



Licensing Committee Agenda

Date: Thursday, 26th January, 2012
Time: 7.00 pm
Venue: Council Chamber
District Council Offices, Queen Victoria Road, High Wycombe Bucks

Membership

Chairman: Cllr Alan Hill
Vice Chairman: Cllr Tony Green

Councillors: D H G Barnes, W J Bendyshe-Brown, S Graham, C B Harriss, M E Knight, Ms R Knight, S P Lacey, Ms P L Lee, J L Richards OBE, J A Savage, R J Scott, D A C Shakespeare OBE and A Turner

Standing Deputies

Councillors Z Ahmed, I Bates, D J Carroll, G C Hall and T Snaith

Agenda

Item		Page
1.	APOLOGIES FOR ABSENCE To receive apologies for absence.	
2.	MINUTES OF THE PREVIOUS MEETING To confirm the minutes of the meeting held on 2 June 2011 (the meeting on 10 November 2011 was cancelled).	1 - 2
3.	DECLARATIONS OF INTEREST To receive any declaration of personal or personal and prejudicial interest by Members relating to items on the agenda. If any Member is uncertain as to whether an interest should be disclosed, he or she is asked if possible to contact the District Solicitor prior to the meeting. Members are reminded that if they are declaring an interest, whether personal or personal and prejudicial, then (subject to paragraph 14 of the Code of Conduct) they should state the nature of that interest whether or not they leave the meeting.	

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<p>4. TRAINING AND INFORMATION SESSION</p> <p>Officer Contacts: Mrs Caroline Steven Tel: 01494 - 421222 Email: caroline_steven@wycombe.gov.uk</p> <p>Mrs Kiran Khanna Tel: 01494 421264 Email: kiran_khanna@wycombe.gov.uk</p> <p>Executive Summary</p> <p>Under the Licensing Act 2003, the local authority is responsible for determining applications made under the Act. This function is delegated to a Licensing Panel of three members. Any Member wishing to take part in Panel Hearings must have received appropriate training, ideally at least every two years.</p> <p>It is proposed to devote this meeting to training, with a view to bringing as many members as possible up to date with training needs and to offer a refresher of the processes involved.</p> <p>Training on 26 January will aim to give all Committee Members the opportunity to recap the aspects of the Act relating to Licensing Panel Hearings. It will enable Members to raise questions and Officers to provide guidance and assistance on key points and procedures in a training environment.</p> <p>Members' Guide and Training Notes</p> <p>The Members' Guide was re-issued in June 2010 and a copy is attached for ease of reference, together with the procedure guides for Panels and Determinations. All Members of the Committee should have a copy of WDC's Licensing Policy (copies available on request).</p> <p>A copy of the training notes prepared for the Committee's June meeting is also attached.</p> <p>Outcomes and Next Steps</p> <p>It will be the aim to give every Member the training and confidence to take part in Licensing Panels.</p>	<p>3 - 12</p>
<p>5. SCHEDULE OF LICENSING PANELS HELD SINCE THE PREVIOUS MEETING</p>	<p>13 - 14</p>
<p>6. SUPPLEMENTARY ITEMS (IF ANY)</p>	
<p>7. URGENT ITEMS (IF ANY)</p>	

For further information, please contact Diana Davis, Democratic Services, 01494 421635, diana_davis@wycombe.gov.uk 01494 421635, diana_davis@wycombe.gov.uk