

# Notice of Licensing Committee



Date: Thursday, 10 December 2020 at 10.00 am

Venue: Virtual Teams Meeting

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## Membership:

### Chair:

Cllr J J Butt

### Vice Chair:

Cllr J Bagwell

Cllr S C Anderson

Cllr D Brown

Cllr R Burton

Cllr N Decent

Cllr B Dion

Cllr B Dove

Cllr G Farquhar

Cllr D Farr

Cllr D A Flagg

Cllr A Hadley

Cllr T Johnson

Cllr D Kelsey

Cllr L Williams

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All Members of the Licensing Committee are summoned to attend this meeting to consider the items of business set out on the agenda below.

The press and public are welcome to view the live stream of this meeting at the following link:

<https://democracy.bcpCouncil.gov.uk/ieListDocuments.aspx?MIId=4361>

If you would like any further information on the items to be considered at the meeting please contact: Jill Holyoake, Democratic Services or email [jill.holyoake@bcpcouncil.gov.uk](mailto:jill.holyoake@bcpcouncil.gov.uk)

Press enquiries should be directed to the Press Office: Tel: 01202 454668 or email [press.office@bcpcouncil.gov.uk](mailto:press.office@bcpcouncil.gov.uk)

This notice and all the papers mentioned within it are available at [democracy.bcpCouncil.gov.uk](https://democracy.bcpCouncil.gov.uk)

GRAHAM FARRANT  
CHIEF EXECUTIVE

2 December 2020



Available online and  
on the Mod.gov app



## Maintaining and promoting high standards of conduct

### Declaring interests at meetings

Familiarise yourself with the Councillor Code of Conduct which can be found in Part 6 of the Council's Constitution.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests

Do any matters being discussed at the meeting relate to your registered interests?

Disclosable Pecuniary Interest

Yes

Declare the nature of the interest

Do NOT participate in the item at the meeting. Do NOT speak or vote on the item EXCEPT where you hold a dispensation

You are advised to leave the room during the debate

Local Interest

Yes

Declare the nature of the interest

Applying the bias and pre-determination tests means you may need to refrain from speaking and voting

You may also need to leave the meeting. Please seek advice from the Monitoring Officer

No

Do you have a personal interest in the matter?

Yes

Consider the bias and pre-determination tests

You may need to refrain from speaking & voting

You may also need to leave the meeting. Please seek advice

No

You can take part in the meeting speak and vote

What are the principles of bias and pre-determination and how do they affect my participation in the meeting?

Bias and predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item.

#### Bias Test

In all the circumstances, would it lead a fair minded and informed observer to conclude that there was a real possibility or a real danger that the decision maker was biased?

#### Predetermination Test

At the time of making the decision, did the decision maker have a closed mind?

If a councillor appears to be biased or to have predetermined their decision, they must NOT participate in the meeting.

For more information or advice please contact the Monitoring Officer  
([susan.zeiss@bcpcouncil.gov.uk](mailto:susan.zeiss@bcpcouncil.gov.uk))

### Selflessness

Councillors should act solely in terms of the public interest

### Integrity

Councillors must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships

### Objectivity

Councillors must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

### Accountability

Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

### Openness

Councillors should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing

### Honesty & Integrity

Councillors should act with honesty and integrity and should not place themselves in situations where their honesty and integrity may be questioned

### Leadership

Councillors should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs

# AGENDA

Items to be considered while the meeting is open to the public

## 1. **Apologies**

To receive any apologies for absence from Councillors.

## 2. **Substitute Members**

To receive information on any changes in the membership of the Committee.

Note – When a member of a Committee is unable to attend a meeting of a Committee or Sub-Committee, the relevant Political Group Leader (or their nominated representative) may, by notice to the Monitoring Officer (or their nominated representative) prior to the meeting, appoint a substitute member from within the same Political Group. The contact details on the front of this agenda should be used for notifications.

## 3. **Declarations of Interests**

Councillors are requested to declare any interests on items included in this agenda. Please refer to the workflow on the preceding page for guidance.

Declarations received will be reported at the meeting.

## 4. **Confirmation of Minutes**

To confirm and sign as a correct record the minutes of the Licensing Committee meeting held on 17 September 2020 and the Licensing Sub Committee meetings held on 1, 16 and 29 September, and 13 October 2020.

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## 5. **Public Issues**

To receive any public questions, statements or petitions submitted in accordance with the Constitution, which is available to view at the following link:

<https://democracy.bcpCouncil.gov.uk/ieListMeetings.aspx?CommitteeID=151&Info=1&bcr=1>

The deadline for the submission of a public question is 4 clear working days before the meeting.

The deadline for the submission of a public statement is midday the day before the meeting.

The deadline for the submission of a petition is 10 working days before the meeting.

## 6. **New BCP Council Sex Establishment Policy**

This is the first Sex Establishment Policy for BCP Council since the establishment on the 1<sup>st</sup> April 2019 of a single local government area for the now dissolved boroughs of Bournemouth, Christchurch and Poole.

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<b>7. New BCP Council Scrap Metal Dealer Policy</b>	111 - 140
<p>The purpose of this policy is to highlight the requirements of the Scrap Metal Dealers Act 2013 by providing guidance to new applicants, existing licence holders, consultees and members of the public on how the Act is administered and enforced.</p> <p>Currently within the BCP Council area there are three sets of fees for the issuing of licences under this legislation and it is proposed to introduce a single set of fees.</p>	
<b>8. Forward Plan</b>	141 - 142
<p>To consider the proposed work priorities of the Licensing Committee as set out in the attached draft Forward Plan.</p>	
<b>9. Chair's Updates</b>	
<p>The Chair will provide updates on:</p> <ul style="list-style-type: none"><li>• the Calendar of Meetings for the remainder of the 2020/21 Municipal Year and for the 2021/22 and 2022/23 Municipal Years, following the adjourned Council meeting to be held on 8 December 2020.</li><li>• A proposal to trial the use of an identified second reserve for Licensing Sub Committees for the remainder of the 2020/21 Municipal Year</li></ul>	

No other items of business can be considered unless the Chair decides the matter is urgent for reasons that must be specified and recorded in the Minutes.