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14 June 2023

LICENSING COMMITTEE

A meeting of the Licensing Committee will be held in the **Council Chamber at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Friday 23 June 2023 at 9.30 am** and you are requested to attend.

Members: Councillors Blanchard-Cooper (Chair), Haywood (Vice-Chair), Batley, Bence, Cooper, Goodheart, Madeley, McAuliffe, McDougall, Patel and Worne

PLEASE NOTE: Where public meetings are being held at the Arun Civic Centre, to best manage safe space available, members of the public are encouraged to watch the meeting online via the [Committee's webpage](#).

1. Where a member of the public wishes to attend the meeting or has registered a request to take part in Public Question Time, they will be invited to submit the question in advance of the meeting to be read out by an Officer, but of course can attend the meeting in person.
2. We request members of the public do not attend any face to face meeting if they have Covid-19 symptoms.

Any members of the public wishing to address the Committee meeting during Public Question Time, will need to email Committees@arun.gov.uk by 5.15 pm on **Thursday 15 June 2023** in line with current Committee Meeting Procedure Rules.

It will be at the Chief Executive's/Chair's discretion if any questions received after this deadline are considered.

For further information on the items to be discussed, please contact Committees@arun.gov.uk.

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial
- c) the nature of the interest

3. MINUTES

(Pages 1 - 12)

To approve as a correct record the Minutes of the meeting held on 3 March 2023 and to note the Minutes from the meetings of the Licensing Sub-Committee held on 6 March, 20 March and 27 April 2023.

4. ITEMS NOT ON THE AGENDA WHICH THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES

5. PUBLIC QUESTION TIME

To receive questions from the public (for a period of up to 15 minutes).

6. START TIMES

The Committee is asked to approve its start times for meetings during 2023/24.

7. LICENSING HEARING PROCEDURES

(Pages 13 - 38)

This report seeks the adoption of revised Licensing Sub-Committee hearing procedures in relation to Taxis and Licensing Act 2003 matters.

8. COUNCIL VISION 2022-2023 ANNUAL REPORT (Pages 39 - 56)

This report updates the Committee on progress towards key objectives within each theme for the year 2022-2023. The full report will be presented to Committees as an important overview of council performance and sits alongside the key performance indicators (KPIs) for 2022-2023 which form the Corporate Plan.

9. Q4/END OF YEAR KEY PERFORMANCE INDICATORS (KPIs) (Pages 57 - 62)

This report updates the Committee on the Q4 and end of year Performance Outturn for the Key Performance Indicators (KPIs) which make up the Corporate Plan, for the period 1 April 2022 to 31 March 2023.

10. WORK PROGRAMME (Pages 63 - 64)

The Committee's Work Programme for 2023-24 is attached for the Committee's information.

Note: If Members have any detailed questions, they are reminded that they need to inform the Chair and relevant Director in advance of the meeting.

Note: Filming, Photography and Recording at Council Meetings – The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link - [PART 8 - CP - Section 5 Filming Photographic Protocol](#)