

# Appendix D

## PART 3B – DELEGATIONS TO REGULATORY AND OTHER COMMITTEES (COMMITTEE TERMS OF REFERENCE)

### Committee Terms of Reference

#### 1. The Development Management Committee

<b>Appointed by:</b>	The Council under Section 101 of the Local Government Act 1972
<b>Number of Members:</b>	13 (with effect from 1 May 2014)
<b>Chairman and Vice-Chairman appointed by:</b>	The Council
<b>Quorum:</b>	At least 50% of the membership of the Committee
<b>Frequency:</b>	Four weekly or as otherwise determined by the Monitoring Officer in consultation with the Chairman
<b>Venue:</b>	Priory House or as otherwise determined by the Monitoring Officer in consultation with the Chairman
<b>Co-opted Members:</b>	None
<b>Code:</b>	The Planning Code of Good Practice

#### 1.1 Terms of Reference

To exercise the following functions of the Council (as set out in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and any subsequent amendments thereto and detailed in Annex A below), which are not delegated to officers in Part 3E of the Constitution:-

##### 1.1.1 Planning and Conservation

To exercise all powers relating to town and country planning and development control functions.

### 1.1.2 Commons Registration

The registration of common land or town and village greens and of the variation of rights of common and powers of enforcement, protecting unclaimed registered common land, and to institute proceedings for offences in respect of unclaimed common land.

### 1.1.3 Highways Use and Regulation and Public Rights of Way

The exercise of powers relating to the regulation of the use of highways and relating to public rights of way.

### 1.1.4 Trees and Hedgerows and other miscellaneous functions

The exercise of powers relating to the preservation of trees and the protection of important hedgerows and other miscellaneous functions.

## **1.2 Limitation of Powers**

### 1.2.1 The Committee has full delegated powers on behalf of the Council.

## 2. The Licensing Committee

<b>Appointed by:</b>	The Council under Section 6 of the Licensing Act 1972 and Section 101 of the Local Government Act 1972
<b>No of Members:</b>	12
<b>Chairman and Vice-Chairman appointed by:</b>	The Council
<b>Quorum</b>	At least 50% of the membership of the Committee
<b>Frequency</b>	Quarterly
<b>Venue</b>	As set out in the approved Calendar of Meetings <sup>1</sup>  1 unless otherwise agreed by the Chairman, Monitoring Officer or Committee by resolution.
<b>Co-opted Members</b>	None
<b>Code:</b>	Licensing Code of Good Practice.

### 2.1 Terms of Reference

- 2.1.1 To exercise all licensing functions of the Council under the Licensing Act 2003 (as set out in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and any subsequent amendments thereto and detailed in Annex B and C below) which are not delegated to a sub-committee or officers;

- 2.1.2 To exercise all functions of the Council, under Part 8 of the Gambling Act 2005, as set out in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and any subsequent amendments thereto and detailed in Annex B below) and in relation to the Health and Safety at Work Act 1974, except where those functions are discharged in the Authority's capacity as an employer, which are not delegated to a sub-committee or officers.

## **2.2 Limitation of Powers**

The Committee has full delegated powers subject to the following exclusions which shall be recommended for approval by the Council:-

- 2.2.1 approving the Authority's Licensing Statement under Section 5 of the Licensing Act 2003;
- 2.2.2 approving the Authority's Gambling Licensing Policy under Section 349 of the Gambling Act 2005;
- 2.2.3 deciding not to issue casino licences under Section 166 of the Gambling Act 2005; and
- 2.2.4 the making of Designation Orders in accordance with the provisions of Section 13 of the Police and Criminal Justice Act 2001 and the Local Authorities (Alcohol Consumption in Public Places) Regulations 2001.

### 3. The Licensing Sub-Committee

<b>Appointed by:</b>	The Licensing Committee under Section 9 of the Licensing Act 2003
<b>No of Members:</b>	3 Councillors appointed by the Monitoring Officer as and when necessary from a panel comprising all members of the Licensing Committee
<b>Chairman and Vice-Chairman appointed by:</b>	The Sub-Committee at each meeting
<b>Quorum</b>	2
<b>Frequency</b>	As and when required
<b>Venue</b>	As set out in the approved Calendar of Meetings <sup>1</sup>  1 unless otherwise agreed by the Chairman, Monitoring Officer or Committee by resolution.
<b>Co-opted Members</b>	None
<b>Code:</b>	The Licensing Code of Good Practice. Licensing Hearings Procedure .

