

Part A

Report to: Council

Date of meeting: Tuesday, 31 January 2023

Report author: Democratic Services Manager

Title: Appointment of Chair to Licensing Committee

1.0 Summary

1.1 Council is requested to appoint a Chair for Licensing Committee, following the decision by Councillor Glen Saffery to step down from the position following his appointment as a Portfolio Holder. The Liberal Democrat Group has proposed Councillor Richard Wenham as Chair.

1.2 If Councillor Wenham is appointed as Chair, a new Vice Chair will need to be appointed. The Liberal Democrat Group has proposed that Councillor Mark Hofman is appointed to the position.

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
Chair not appointed	If a chair is not appointed to the position, Councillor Wenham will have to step in to chair any further committees in his role as Vice Chair and would not receive any remuneration.	Council appoints a Chair and Vice Chair	Treat	1x2=2

3.0 Recommendations

3.1 that Councillor Richard Wenham be appointed as Chair of Licensing Committee and receives the relevant Special Responsibility Allowance for the remainder of the Municipal Year.

- 3.2 that, if Councillor Wenham is appointed as Chair, Councillor Mark Hofman be appointed as Vice Chair.

Further information:

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Report approved by: Carol Chen, Group Head of Democracy and Governance

4.0 Detailed proposal

- 4.1 With effect from 1 November 2022, Councillor Glen Saffery was appointed to the position of Portfolio Holder and a member of the Cabinet by the Mayor. At this point Councillor Saffery stopped receiving the Special Responsibility Allowance (SRA) as Chair of Licensing Committee and instead received the higher allowance as a Portfolio Holder. Members are only permitted to receive one SRA. As a result of this appointment Councillor Saffery chose to step down as Chair of Licensing Committee once a new Chair could be appointed by Council. He would, however, remain a member of Licensing Committee.
- 4.2 Licensing Committee is a politically balanced committee, and the membership and appointment of Chair and Vice Chair is usually agreed at Annual Council. Any changes to the appointed positions must be reported to Council for approval.
- 4.3 Following the notification that Councillor Saffery would be stepping down as Chair of Licensing Committee, Councillor Pattinson, Leader of the Liberal Democrat Group, advised that the group wished to nominate Councillor Richard Wenham, the current Vice Chair, to the position of Chair.
- 4.4 In addition, Councillor Pattinson advised that if Councillor Wenham were to be appointed as Chair the group wished to nominate Councillor Mark Hofman as Vice Chair. Councillor Hofman is a current member of Licensing Committee.
- 4.5 It is to be noted that the Chair of Licensing Committee receives a Special Responsibility Allowance of £8,456 per annum. Since 1 November 2022 no one has received this SRA, as members can only receive one allowance and Councillor Saffery has received the allowance as a Portfolio Holder.
- 4.6 Council is asked to agree to the appointment of Councillor Richard Wenham as Chair and, if appointed, Councillor Mark Hofman as Vice Chair, for Licensing Committee.

5.0 **Implications**

5.1 **Financial**

5.1.1 The Shared Director of Finance comments that the cost of the SRA can be met from within existing budgets.

5.2 **Legal Issues (Monitoring Officer)**

5.2.1 The Group Head of Democracy and Governance comments that these appointments will last until Annual Council in May.

5.3 **Equalities, Human Rights and Data Protection**

5.3.1 The allocation of seats I carried out in accordance with the Local Government and Housing Act 1989 and the Regulations, which require that seats on ordinary committees are allocated in accordance with political balance.

5.3.2 Having had regard to the council's obligations under the General Data Protection Regulation (GDPR) 2018, it is considered that officers are not required to undertake a Data Processing Impact Assessment (DPIA) for this report.

5.4 **Staffing**

5.4.1 There are no staffing implications.

5.5 **Accommodation**

5.5.1 There are no accommodation implications.

5.6 **Community Safety/Crime and Disorder**

5.6.1 There are no community safety or crime and disorder implications.

5.7 **Sustainability**

5.7.1 There are no sustainability implications.

Appendices

None

Background papers

No papers were used in the preparation of this report.