

# Appendix 3

Venue of Meeting : Council Chamber at City Hall

**PROCEDURE TO BE FOLLOWED BY THE LICENSING AND REGULATORY  
COMMITTEE :**

**MEETING SCHEDULED FOR 10AM ON 25<sup>TH</sup> MARCH 2024**

**CONSIDERATION OF PROPOSED STATEMENT OF LICENSING POLICY 2024 – 2029**

**Preliminary Matters :**

1. Being a Part 1 Agenda Item, the Report concerning the proposed Statement of Licensing Policy 2024– 2029 will be considered in public in the Council Chamber, City Hall;
2. Welcome and introductions by Chair of : Vice-Chair; Legal Adviser; Governance Services Officer; Principal Licensing Officer; and remaining Councillors;
3. At the request of the Chair : Legal Adviser to summarise Procedure to be followed;
4. Only Councillors who sit on the Licensing and Regulatory Committee are to vote on matters in relation to the proposed Statement of Licensing Policy;
5. Only those Respondents who, :-
  - (a) Submitted comments and / or representations during the consultation period, (ie. as received by the Council during the period 1st December 2023 to 5pm on 2<sup>nd</sup> February, 2024); and
  - (b) Who have previously indicated in writing to the Council’s Licensing Section by 5pm on 22<sup>nd</sup> March, 2024 that they wish to address the Committee on their submitted comments and / or representations,are permitted to address the Committee. Such persons are referred to as “Speakers”;
6. With the permission of the Chair each Speaker, :-
  - (a) Will be permitted no more than 10 minutes to ask questions of the Principal Licensing Officer and any other supporting Officer(s); and
  - (b) Will be permitted no more than 10 minutes to address the Committee on their submitted comments and / or representations;
7. In advance of the Committee Meeting the Principal Licensing Officer will prepare a list setting out the names of each Speaker;

**Principal Licensing Officer :**

8. The Principal Licensing Officer will provide a summary of the Report and will provide additional information, if any, not already contained in the Report, as appropriate. Amongst other things, the Principal Licensing Officer will highlight

substantive changes made to the proposed Statement of Licensing Policy 2024 – 2029 contained in Appendix 2 following the consultation exercise. The Principal Licensing Officer may be supported by other Officers from the Licensing Section;

9. **Via the Chair** : each Speaker will be offered the opportunity, on an individual basis, to ask questions of the Principal Licensing Officer and any other supporting Officer(s);

10. **Via the Chair** : Members of the Committee, (including the Chair), will be offered the opportunity to ask questions of the Principal Licensing Officer and any other supporting Officer(s);

### **Speakers :**

11. **Via the Chair** : each Speaker will be asked, on an individual basis, to address the Committee about their submitted comments and / or representations, plus the proposed Statement of Licensing Policy 2024 - 2029 contained in Appendix 2 of the Report;

12. **Via the Chair** : the Principal Licensing Officer and any other supporting Officer(s) will be offered the opportunity to ask questions of the Speaker;

13. **Via the Chair** : Members of the Committee, (including the Chair), will be offered the opportunity to ask questions of the Speaker;

14. The procedure set out at Paragraphs 8 to 13 will be repeated for each Speaker who attends the Meeting;

### **Concluding Questions and Matters to be Determined :**

15. Once all Speakers have been heard the Chair will then ask the Members if they have any further questions to ask of the Principal Licensing Officer and any other supporting Officer(s) and the Speakers. If so, any such questions will be put;

16. **Via the Chair** : the Committee will then consider the matters that are required to be determined in respect of the proposed Statement of Private Hire and Hackney Carriage Licensing Policy, with a vote(s) being undertaken as required;

17. If, when considering matters, the Committee has any queries, or points of uncertainty, then, with the agreement of the Chair, further questions may be raised of the Principal Licensing Officer and any other supporting Officer(s) and the Speakers, as appropriate;

### **Miscellaneous Provisions :**

18. The Chair has the right to vary all, or part of these Procedures if considered appropriate, particularly to ensure fairness and / or to assist in the determination of those matters that need to be determined by the Committee; and

19. In the event that the Chair considers that the opportunity to address the

Committee is being abused by a Speaker the Chair may warn the Speaker to cease the behaviour complained of and, if the Speaker does not do so, the Chair may require the Speaker to leave the Council Chamber

