

Licensing & Protection Committee – 18 June 2026

Report by: Michelle Bishop – Public Protection Manager – Licensing
Kate Penn – Public Protection Manager Environmental Health

Lead Cllr: Cllr Nathan Hunt
Executive Councillor for Resident Services & Corporate Performance



Wards
All

Open / Exempt
Open

Key Decision?
No

LICENSING AND PROTECTION COMMITTEE - SCHEME OF DELEGATION TO OFFICERS

Executive Summary: At their meeting on 19 March 2025, the Licensing and Protection Committee agreed an amended version of the Scheme of Delegation to reflect internal structure changes as well as amendments to post holder titles. Following a further restructure within the Council, the Committee is asked to approve a further updated Scheme of Delegation that reflects the deletion and replacement of posts.

Recommendations

The Licensing and Protection Committee is **RECOMMENDED** to:

- 1.1. Approve the scheme of delegation from Licensing & Protection Committee to Officers
- 1.2. That the Head of Planning, Infrastructure & Public Protection be authorised to make minor editorial changes which by definition make no change to the powers of delegations
- 1.3. That the Head of Planning, Infrastructure & Public Protection and/or Public Protection Manager Licensing or Public Protection Manager Environmental Health, in consultation with the Chair and Vice Chair of the Licensing & Protection Committee, be authorised to make changes and updates as a result of revocations, amendments, or enactment of relevant statutory provisions
- 1.4. That the Head of Planning, Infrastructure & Public Protection and/or Public Protection Manager Licensing or Public Protection Manager Environmental Health be authorised to appoint such suitably qualified officers as deemed appropriate to exercise those duties delegated to them.

Report Author(s)

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1. PURPOSE OF THE REPORT

- 1.1** The Council Constitution details the Responsibility for Functions, and specifically the responsibilities of the Licensing & Protection Committee (the Committee). On 19th July 2016, a report was presented to the then Licensing and Protection Committee advising that legal advice had recommended that the Committee formally resolve a scheme of delegation for Officers with regards to the licensing and registration functions, and health and safety at work functions contained with Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended.
- 1.2** The report was subsequently approved and implemented.
- 1.3** Following a number of restructures resulting in changes to the names of certain posts, this scheme of delegation was most recently brought back to the Licensing and Protection Committee on 19 March 2025 to request an amendment.
- 1.4** Since this date there have been a further structure and job title changes, and this report is being brought to the Committee with an updated Scheme of Delegation for approval. This is shown in Appendix A and B.
- 1.5** The delegations (Appendix A & B) have also been updated to remove some requirements to consult with the Chair/Vice Chair of the Committee ahead of instituting some legal proceedings. The reason for this is to avoid any conflicts of interest, ensure confidentiality and data protection, remove any reputational risk if it appears prosecutions are politically influenced and demonstration consistency across the service area – it was not a requirement for all legal proceedings.

2. BACKGROUND & CONTEXT

- 2.1** There have been further amendments to role titles following a restructure in February 2026, meaning that previously used job titles no longer exist. It is therefore necessary to seek approval from the Committee for a new scheme of delegation that reflects the amendments.
- 2.2** Appendix A & B – Powers delegated by or on the recommendation of the Licensing and Protection Committee (Licensing and Environmental health).

3. ALTERNATIVE OPTIONS CONSIDERED & NOT RECOMMENDED

- 3.1** Should a scheme of delegation contain incorrect information relating to decision making responsibilities, it may invalidate the action that is being taken by officers. Should this be recognised and subsequently challenged, any decisions made could be reversed. There is a significant reputational risk to the District Council if this were to happen therefore no alternative options are proposed.

4. COMMENTS OF OVERVIEW & SCRUTINY

- 4.1** N/A

5. POST-DECISION IMPLEMENTATION

5.1 If approved, the new scheme of delegation will be implemented immediately, and all associated documentation updated accordingly.

6. IMPLICATIONS OF THE DECISION

6.1 Council Key Priorities and Performance

6.1.1 The work covered by Public Protection largely sits under Priority 1 - Improving quality of life for local people and Priority 3 – Doing our core work well - Delivering good quality, high value-for-money services with good control and compliance with statutory obligations.

6.2 Financial Implications

6.2.1 N/A

6.3 Policy Implications

6.3.1 N/A

6.4 Legal & Constitutional Implications

6.4.1 For the scheme of delegation to be implemented correctly, we must ensure that it is current and contains the correct information. Should this not be the case, there is a risk that decisions made could be invalidated.

6.5 Community Impact

6.5.1 N/A

6.6 Environment & Climate Change Implications

6.6.1 N/A

6.7 Equality & Diversity Implications

6.7.1 N/A

6.8 Implications on Resources

6.8.1 N/A

6.9 Health & Wellbeing Implications

6.9.1 N/A

6.10 Local Government Reorganisation (LGR) Implications

- 6.10.1** Ensuring the Scheme of Delegation is kept up to date ahead of LGR is important as it will make it easier to compare with other local authorities.
- 6.10.2** Removing the requirement to consult with the Chair/Vice Chair ahead of legal proceedings will make the Scheme of Delegation consistent with neighbouring authorities who do not have this requirement for Environmental Health functions.

7. RISK MANAGEMENT

7.1 N/A

8. BACKGROUND PAPERS– LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Document List	Custodian	File Location
Scheme of Delegation to Officers report dated 25th January 2024	Public Protection Manager	Agenda for Licensing Committee on Wednesday, 19 March 2025, 2:30 pm - Huntingdonshire.gov.uk