#### 3.1 Terms of Reference

To undertake hearings under the Licensing Act 2003 in respect of the functions set out in Annex C below.

#### 3.2 Limitation of Powers

None.

#### 4. The Audit Committee

<b>Appointed by:</b>	The Council under Section 101 of the Local Government Act 1972
<b>No of Members:</b>	7. No Member of the Executive, no Deputy Executive Member and no member of the Corporate Resources Overview and Scrutiny Committee may sit on the Audit Committee
<b>Chairman and Vice-Chairman appointed by:</b>	The Council
<b>Quorum</b>	At least 50% of the membership of the Committee
<b>Frequency</b>	Quarterly
<b>Venue</b>	As set out in the approved Calendar of Meetings <sup>1</sup>  1 unless otherwise agreed by the Chairman, Monitoring Officer or Committee by resolution.
<b>Co-opted members</b>	None

##### 4.1 Terms of Reference

###### *Statement of Purpose*

The purpose of the Audit Committee is to provide independent assurance on the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Authority's financial and non-financial performance to the extent that it affects the Authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process. Where the Authority risk is extended into partnerships with other Authorities and contracts with suppliers, then the Committee will be empowered to request the attendance of the third parties to provide an entire picture of both audit and risk.

The Audit Committee has the following specific responsibilities:-

*Audit Activity*

- 4.1.1 To consider and approve the internal Audit strategy and receive periodic reports on its operation;
- 4.1.2 To approve, amend and monitor progress against the internal Audit Strategy and Plan;
- 4.1.3 To consider the Internal Audit annual report, including a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's control environment;
- 4.1.4 To consider summaries of specific internal audit reports, as requested;
- 4.1.5 To consider whether internal audit services provided are effective, monitoring any areas identified for improvement;
- 4.1.6 To consider periodic reports on internal audit, including whether agreed internal audit recommendations have been suitably addressed within a reasonable timescale;
- 4.1.7 To consider and note the external auditor's annual management letter and opinion and progress reports in accordance with their annual work programme;
- 4.1.8 To consider specific reports from the external auditor and determine whether suitable responses/actions have been taken;
- 4.1.9 To comment on the scope and depth of external audit's work and to help ensure it provides value for money;
- 4.1.10 To liaise with the Audit Commission over the appointment of the Council's external auditor;
- 4.1.11 To commission work from both internal and external audit.

### *Regulatory Framework*

- 4.1.12 To review any issue referred to it by the Chief Executive or a Director or Assistant Chief Executive or any Council body;
- 4.1.13 To approve the Risk Management Policy Statement and monitor the operation thereof;
- 4.1.14 To approve the Anti-Fraud and Corruption Policy and monitor the operation thereof;
- 4.1.15 To maintain an overview of the Council's Confidential Reporting Code and to recommend the Council on any amendments required thereto;
- 4.1.16 To approve the Local Code of Governance and monitor the operation thereof;
- 4.1.17 To oversee the production of the Annual Governance Statement and to approve its adoption when satisfied it properly reflects the governance arrangements and the management of risk and any significant actions required to improve it.

### *Accounts*

- 4.1.19 To review and approve the Annual Statement of Accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial settlements or from the audit that need to be brought to the attention of the Council.
- 4.1.20 To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

## **4.2 Limitation of Powers**

- 4.2.1 The Committee has full delegated powers, except in so far as the limitations provided in 4.1.17 above;
- 4.2.2 The Council will receive a report from the Chairman of the Audit Committee on the Committee's activities once each year.



## 5. The General Purposes Committee

<b>Appointed by:</b>	The Council under Section 101 of the Local Government Act 1972
<b>No of Members:</b>	12 including at least 3 members of the Executive
<b>Chairman and Vice-Chairman appointed by:</b>	The Council
<b>Quorum</b>	At least 50% of the membership of the Committee
<b>Frequency</b>	Provision to be made for a meeting in each committee cycle, if needed
<b>Venue</b>	As set out in the approved Calendar of Meetings <sup>1</sup>  1 unless otherwise agreed by the Chairman, Monitoring Officer or Committee by resolution.
<b>Co-opted members</b>	None

### 5.1 Terms of Reference

- 5.1.1 To make arrangements for the appointment of the Head of Paid Service, Directors, Chief Finance Officer and Monitoring Officer (or if required Acting Monitoring Officer) and the dismissal of the Head of Paid Service, Chief Finance Officer and Monitoring Officer, via the Appointments Sub- Committee;
- 5.1.2 To determine strategic employee policies;
- 5.1.3 To determine terms and conditions of employment for employees;

