

Licensing Committee – 18 June 2026

Report by: Michelle Bishop – Public Protection
Manager - Licensing

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



Wards
All

Open / Exempt
Open

Key Decision?
No

LICENSING COMMITTEE - SCHEME OF DELEGATION TO OFFICERS

Executive Summary: *At their meeting in 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 new Scheme of Delegation that reflects the deletion and replacement of posts.*

Recommendations

The Licensing Committee is RECOMMENDED to:

- 1.1. Approve the scheme of delegation from Licensing 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, 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 be authorised to appoint such suitably qualified officers as deemed appropriate to exercise those duties delegated to them.

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1. PURPOSE OF THE REPORT

- 1.1 The Council Constitution 2016 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 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 report was brought back to the Licensing Committee in March 2025 to request approval of an amended scheme of delegation.
- 1.4 This report is being brought to the Committee a further time following another restructure and changes to the titles of officers detailed within the Scheme of Delegation

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 – Powers delegated by or on the recommendation of the Licensing Committee (Licensing).

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

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

- *Improving quality of life for local people.*
- *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 these are kept updated will make it easier to compare with other LA's during LGR

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