetings need to be kept under review.</p> <p>This Council notes that, whilst the Corporate Diary was agreed earlier in the year, a new Council was elected in May 2016.</p> <p>This Council further notes that its Licensing Committee has historically met on a Friday afternoon but that this arrangement is not now best suited to the requirements of Councillors who wish to be part of the Committee.</p> <p>This Council therefore determines that the start time for the Licensing Committee will be changed from 2:15pm on a Friday to 6:00pm on a weekday evening, to be arranged by the Democratic Services Department in consultation with the Chair and Vice-Chair of the Licensing Committee, commencing in September 2016.'</p>	

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**Pat Pratley**  
**Head of Paid Service**

# Information Paper

Council - 18 July 2016

## Licensing Committee rescheduling

This note contains supplementary information for Members to consider when debating the motion proposed by Councillor Coleman on the timing of Licensing Committee meetings from September 2016.

### 1. Background

1.1 The process of setting the Council diary starts in January each year and culminates in

1.2 the diary going to Council for agreement in March/April. A considerable amount of effort goes into setting the diary and includes a consultation with officers and all Councillors. That is the time when Councillors have an opportunity to put their thoughts on any issues relating to the diary including start time of meetings. This year there was a very limited response to the consultation and there were no comments on this particular issue during the consultation. The current diary was agreed by Council in April and following that decision, officer resources from Democratic Services and Licensing were allocated accordingly and all the necessary admin to support room bookings etc. was completed.

1.3 Following the appointment of the Licensing Committee at Selection Council on 16 May, the new committee met for the first time on Friday 3 June at the scheduled time of 2.15 pm. Under AOB, the start time of the meeting was discussed. The minutes record that :

*"Discussion followed on the timings of Licensing meetings and the proposal to consider evening meetings. It was pointed out that meetings were held at this time to accommodate taxi drivers and premises license holders whose trade was busiest in the evenings. The timing of 2.15pm also allowed those of Muslim faith to attend after prayers. It was also mentioned that the Council diary for 2016-17 had already been agreed and that members had been consulted before it was approved at Council. Upon a show of hands, the majority preferred it to remain as it was or were impartial. Two present, plus one absentee, wanted it moved to an evening meeting."*

1.4 Subsequently, Democratic Services were advised by the chair of Licensing that a motion to Council was being considered and they supported an additional briefing note for Members supporting the motion. Therefore officers did some exploratory work to see what the options were and the implications and these are set out in this note.

### 2. Impact on applicants

2.1 Many authorities do hold their Licensing Committees in the evening but historically Cheltenham have always held them in the day. The current start time could make it difficult for some applicants who run their businesses during traditional office hours.

- 2.2 Licensing Officers advise that it is **Page 4** that some applicants will not be able to attend evening meetings. This will depend on the actual time but some applicants come before the committee with work related issues, some applicants work at night (i.e. bars, taxis etc.) and later evening meetings will make it very difficult for applicants/lawyers etc. that have to travel. This will be particularly problematic if meetings go on very late.
- 2.3 The motion was discussed briefly in the Mayor's briefing for Council and it was suggested that due to the nature of the committee being public facing there should be some consultation with key stakeholders before making a final decision. This would include some consultation with representatives of taxi drivers and licensees.
- 2.4 Members may like to reflect on the experiences of moving Planning Committee from an afternoon slot to an evening slot which happened several years ago. There were warnings that professionals and applicants would not be able to make evening meetings but that does not seem to have been the case in practice.

### **3. Officer resources**

- 3.1 Wherever possible, we try to provide continuity of officer support for all our committees particularly where evening meetings are concerned. The working days of our Democracy Assistant in Democratic Services who currently supports Licensing Committee facilitates getting agendas out on Wednesday's and servicing the meeting on Fridays. The rest of the team have a full schedule of meetings already allocated and do not have capacity to take on another committee.
- 3.2 One solicitor from One Legal supports the Licensing Committee. Again One Legal would try to ensure continuity of officer support for any evening meeting but this may not always be possible due to their existing commitments.
- 3.3 Similarly Licensing Officers would need to replan their resources if there was a change to an evening slot. Monday and Wednesday meetings would be a particular issue for their team but would accommodate these in their workplan if those days were the only option.
- 3.4 There are no budgetary implications but officers attending team meetings will take time off in lieu which will reduce their availability in the office during the normal working day.

### **4. Availability in the council diary of scheduled meetings**

- 4.1 When planning the diary we aim to have each committee on a specific day so Members of that committee and officers supporting it can plan their diaries accordingly. Licensing Committee has always taken place on the 1<sup>st</sup> Friday of every month.
- 4.2 If Licensing Committee is required to move to an evening slot from September 2016 as the motion suggests, it would not be possible to schedule the same day across the year without rearranging existing dates already fixed.
- 4.3 The diary is already taken up with meetings on a Tuesday (Cabinet/Informal Cabinet/Group Leaders) and Thursday (Planning, regular working groups) and Friday evening meetings have not been considered as an option.
- 4.4 On that basis the potential new dates for Licensing with a 6.00 pm start could be as

follows:  
 2016  
 Wed 7 September  
 Wed 12 October  
 Wed 9 November  
 Wed 7 December  
 2017  
 Thur 12 January  
 Wed 8 February  
 Wed 8 March  
 Wed 12 April  
 Wed 10 May  
 Wed 7 June  
 Mon 10 July  
 Wed 2 August

- 4.5 When we plan the diary for 2017/18 we would aim to have all the Licensing Committees on the same day.
- 4.6 Members should also note that there is also a requirement for Licensing sub-committees which are arranged on ad hoc basis by canvassing availability of Members at the time.

**5. Next Steps**

- 5.1 If Council approve the motion today, officers would take the necessary steps to reschedule the meetings in consultation with the Chair and Vice Chair but subject to the limitation sets out above.

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<b>Background Papers</b>	None
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