

A meeting of the **LICENSING AND PROTECTION COMMITTEE** will be held in **MEETING ROOMS 0.1A AND 0.1B, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **TUESDAY, 21 JUNE 2016** at **2:00 PM** and you are requested to attend for the transaction of the following business:-

**PLEASE NOTE VENUE**

**Contact  
(01480)**

**APOLOGIES**

**1. MINUTES (Pages 5 - 10)**

To approve as a correct record the Minutes of the Licensing and Protection Panel held on 20th October 2015 and the Licensing and Protection Committee held on 18th May 2016.

**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 COMMITTEE**

To receive a presentation by the Head of Community Services on the services within the remit of the Committee.

**C Stopford  
388280**

**4. SERVICE PLAN FOR FOOD LAW ENFORCEMENT 2016/17**

To consider the 2016/17 Service Plan for Food Law Enforcement – **TO FOLLOW.**

**K Lawson  
388291**

**5. SERVICE PLAN FOR HEALTH AND SAFETY REGULATION 2016/17**

To consider the Service Plan for Health and Safety Regulation 2016/17 – **TO FOLLOW.**

**K Lawson  
388291**

**6. SERVICE PLAN FOR FOOD LAW ENFORCEMENT AND HEALTH AND SAFETY MONITORING 2015/16**

To consider a monitoring report against approved service plans – **TO FOLLOW.**

**K Lawson  
388291**

**7. SCHEME OF DELEGATION - DISCUSSION (Pages 11 - 30)**

A copy of the powers delegated by or on the recommendation of the Licensing and Protection Panel, as set out in the Council's previous Constitution are attached for the purpose of assisting the discussion on this matter.

**C Stopford  
388280**

8. **ENERGY ACT 2013 & HOUSING ACT 2004: THE SMOKE AND CARBON MONOXIDE ALARM (ENGLAND) REGULATIONS 2015**  
(Pages 31 - 36)

To consider a report by the Head of Community.

**R Hollingsworth**  
**388284**

9. **ENTERPRISE AND REGULATION REFORM ACT 2013 - REDRESS SCHEMES FOR LETTING AGENCY WORK AND PROPERTY MANAGEMENT WORK ORDER** (Pages 37 - 40)

To consider a report by the Head of Community.

**R Hollingsworth**  
**388284**

10. **LICENSING AND PROTECTION APPLICATIONS SUB GROUP**  
(Pages 41 - 42)

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 Committee.

**C Bulman**  
**388169**

11. **FEEDBACK FROM ANNUAL LICENSING TRAINING**

An opportunity for Members to provide feedback on the Annual Licensing training held on 7th June 2016.

**C Stopford**  
**388280**

Dated this 9th day of June 2016



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, 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](http://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.*