



REIGATE AND BANSTEAD BOROUGH COUNCIL
OVERVIEW AND SCRUTINY COMMITTEE
LICENSING ACT SCRUTINY REVIEW PANEL

15 September 2004

To the Members of the Panel:

Councillor R.H. Stamp (Chairman)

Councillors Mrs. N.J. Bramhall, B.C. Cowle, R. Harper and J.H. Prevett

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AGENDA

For a meeting of the **LICENSING ACT SCRUTINY REVIEW PANEL** to be held on **WEDNESDAY 15 SEPTEMBER 2004** at **6.30 p.m.** in the Back Committee Room at the Town Hall, Reigate.

Nigel Clifford
Chief Executive

1. **NOTES OF THE LAST MEETING**

Appendix A

To receive the notes of the last meeting of the Panel held on 19 July 2004.

2. **APOLOGIES FOR ABSENCE**

3. **PROGRESS ON THE IMPLEMENTATION OF THE LICENSING ACT 2003**

Mrs D. Mitchell, Licensing Officer will inform the Panel on the current position on the implementation of the Licensing Act, including progress on the secondary regulations.

4. DRAFT STATEMENT OF LICENSING POLICY

The Panel gave initial consideration to the draft Statement of Licensing Policy and the covering letter/response form (copy enclosed) at the meeting in July and requested that this be considered further at this meeting. An update on the current position will be made at the meeting including progress on the consultation.

With regard to the consultation arrangements the Panel asked if it could receive a summary of the responses received to date. The consultation period concludes on 18 September and it is hoped to have an early summary of the responses available at the meeting. The Executive Member for Community Safety and Transport, Councillor A.J. Kay has agreed that the Panel can receive this information in advance of it being considered by the Executive.

In general the Overview and Scrutiny Committee has requested all Panels to examine the proposed Strategies to establish that they:

- are clear, focused, achievable, realistic and based on sound financial and operational practices;
- have a clear relationship between the budget, service plans and the priorities contained within the Community, Corporate and other Plans/Strategies and that they are real, identifiable and designed to improve services in the Council's priority areas; and
- have clear direction and priorities for action to meet the Council's goals, standards and priorities.

The Panel in July identified the following points in relation to the Policy Statement that it may wish to emphasis in its response:

- Age restriction enforcement;
- Cross referencing of paragraph numbers between the Statement and response form; and
- Inclusion of a lost child policy.

The Panel is asked to agree its response on the Policy Statement for submission to the Overview and Scrutiny Committee on 13 October 2004.

5. RESOURCES FOR UNDERTAKING THE NEW RESPONSIBILITIES

Mrs D. Mitchell, Licensing Officer will inform the Panel on the current position in relation to the resources attributed to supporting the new responsibilities including progress on staff recruitment.

6. DECISION MAKING STRUCTURE FOR THE NEW RESPONSIBILITIES

The Secondary Regulations arising from the Licensing Act are likely to give further guidance on the decision making structures to be put in place by local authorities.

These regulations have not yet been received and it is therefore appropriate to initiate discussion on the options available to the Council for putting forward proposals for consideration.

It is proposed that the Panel engage in discussion at this stage on the options and other practical implications so that it can give further consideration to this at the next meeting.

It is important that this element of the Panel's work is completed in time for it to report to both the Overview and Scrutiny Committee and Executive on 17 and 18 November respectively so that the necessary changes to the Constitution can be determined by the Council in December 2004. To achieve this it is proposed that the Overview and Scrutiny Committee be requested to authorise that the Panel reports direct to the Executive on 18 November when any further comments from the Committee could be tabled for consideration.

The Panel is requested to indicate initial thoughts on this part of its remit and to give further consideration to this at the next meeting.

7. **ANY OTHER BUSINESS**

8. **DATE OF THE NEXT AND FUTURE MEETINGS OF THE PANEL**

it is proposed that the next meeting of the Panel be in early October 2004 so that it can give further consideration to the remaining elements of its remit.

Note: Members are asked to bring their diaries to the meeting so that the dates of future meetings can be confirmed within the proposed timetable.