

- Meeting:** General Licensing and Registration Committee
- Members:** Councillors Alyson Baker, Barbara Brodigan, John Cattanach, Felicity Cunliffe-Lister, Michelle Donohue-Moncreeff, Stephanie Duckett, Kevin Foster (Vice-Chair), Richard Foster, Tim Grogan (Chair), Paul Haslam, Robert Heseltine, George Jabbour, Tom Jones, Mike Jordan, John Mann, Steve Mason, Andy Paraskos, Jack Proud, Mike Schofield, Subash Sharma, Andy Solloway, Roberta Swiers, Malcolm Taylor, Angus Thompson and Peter Wilkinson.
- Date:** Wednesday, 24th May, 2023
- Time:** 3.00 pm
- Venue:** Council Chamber, County Hall, Northallerton, DL12 8AD

Members of the public are entitled to attend this meeting as observers for all those items taken in open session. Please contact the named democratic services officer supporting this committee, details at the foot of the first page of the Agenda, if you have any queries.

Recording is allowed at Council, committee and sub-committee meetings which are open to the public. Please give due regard to the Council's protocol on audio/visual recording and photography at public meetings. Anyone wishing to record is asked to contact, prior to the start of the meeting, the named democratic services officer supporting this committee. We ask that any recording is clearly visible to anyone at the meeting and that it is non-disruptive.

Agenda

- 1. Apologies for absence**
- 2. Declarations of Interests**

All Members are invited to declare at this point any interests they have in items appearing on this agenda, including the nature of those interests.
- 3. Public Participation**

Members of the public may ask questions or make statements at this meeting if they have given notice (including the text of the question/statement) to St John Harris of Democratic Services (contact details below) by midday on 18 May 2023. Each speaker should limit themselves to 3 minutes on any item. Members of the public who have given notice will be invited to speak:-

- At this point in the meeting if their questions/statements relate to matters

which are not otherwise on the Agenda (subject to an overall time limit of 30 minutes).

- When the relevant Agenda item is being considered if they wish to speak on a matter which is on the Agenda for this meeting.

If you are exercising your right to speak at this meeting, but do not wish to be recorded, please inform the Chair who will instruct anyone who may be taking a recording to cease while you speak.

4. Sub-Committee hearing procedure **(Pages 3 - 10)**
Report of the Corporate Director of Environment

Purpose of report

To adopt a procedure for Sub-Committee hearings

5. Dates of remaining meetings in 2023-24
To note the dates of the remaining scheduled meetings of the committee in 2023-24. Meetings commence at 2pm:
26 July, 27 September, 29 November, 24 January 2024 and 27 March 2024

6. Any other items
Any other items which the Chair agrees should be considered as a matter of urgency because of special circumstances.

Members are reminded that in order to expedite business at the meeting and enable Officers to adapt their presentations to address areas causing difficulty, they are encouraged to contact Officers prior to the meeting with questions on technical issues in reports.

Agenda Contact Officer:

St John Harris, Democratic Services Manager
Tel: 01723 383556
Email: stjohn.harris@northyorks.gov.uk

16 May 2023

North Yorkshire Council

General Licensing and Registration Committee

24 May 2023

Sub-Committee Hearing Procedure

Report of the Corporate Director of Environment.

1.0 PURPOSE OF REPORT

1.1 To adopt a procedure for Sub-Committee hearings.
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2.0 SUMMARY

2.1 It is necessary to agree a procedure to follow at hearings before the General Licensing and Registration Sub-Committees.

3.0 BACKGROUND

3.1 The General Licensing and Registration Committee has responsibility for functions pertaining to the Council's licensing and registration powers as set out in Schedule 1, Part B of Local Authorities (Functions and Responsibilities) (England) Regulations 2000. The General Licensing and Registration Sub-Committees have been delegated powers to hold hearings to consider and determine matters relating to individual approvals, consents, licences, permissions or registrations included in Schedule 1, Part B of Local Authorities (Functions and Responsibilities) (England) Regulations 2000.

4.0 DETAILED PRESENTATION OF THE SUBSTANTIVE ISSUE

4.1 Pursuant to its delegated functions the General Licensing and Registration Committee has authority to determine the procedure to be followed at hearings of its Sub-Committees. The use of a standard procedure for Sub-Committee hearings is to ensure that the Sub-Committees take into account all relevant considerations in determining matters and ensures procedural fairness for those affected by those decisions.

4.2 Appendix 1 contains a proposed procedure for the General Licensing and Registration Committee Members to consider and approve (with or without amendments).

5.0 ALTERNATIVE OPTIONS CONSIDERED

5.1 Members could decide that the Sub-Committees agree a procedure at each individual hearing. This is not recommended as it would waste time, lead to inconsistency, procedural unfairness and risk unlawful decision making.

