

LICENSING ACT 2003 COMMITTEE

**Friday 20th January 2006 at 9.30 a.m. in
the Town Hall**

A G E N D A

PUBLIC BUSINESS

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

A Guidance note is circulated at page C of this agenda.

3. URGENT BUSINESS

Items of business notified to the Chief Executive by 9.30 a.m. on Wednesday 18th January 2006 which, in the opinion of the Chair, should be considered by the Committee as urgent business because of special circumstances.

4. MINUTES AND MATTERS ARISING

Minutes (attached, page 4.1 to 4.3) of the Committee's meeting held on 15th July 2005.

5. LICENSING ACT 2003 – COUNCIL POSITION ON DISCHARGE OF DUTIES

Report (attached at page 5.1 to 5.7) of the Environmental Health Business Manager and the Head of Legal and Democratic Services.

The Committee is asked to note the contents of the report.

6. OXFORDSHIRE MEMORANDUM OF UNDERSTANDING AND JOINT ENFORCEMENT PROTOCOL

Attached at page 6.1 to 6.13 is a copy of the Oxfordshire Memorandum of Understanding and Joint Enforcement Protocol.

The Environmental Health Business Manager will report on the Oxfordshire Memorandum of Understanding and Joint Enforcement Protocol between the Oxfordshire Licensing Authorities and the Responsible Authorities (Police, Fire, Trading Standards, Environmental Health, Social and Health Care.)

The Committee is asked to note the report.

7 LICENSING ACT 2003 JOINT ENFORCMENT STATEMENT

Attached at page 7.1 to 7.2 is a copy of the Licensing Act 2004 Joint Enforcement Statement between the Local Authorities Coordinators of Regulatory Services (LACORS), the Local Government Association (LGA) and the Association of Chief Police Officers (ACPO).

The Committee is asked to note the document.

8. DATES OF FUTURE MEETINGS

17th March 2006

19th May 2006

Any enquiries on this agenda should be addressed to:-

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DECLARING INTERESTS AT MEETINGS

What Interests do I need to declare in a meeting?

As a first step you need to declare any **personal interests** you have in a matter. You will then need to decide if you have a **prejudicial interest** in a matter.

What is a personal interest?

You have a personal interest in a matter if that matter affects the well-being or financial position of you, your relatives or your friends more than it would affect other people in the Council's area. A personal interest can affect you, your relatives or your friends positively or negatively. If you or they would stand to lose by the decision, you should also declare it.

You also have a personal interest in a matter if it relates to any interests which you must register.

What do I need to do if I have a personal interest in a matter?

You must declare it when you get to the item headed "Declaration of Interest" on the agenda or as soon as it becomes apparent to you.

Can I stay in a meeting if I have a personal interest?

You can still take part in the meeting and vote on the matter unless your personal interest is also a prejudicial interest.

What is a prejudicial interest?

A prejudicial interest is one which a member of the public who knows the relevant facts would reasonably think is so significant that it is likely to affect your judgement of the public interest.

What is not a prejudicial interest?

The Code of Conduct sets out a small number of exceptions. Check with the Monitoring Officer if you are in any doubt.

What do I need to do if I have a prejudicial interest?

If you have a prejudicial interest in a matter being discussed at a meeting, you must leave the room. You cannot take part in discussions on that matter or try to improperly influence anyone's decision on the matter.