

MINUTES OF A MEETING OF THE LICENSING ACT 2003 COMMITTEE HELD IN THE COUNCIL CHAMBER, COUNCIL OFFICES, CORKS LANE, HADLEIGH ON FRIDAY, 19 SEPTEMBER 2014

PRESENT: Ray Smith – Chairman

David Grutchfield  
Richard Kemp  
Jack Owen

Nick Ridley  
John Sayers  
Len Young

John Deacon, Brian Riley and Trot Ward were unable to be present.

1 DECLARATION OF INTERESTS

None declared.

2 PETITIONS

None received.

3 LICENSING ACT 2003 AMENDMENTS VIA THE POLICE REFORM AND SOCIAL RESPONSIBILITY ACT 2011: LICENSING AUTHORITY DELEGATION AS A RESPONSIBLE AUTHORITY

The Corporate Manager – Licensing introduced a report from the Head of Environment ([Paper P49](#)) seeking appropriate delegations for officers to perform the relevant role of responsible authority on behalf of the Licensing Authority and requesting approval of a protocol (Appendix A) to guide on the undertaking of these duties and the separation of roles necessary within the licensing process.

Members also had before them revised recommendations to those listed in Paper P49 and a minor amendment to Appendix A which had been circulated prior to the meeting.

The Corporate Manager – Licensing responded to questions about the report.

**RESOLVED**

- (1) That the Corporate Manager (Licensing) be delegated the authority to perform the responsible authority role on behalf of Mid Suffolk District Council and Babergh District Council. In the absence of the Corporate Manager (Licensing) this role shall be performed by an appropriate Licensing Officer after consultation with the Head of Environment and/or a legal representative of the Councils.**
- (2) That the Protocol for the Licensing Authority acting as a Responsible Authority under the Licensing Act 2003, attached as Appendix A to Paper P49, to guide on how the roles shall be performed and properly separated, be approved subject to the following minor amendment to Appendix A:-**

**Deletion of the words ‘the Senior Licensing Officer or’ in paragraph (b).**

- (3) That an appropriate recommendation be made, if necessary, to the full Council meetings of Mid Suffolk and Babergh to enable the Monitoring Officer to update any relevant sections of the Councils' Constitutions.**

The business of the meeting was concluded at 10.10 a.m.

.....  
Chairman

J:\DOCS\Committee\MINS\Year 2014\LicAct2003-190914.docx