

REPORT TO:	LICENSING COMMITTEE 9 September 2015
AGENDA ITEM:	7
SUBJECT:	Appointment of a Second Vice Chair of the Licensing Committee
LEAD OFFICER:	Director of Legal and Democratic Services
CABINET MEMBER:	Councillor Simon Hall, Cabinet Member of Finance and Treasury
WARDS:	All
CORPORATE PRIORITY/POLICY CONTEXT:	
<p>The Constitution requires the Licensing Committee to appoint a Chair and 2 Vice-Chairs (see Part 4F, section 2.03, Non-Executive Committee Procedure Rules) for the purpose of deferring the business if a meeting of the Sub-Committee is not quorate. At the Annual Council meeting on 21 May 2015, the Licensing Committee appointed 1 Vice-Chair and the Committee is now being asked to appoint a second Vice-Chair in line with Part 4F, section 2.03, Non-Executive Committee Procedure Rules of the Constitution.</p>	
FORWARD PLAN KEY DECISION REFERENCE NO.: N/A	

For general release

1. RECOMMENDATIONS

- 1.1 The Licensing Committee is recommended to appoint a second Vice-Chair.

1.21

2. EXECUTIVE SUMMARY

- 2.1 At the rise of the Annual Council meeting on 21 May 2015, the Licensing Committee appointed a Chair and 1 Vice-Chair. The Committee is now being recommended to appoint a second Vice-Chair in accordance with Part 4F, section 2.03, Non-Executive Committee Procedure Rules of the Constitution.

A second Vice-Chair helps ensure that in the event that a Sub-Committee meeting is not quorate, the Chair of the Licensing Committee or in the absence of the Chair, one of the Vice-Chairs, shall be appointed as Chair for the purpose of deferring the business to the next scheduled meeting if appropriate, to another date fixed for hearing of the business or to a later time on the date of the scheduled meeting for hearing of the business. The

membership of a Sub-Committee meeting usually includes the Chair or Vice-Chair.

3. DETAIL

Relevant extracts from Part 4F Non-Executive Committee Procedure Rules of the Constitution are provided below:

Appointments

- 2.02 Membership of the Licensing Sub-Committee shall be drawn from the membership of the Licensing Committee. The Council Solicitor, Director of Democratic and Legal Services shall have delegated power to constitute a Licensing Sub-Committee as and when a hearing under the Licensing Act 2003 or Gambling Act 2005 is required.
- 2.03 With the exception of the Appointments Committee and the Licensing Sub-Committee, every Committee and Sub-Committee and Panel, at their first meeting shall appoint a Chair and Vice-Chair for the duration of the Council Year. The Licensing Committee shall appoint a Chair and two Vice-Chairs. The Appointments Committee and the Licensing Sub-Committee shall appoint a Chair for the duration of business for which that Sub-Committee is convened.

Quorum

- 8.01 No business shall be considered at a meeting of a Committee or Sub-Committee unless there are present either one third of the membership of the Committee or Sub-Committee or 3 members, whichever figure is the greater. If the meeting is inquorate, it shall be deferred for 15 minutes. If after 15 minutes there is still no quorum, the consideration of any business not transacted shall be held over until the next scheduled meeting or another date fixed by the Chair.
- 8.02 Where the Licensing Sub-Committee is inquorate and it is not possible to appoint a Chair for the duration of the business as provided for in Rule 2.03 above, the Chair of the Licensing Committee or in the absence of the Chair, one of the Vice Chairs, shall be deemed to be appointed as Chair for the purpose of deferring the business to the next scheduled meeting if appropriate, to another date fixed for hearing of the business or to a later time on the date of the scheduled meeting for hearing of the business.

CONTACT OFFICER: Karen Martin, Members Services Manager x 62226
APPENDICES: None