

Licensing Liaison Panel

Constitution

And

Code of Conduct

Licensing Liaison Panel

CONSTITUTION

1. **Title**

The panel shall be called the Chorley Licensing Liaison Panel, hereafter called the Panel.

2. **Commitment**

- 2.1 The Panel is committed to joint consultation and partnership working regarding the Council's function in relation to all licensing (including registration and enforcement) functions. Co-operation between the Council and the respective trades will enable joint consultation and service improvement to take place most effectively.

3. **Purpose and Scope**

- 3.1 The purpose of the Panel is to establish a regular means of consultation and discussion between the Council (the licensing authority) and the trades and trade representation about licensing policy matters and issues that the trades may wish to bring to the Council's attention.

- 3.2 The Panel will only handle matters relating to wider issues and not issues relating to an individual licence holder or complaint, unless that issue or complaint has wider, policy implications.

- 3.3 The Consultative Panel does not have a decision making role. Rather, its purpose is to review licencing matters and the wider context of licenced businesses and make recommendations, as appropriate, to the relevant Council and other agencies. It is then for the relevant Council bodies and other agencies to consider as they deem appropriate and make any decision as necessary.

4. **Objectives**

- 4.1 The objectives of the Panel are to:

- raise issues and discuss matters in respect of licensing
- encourage and promote discussion on and involvement in the way in which the Council plans and delivers its licensing function
- seek and take account of the views of the trades and trade representatives
- positively engage with any other relevant organisations or agencies in the work of the Panel and to ensure their views are represented accordingly to the Council
- consider any relevant matter referred to it by the Council or other agency
- agree a work programme for the forthcoming year and to monitor its progress

- make reports and recommendations to the appropriate Council bodies for decision, as appropriate
- promote public confidence in the Council's role in and the trades' delivery of a public service
- seek to prevent differences between the Council and the trades and seek to resolve them should they arise.

5. Representation

- 5.1 The Panel shall be made up of Elected Members, a reasonable and representative number of the trades, and officers of the Council.
- 5.2 Representatives unable to attend any meeting may appoint a substitute
- 5.3 In addition to the relevant Elected member representatives, the Council's input will be as follows:
- Other officers may attend for the purpose of giving advice on matters of interest, speaking on a specific item which they have knowledge of or responsibility for.
 - Representatives from other agencies may also attend, as appropriate, to give advice.
 - The format of the meeting will enable any individual with an interest in the licensing function of the Council to attend.

5. Meeting Chair

- 6.1 The meeting Chair shall be appointed by the Panel at the first meeting in each municipal year and shall hold that role until the first meeting of the following municipal year. The Chair to be appointed from amongst the Elected Members or Council Officers in attendance.
- 6.2 The Chair is vital to the effective conduct of the Panel's business. The role of the Chair shall include:
- managing and controlling the Panel meetings
 - assisting in leading discussions
 - encouraging and facilitating participation from attendees
 - providing advice and giving ruling on processes
 - brokering and mediating in disputes, and, along with the Elected Members, having the final say on how the matter is to be taken forward
 - ensuring meetings keep to time
 - reporting back to the Licensing and Public Safety Committee on proceedings
 - setting the agenda for each meeting in partnership with officers based on minutes from the last meeting and agreed topics on the work programme.

6. **Procedure**

7.1 The Panel will normally meet quarterly.

7.2 At least five working days before meetings an agenda, minutes from the previous meeting and any relevant papers will be circulated to Panel members. If it is impractical to circulate papers at the same time as the agenda then any outstanding items can be circulated as 'to follow' items. It is for the Chair to determine the items to be included on the agenda

8 **Code of Conduct**

All members of the Panel shall agree to sign and abide by the Liaison Panel's Code of Conduct. Failure to do so will result in the member being removed from the Panel membership.

Signed
Chair

Date

Print Name

Licensing Liaison Panel

I agree to uphold the Constitution and Code of Conduct, and I understand I may be asked to leave the Panel should I fail to do so.

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Breach of Code of Conduct

1. If anyone attending the Panel does not abide by the Code of Conduct, the Chair will warn that if they break the code again they may be asked to leave the meeting.
2. Panel members can be excluded and disqualified if they contravene the above Code of Conduct.
3. Any Panel member, who knowingly disseminates false information or brings the meeting into disrepute, will have their membership of the Panel reviewed.