

**Licensing Committee**  
**Statement of Licensing Policy Working Panel 2010**

The report to Licensing Committee of 19 April 2010 (attached as Appendix B for ease of reference) on the review of the City's Statement was reported and agreed as follows:-

The Committee considered a report of the Director of Environmental Services relating to the City Corporation's Statement of Licensing Policy, a review of which was required by statute by January 2011.

The Director of Environmental Services advised that, following consultation with interested parties, the proposed revised policy would be submitted to the Court of Common Council in December.

The Chairman referred to the plans set out in paragraph 11 of the report for a working party to be set up to consider the responses to the consultation, and he proposed that it comprise the five Sub Committee Chairmen and officers.

RESOLVED – That:-

- (1) the requirement to review the current policy be noted;
- (2) the timetable and methodology suggested in the report for recommending any amendments to the current policy in the light of the consultation responses and to determine the final text of the Statement of Licensing Policy be approved;
- (3) a Licensing Policy Working Party be set up to consider the consultation responses and any changes to the new Policy Statement, comprising:- follows:  
Chairman  
Deputy Chairman  
The three other Sub Committee Chairmen  
The Town Clerk or his representative (preferably two)  
The Comptroller and City Solicitor or his representative  
The Director of Environmental Services or his representative (preferably two).
- (4) The final policy document be submitted to the Court of Common Council for agreement in due course, to be effective from January 2011.

**Suggested Matters for Discussion for first Meeting of the Working Panel**

1. Discuss working Timetable for working panel
2. Methodology for consultation
3. Discuss and agree the questions in the questionnaire
4. Any other Business

**1. Timetable**

At its first meeting the timetable will be agreed for the consultation and review. To help the following indicative time table is suggested. The crucial end date is to agree the final draft of the reviewed document at the 15 November Licensing Committee so as to commend this to Court of Common Council on 9 December in order to be able to publish the reviewed document in January 2011.

<b>Date</b>	<b>Action</b>
5 July	First meeting of working panel
12 July	Send out questionnaire's by letter and email
W/C 6 September	Analysis of responses and possible amendments drafted by officers
W/C 20 September	Second Meeting of working panel to consider responses and draft changes
W/C 11 October	Third Meeting of working panel to consider responses and draft changes
W/C 18 October	Fourth Meeting of working panel to consider responses and draft changes if WP consider this necessary
15 November	Licensing Committee for Decision
9 December	Court of Common Council to consider
W/C 10 January 2011	Publish 2011 Statement of Licensing Policy

## 2. Consultation Methodology:-

This needs to be agreed with members of the working panel. To date the consultation has been mentioned at residents meetings to

Rest of the City – 20 May

Central Residents Meetings – 7 June

An article circulated to residents in the City Resident magazine

It is expected to use email and letters as the prime method of directly contacting of resident and business groups where we have current contacts held both within Department of Environmental Services and the City Community Manager who deals with consultation matters for the City. There is a list of Stakeholders who must be included as set out in paragraph 5 of the 19 April report. The working panel can suggest others particularly for paragraph 5 (vi).

A questionnaire, (first draft attached separately as Appendix A) is to be used with a covering letter. This will be placed on the City of London Web site in the Licensing section and referred to in the consultation pages supported by Town Clerk's Department

The matter will be raised at City of London Police Area Meetings during the consultation period and any other resident meetings

### Summary of Appendices

- A. Consultation Questionnaire.....page 3
- B. Review of Statement of Licensing Policy –Report to April Ctte.....page 11
- C. Review of Statement of Licensing Policy: Proposed Stress Areas – Report to April Ctte  
(the original appendix to this report, the Hadfield report, has not been re-circulated but is available on request or can be viewed online at <http://bit.ly/d0FpbE> ).....page 16
- D. Statement of Licensing Policy (January 2008).....page 24

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