

A meeting of the **LICENSING AND PROTECTION PANEL** will be held in **CIVIC SUITE 0.1A , PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **TUESDAY, 20 OCTOBER 2015** at **2:00PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 5 - 8)

To approve as a correct record the Minutes of the meeting held on 23rd June 2015.

**C Bulman
388169**

2. MEMBERS INTERESTS

To receive from Members' declarations, as to disclosable pecuniary and other interests in relation to any Agenda Item.

3. LICENSING AND PROTECTION APPLICATIONS SUB GROUP
(Pages 9 - 10)

To receive a summary of the meetings of the Licensing and Protection Applications Sub-Group that have taken place since the last meeting of the Panel.

**C Bulman
388169**

4. SERVICE PLAN FOR FOOD LAW ENFORCEMENT AND HEALTH AND SAFETY MONITORING 2015 -16

To consider a monitoring report against approved service plans.

**C Stopford
388280**

[TO FOLLOW]

Dated this 12 day of October 2015



Head of Paid Service

Notes

1. Disclosable Pecuniary Interests

- (1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*
- (2) *A Member has a disclosable pecuniary interest if it -*
 - (a) *relates to you, or*

(b) is an interest of -

- (i) your spouse or civil partner; or
- (ii) a person with whom you are living as husband and wife; or
- (iii) a person with whom you are living as if you were civil partners

and you are aware that the other person has the interest.

(3) Disclosable pecuniary interests includes -

- (a) any employment or profession carried out for profit or gain;
- (b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);
- (c) any current contracts with the Council;
- (d) any beneficial interest in land/property within the Council's area;
- (e) any licence for a month or longer to occupy land in the Council's area;
- (f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or
- (g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.

Non-Statutory Disclosable Interests

(4) If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.

(5) A Member has a non-statutory disclosable interest where -

- (a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
- (b) it relates to or is likely to affect a disclosable pecuniary interest, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association, or
- (c) it relates to or is likely to affect any body –
 - (i) exercising functions of a public nature; or
 - (ii) directed to charitable purposes; or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management.

and that interest is not a disclosable pecuniary interest.

2. Filming, Photography and Recording at Council Meetings

The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and available via the following link [filming, photography and recording at council meetings.pdf](#) or on request from the Democratic Services Team. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chairman of the meeting will facilitate this preference by ensuring that any such request not to be recorded is respected.

Please contact Mrs Claire Bulman, Democratic Services Officer, Tel: 01480 388234 / email Claire.Bulman@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the District Council's website – www.huntingdonshire.gov.uk (*under Councils and Democracy*).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Elections & Democratic Services Manager and we will try to accommodate your needs.

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the LICENSING AND PROTECTION PANEL held in Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Tuesday, 23 June 2015.

PRESENT: Councillor R Fuller – Chairman.
Councillors K M Baker, Mrs S Conboy,
J W Davies, Ms L Kadic, D J Mead and
R J West.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors D Brown, R S Farrer, R Harrison, S M Van De Kerkhove and P D Reeve.

5. MINUTES

The Minutes of the meetings held on 24th March and 20th May 2015 were approved as a correct record and signed by the Chairman.

6. MEMBERS INTERESTS

No declarations of interest were received.

7. SERVICE PLAN FOR FOOD LAW ENFORCEMENT

Pursuant to Minute No. 15/24, the Panel considered a report by the Head of Community (a copy of which is appended in the Minute Book) to which was attached a draft Service Plan for Food Law Enforcement for 2015/16. Members were reminded that consideration of the Plan had been deferred from the Panel's last meeting in view of Members concerns regarding the uncertainty of resources within the Commercial team.

By way of introduction, the Head of Community explained that the Service Plan had been updated since the Panel's last meeting to incorporate the outturn data for 2014/15 and had been reviewed against the current position of holding a vacant post. Members were informed that it was the intention to report on performance to the Panel on a quarter by quarter basis to give them a greater ownership of the Plan. Indications for the first quarter of 2015/16 suggested that programmed activity was on target or exceeding target despite there being a vacancy within the team and that unplanned activity was showing a similar trajectory to the previous year. The real risk to the Service Plan from holding a vacancy was to the Development Plan for 2015/16.

The Head of Community then responded to a number of questions concerning his plans to fill the vacancy in the longer term and the extent to which current levels of activity were sustainable within the reduced resources available. Members were assured that he was confident that he could deliver the programmed activity and unprogrammed activity set out in tables 2 and 3 of the report based upon

the indicative quarter 1 performance data. However some of the activities within the development plan might be at risk.

