

## REPORT TO CABINET

<b>Open</b>		Would any decisions proposed :		
<b>Any especially affected Wards</b>	Operational	Be entirely within Cabinet's powers to decide	NO	
		Need to be recommendations to Council	YES	
		Is it a Key Decision	NO	
Lead Member: Councillor A Lawrence E-mail: cllr.adrian.lawrence@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted: Members of the Licensing Committee and Licensing and Appeals Board		
Lead Officer: Sam Winter E-mail: sam.winter@west-norfolk.gov.uk		Other Officers consulted: Senior Licensing Enforcement Officer, Solicitor - Eastlaw		
Financial Implications NO	Policy/Personnel Implications YES	Statutory Implications NO	Equal Impact Assessment NO	Risk Management Implications NO

Date of meeting: 25<sup>th</sup> June 2018

### MEMBERS CODE OF GOOD PRACTICE FOR LICENSING

#### Summary

This report recommends adoption of a Code of Good Practice for Licensing. It promotes high standards of decision making for Licensing Matters.

#### Recommendation

The Council is recommended to adopt the Code of Good Practice for Licensing as attached.

#### Reason for Decision

To ensure high standards of decision making and conduct of Members.

#### Background

The Council does not currently have a Code of Good Practice for Members when dealing with Licensing matters. In researching what other Local Authorities do, it appears that quite a few have additional protocols, to supplement the Members Code of Conduct, in respect of their regulatory functions.

The Borough Council has already adopted a Code of Good Practice for Planning Committee Members and the Licensing Code is set out in the same format as this.

The code provides guidance on the conduct of Members and officers at Hearings, dealing with other parties involved in Licensing matters and the decision making process.

The draft Code of Good Practice was presented to a full meeting of the Licensing Committee and Licensing and Appeals Board on 2<sup>nd</sup> May 2018 and was supported by both.

A copy of the draft Protocol is attached at Appendix 1.

### **Options Considered**

1. Do nothing.
2. Introduce the Code of Good Practice to promote high standards of conduct when dealing with Licensing Matters.

### **Policy Implications**

If adopted the Code of Good Practice for Licensing will be published as part of the Constitution to supplement the Members Code of Conduct.

### **Financial Implications**

None.

### **Background Papers**

Minutes from the Full Licensing Committee and Licensing and Appeals Board on 2<sup>nd</sup> May 2018.