5.2 Members could decide that the Sub-Committees conduct licensing hearings without a procedure. This is not recommended as it could lead to inconsistency, procedural unfairness and risk unlawful decision making.

6.0 FINANCIAL IMPLICATIONS

6.1 There are no financial implications arising from adopting a procedure for Sub-Committee hearings.

7.0 LEGAL IMPLICATIONS

7.1 To operate without an adopted standard procedure could result in a failure to take into account all relevant considerations, potential unfairness in the procedural process and risk successful challenge to of decisions of the Sub-Committees. The Legal Services Team have produced this report and the proposed procedure.

8.0 EQUALITIES IMPLICATIONS

8.1 No impacts have been identified. See the Equalities Impact Assessment screening form at Appendix 2.

9.0 CLIMATE CHANGE IMPLICATIONS

9.1 None identified, initial screening confirmed in Appendix 3.

10.0 POLICY IMPLICATIONS

10.1 Having a standard procedure for hearings ensures that any policy requirements are complied with.

11.0 CONCLUSIONS

11.1 A proposed procedure for the General Licensing and Registration Committee to consider and approve is attached at Appendix 1. It is recommended that the Committee approves this procedure (with or without amendments).

12.0 REASONS FOR RECOMMENDATIONS

12.1 To not adopt a procedure could result in a failure to take into account all relevant considerations, potential unfairness in the process and lead to successful challenges of decisions of the Sub-Committees.

13.0 RECOMMENDATION

13.1 That the General Licensing and Registration Committee considers and adopts (with or without amendments) the General Licensing and Registration Sub-Committee procedure attached at Appendix 1.

KARL BATTERSBY
Corporate Director – Environment
County Hall
Northallerton
05 May 2023

Report Author – Laura Venn, Legal Manager
Gareth Bentley, Food, Licensing and Occupational Safety Manager

BACKGROUND DOCUMENTS: None

APPENDICES:

- Appendix 1 – Equalities Impact Assessment screening
- Appendix 2 – Proposed procedure for the Sub-Committees of the General Licensing and Registration Committee
- Appendix 3 – Climate Impact Assessment screening

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.



General Licensing and Registration Sub Committee

Procedure

Introduction

1. The Sub-Committee will conduct its hearings fairly, observing the basic rules of natural justice.
2. Each hearing will take the form of a discussion led by the Chairman and cross examination will not be permitted unless the Sub-Committee considers that cross examination is necessary.
3. Hearings will be held in public but the Sub-Committee may decide to exclude the public from all or part of a hearing where an item includes confidential or exempt information.

Procedure

4. At the beginning of the meeting the Chairman shall:-
 - a) ask those present to introduce themselves;
 - b) explain the procedure;
 - c) ask the parties whether they wish permission for another person to appear at the hearing.
5. The Sub-Committee will consider requests from the parties for permission for other persons to appear at the meeting. Such permission will not be unreasonably withheld.
6. The Chairman will conduct the hearing taking representations from the parties in the following order:
 - a) the Licensing Officer who will outline the background to the case. The licensing officer's role is to provide factual information to the Sub-Committee.
 - b) the applicant/licence holder (including any person appointed to represent the party or any other persons who have been given permission to assist the party).
 - c) any party making representations.
7. The applicant/licence holder will be given the final opportunity to address the Sub-Committee.
8. Each party will be given an equal maximum period of time in which to put forward any additional information requested by the Council, to question other persons (if given permission by the Sub-Committee) and address the Sub Committee.
9. The Sub-Committee may exclude disruptive persons in certain circumstances.
10. The Sub-Committee may adjourn the hearing in certain circumstances.
11. The Sub-Committee will ask the parties to withdraw so that it can consider its determination. In considering its determination, the Sub-Committee may ask its Legal Advisor to provide it with legal and procedural advice. The nature of this advice will be notified to the parties.

12. The Sub Committee will make its determination at the end of the meeting and this will be confirmed in writing.

Failure of Parties to Attend a Hearing

13. If a party has informed the Council that they do not intend to attend or be represented at a hearing, the hearing may proceed in their absence.
14. Where a party has not so indicated fails to attend or be represented at a hearing the Sub-Committee may:
 - a) where it considers it to be necessary in the public interest, adjourn the hearing to a specified date; or
 - b) hold the hearing in the party's absence.
15. Where the hearing is held in the absence of a party, the authority shall consider at the hearing of the application, representation or notice made by that party.
16. Where a hearing is adjourned the Council will notify the parties of the date, time and place to which the hearing has been adjourned.