In response to comments regarding the process for approving the annual Service Plan, the Head of Community outlined his intention to seek to delegate its approval to the Licensing and Protection Panel. This would enable the Plan to be completed much earlier and work to commence on its delivery. Members also welcomed the suggestion that performance against the Service Plan should be reported to the Panel on a regular basis. The monitoring role would become more important as resources within the Authority became further reduced.

In response to other questions from the Panel, Members were advised of the options which would be available to the Head of Community to meet the Service Plan in the event of their being further reductions to the team. He reiterated that in his opinion the Service Plan was robust. Whilst it was not possible to control the outbreaks of infectious diseases, the statistics within the Service Plan were based upon industry trends, FSA advice and government guidance. Similarly whilst the number of activities may be increasing, the resource requirements to meet them may be reducing.

Finally, the Head of Community responded to a question regarding the number of prosecutions made for food hygiene offences. He drew attention to the fact that the Commercial Team often go above and beyond to deliver the Plan.

Whereupon, it was

RESOLVED

that the Council be recommended to approve the Service Plan for Food Law Enforcement 2015-16.

8. HEALTH AND SAFETY REGULATION SERVICE PLAN 2015-16

The Panel considered a report by the Head of Community (a copy of which is appended in the Minute Book) to which was appended a draft Service Plan for Health and Safety Regulation for 2015/16. The Plan had been reviewed in light of current resources and included outturn data for the 2014/15 financial year,

Having received an assurance by the Head of Community that the draft Plan is robust and noted the intention for reports on quarterly performance to be submitted to future meetings of the Panel, it was

RESOLVED

that the 2015/16 Service Plan for Health & Safety Regulation be approved.

9. REPRESENTATIONS ON EXTERNAL ORGANISATIONS

RESOLVED

that nominations be made to the following organisations as indicated in the table below-

Organisation	Representative for 2015/16
Cambridgeshire Consultative Group for the Fletton Brickworks Industry	Councillor E R Butler and Head of Community or his nominee
Little Barford Power Station Liaison Committee	Councillor A Hansard and Head of Community or his nominee
Needingworth Quarry Local Liaison Committee	Councillors R Carter, M Francis and Head of Community or his nominee.
Warboys Landfill Local Liaison Committee	Councillor P L E Bucknell and Head of Community or his nominee

10. LICENSING AND PROTECTION APPLICATIONS SUB GROUP

With the aid of a report by the Elections and Democratic Services Manager (a copy of which is appended in the Minute Book) the Panel noted details of the five meetings of the Applications Sub-Group that had taken place between 22nd April and 11th June 2015.

Chairman

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Agenda Item 3

Public
Key Decision – No

HUNTINGDONSHIRE DISTRICT COUNCIL

Subject Matter: LICENSING AND PROTECTION APPLICATIONS SUB-GROUP

Meeting/Date: Licensing and Protection Panel – 20th October 2015

Executive Portfolio: Councillor R Harrison – Executive Councillor for Strategic Economic Development and Legal

Report by: Elections and Democratic Services Manager

1. INTRODUCTION

- 1.1 The Applications Sub-Group comprising four Members of the Licensing and Protection Panel is convened when necessary to determine such matters in the case of an individual licence or application which has not been delegated to officers. Below is a summary of the meetings that have taken place since the last meeting of the Panel. Full Minutes are available on request.

Meeting Date	Chairman	Application	Determination
2nd July 2015	R Fuller	Hackney Carriage and Private Hire Licensing – New Application Review of an existing Hackney Carriage and Private Hire Drivers Licence Review of an existing Hackney Carriage and Private Hire Drivers Licence Application for film classification.	Allowed to Proceed Written Warning. Written Warning Agreed that 'Planetary' be suitable for exhibition and is classified as a U rating in accordance with the guidance from the BBFC. Agreed that 'Singularity or Bust' is suitable for exhibition and that it be classified as a PG rating in accordance with the guidance from the BBFC
21st July 2015	R Fuller	Hackney Carriage and Private Hire Licensing – New Application	Refused
8th October 2015	R Fuller	Review of an existing Hackney Carriage and Private Hire Drivers Licence Review of an existing Hackney Carriage and Private Hire Drivers Licence	Deferred to permit a further opportunity for the licence holder to attend. Deferred to permit a further opportunity for the licence holder to attend.

2. RECOMMENDATION

- 2.1 The Panel are invited to note the above information.

BACKGROUND PAPERS

Agenda and Minutes of the Licensing and Protection Applications Sub-Group.

Contact Officer: Mrs C Bulman, Democratic Services - ☎ 01480 388234.