April 2023

Initial equality impact assessment screening form This form records an equality screening process to determine the relevance of equality to a proposal, and a decision whether or not a full EIA would be appropriate or proportionate.			
Directorate	Environment		
Service area	Licensing		
Proposal being screened	Procedure for Sub-Committee hearings		
Officer(s) carrying out screening	Gareth Bentley, Food, Licensing and Occ Safety Man		
What are you proposing to do?	Create a procedure for Sub-Committee Members to follow when considering an individual licence application		
Why are you proposing this? What are the desired outcomes?	To ensure that decisions are made in compliance with the relevant law and that hearings are held fairly and consistently.		
Does the proposal involve a significant commitment or removal of resources? Please give details.	No		
Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYC's additional agreed characteristics As part of this assessment, please consider the following questions:			
<ul style="list-style-type: none"> To what extent is this service used by particular groups of people with protected characteristics? Does the proposal relate to functions that previous consultation has identified as important? Do different groups have different needs or experiences in the area the proposal relates to? 			
If for any characteristic it is considered that there is likely to be an adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your Equality rep for advice if you are in any doubt.			
Protected characteristic	Potential for adverse impact		Don't know/No info available
	Yes	No	
Age		N	
Disability		N	
Sex		N	
Race		N	
Sexual orientation		N	
Gender reassignment		N	
Religion or belief		N	
Pregnancy or maternity		N	
Marriage or civil partnership		N	
People in rural areas		N	
People on a low income		N	
Carer (unpaid family or friend)		N	
Does the proposal relate to an area where there are known inequalities/probable impacts (e.g. disabled people's access to public transport)? Please give details.	No. The proposed procedure can be delivered anywhere in the County with practical adaptations to the environment if needed		

<p>Will the proposal have a significant effect on how other organisations operate? (e.g. partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.</p>	<p>No. It just relates to the Council's Sub-Committees</p>		
<p>Decision (Please tick one option)</p>	<p>EIA not relevant or proportionate:</p>	<p>✓</p>	<p>Continue to full EIA:</p>
<p>Reason for decision</p>	<p>The procedures can be delivered anywhere in the County and arrangements can be adapted to take account of any specific need e.g. hold the hearing near to the interested parties, in a building with good disabled access, use a translator, use a room with a hearing loop etc.</p>		
<p>Signed (Assistant Director or equivalent)</p>	<p>Paul Thompson</p>		
<p>Date</p>	<p>26/04/2023</p>		

Initial Climate Change Impact Assessment (Form created August 2021)

The intention of this document is to help the council to gain an initial understanding of the impact of a project or decision on the environment. This document should be completed in consultation with the supporting guidance. Dependent on this initial assessment you may need to go on to complete a full Climate Change Impact Assessment. The final document will be published as part of the decision-making process.

If you have any additional queries, which are not covered by the guidance please email climatechange@northyorks.gov.uk

Title of proposal	Sub-Committee hearing procedures for Statutory Licensing Committee and General Licensing and Registration Committee
Brief description of proposal	It is necessary to agree a procedure to follow at hearings before the two Sub-Committees. The General Licensing and Registration Committee has responsibility for functions pertaining to the Council's licensing and registration powers as set out in Schedule 1, Part B of Local Authorities (Functions and Responsibilities) (England) Regulations 2000. The General Licensing and Registration Sub-Committees have been delegated powers to hold hearings to consider and determine matters relating to individual approvals, consents, licences, permissions or registrations included in Schedule 1, Part B of Local Authorities (Functions and Responsibilities) (England) Regulations 2000.
Directorate	Environment
Service area	Licensing
Lead officer	Laura Venn and Gareth Bentley
Names and roles of other people involved in carrying out the impact assessment	None.

The chart below contains the main environmental factors to consider in your initial assessment – choose the appropriate option from the drop-down list for each one.

Remember to think about the following;

- Travel
- Construction
- Data storage
- Use of buildings
- Change of land use
- Opportunities for recycling and reuse

Environmental factor to consider	For the council	For the county	Overall
Greenhouse gas emissions	No effect on emissions	No Effect on emissions	No effect on emissions
Waste	No effect on waste	No effect on waste	No effect on waste
Water use	No effect on water usage	No effect on water usage	No effect on water usage
Pollution (air, land, water, noise, light)	No effect on pollution	No effect on pollution	No effect on pollution
Resilience to adverse weather/climate events (flooding, drought etc)	No effect on resilience	No effect on resilience	No effect on resilience
Ecological effects (biodiversity, loss of habitat etc)	No effect on ecology	No effect on ecology	No effect on ecology
Heritage and landscape	No effect on heritage and landscape	No effect on heritage and landscape	No effect on heritage and landscape

If any of these factors are likely to result in a negative or positive environmental impact then a full climate change impact assessment will be required. It is important that we capture information about both positive and negative impacts to aid the council in calculating its carbon footprint and environmental impact.

Decision (Please tick one option)	Full CCIA not relevant or proportionate:	√	Continue to full CCIA:	
Reason for decision	The procedure to be followed at a hearing has no impact on climate considerations.			
Signed (Assistant Director or equivalent)	Paul Thompson			
Date	10/05/23			