5.1.4 To consider and determine any matter relating to HR policies or terms or conditions of employment referred from the Education Employee Relations Steering Group in circumstances where it has not been possible to reach agreement between staff and management sides on such matters;

*Note: The Education Employee Relations Steering Group is an informal group comprising the Director of Children's Services or their nominee and representatives of 7 professional associations for primary and secondary education.*

5.1.5 To exercise the Council's functions under Chapter 7 (sections 26 to 37) of the Localism Act relating to Ethical Standards either itself or through a Standards Sub-Committee;

5.1.6 To carry out all functions relating to elections, electoral registration, changing governance arrangements and community governance reviews (specified in column 1 of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as may be amended from time to time);

5.1.7 To deal with matters relating to the civic and ceremonial activities of the Council;

5.1.8 To consider all matters relating to the name and status of the area and individuals;

5.1.9 Oversight of the Council's constitution, including approving any changes that may be required on the advice of the Monitoring Officer;

5.1.10 To receive for information reports advising of compensation payments or other benefits provided arising from complaints under the Corporate Complaints Procedure;

5.1.11 To receive for information reports advising of the making of payments in respect of the settlement of any Ombudsman complaint;

5.1.12 To deal with all other non-Executive functions which are not reserved to the full Council or are not otherwise delegated.

## **5.2 Limitation of Powers**

The Committee will have full delegated powers subject to the following exceptions which shall be recommended for full Council approval:-

- 5.2.1 The approval of any proposal to change the name of the Council or a Parish;
- 5.2.2 The approval of any recommendations arising from the conduct of a community governance review under Section 86 of the Local Government and Public Involvement in Health Act 2007;
- 5.2.3 The power to petition for a charter to confer borough status;
- 5.2.4 Proposals for submission to the Boundary Committee for England in respect of:-
  - 5.2.4.1 Electoral arrangements for the District and those Parishes within Central Bedfordshire; and
  - 5.2.4.2 Parliamentary Constituencies within Bedfordshire.

## 6. The Standards Sub-Committee

<b>Appointed by:</b>	The General Purposes Committee
<b>No of Members:</b>	3 - 5 Councillors appointed by the Monitoring Officer as required from the membership of the General Purposes Committee including substitutes.
<b>Chairman and Vice-Chairman appointed by:</b>	The Sub-Committee at each meeting
<b>Quorum:</b>	3
<b>Frequency:</b>	As and when required
<b>Venue:</b>	To be determined by the Monitoring Officer
<b>Co-opted members:</b>	None

### 6.1 Terms of Reference

To consider any matters relating to ethical standards referred to it by the Monitoring Officer, including the conduct of hearings set out at Part 5B of the constitution.

## 7. The Appointments Sub-Committee

<b>Appointed by:</b>	The General Purposes Committee under Section 101 of the Local Government Act 1972
<b>No of Members:</b>	3 - 5 Councillors appointed by the Monitoring Officer as and when necessary, (from a panel of Members appointed by the General Purposes Committee for this purpose) including at least one member of the Executive
<b>Chairman and Vice-Chairman appointed by:</b>	The Sub-Committee at each meeting
<b>Quorum</b>	3
<b>Frequency</b>	As and when required
<b>Venue</b>	To be determined by the Monitoring Officer
<b>Co-opted members</b>	None

### 7.1 Terms of Reference

- 7.1.1 To appoint or recommend the appointment of officers to whom the Officer Employment Procedure Rules apply, including the Head of Paid Service, Directors, the Chief Finance Officer and the Monitoring Officer;
- 7.1.2 To recommend the dismissal of the Head of Paid Service, Chief Finance Officer and Monitoring Officer, as provided in the Officer Employment Procedure Rules in Part H4 of the Constitution.

### 7.2 Limitations of Power

The Committee has full delegated power, other than the appointment and dismissal of the Head of Paid Service and as otherwise provided in the Officer Employment Procedure Rules in Part 4K of the Constitution.

## 8. The Appeals Committee

<b>Appointed by:</b>	The Council under Section 101 of the Local Government Act 1972
<b>No of Members:</b>	3 – 5 Councillors appointed by the Monitoring Officer as and when necessary, (from a panel of Members appointed by the Council for this purpose)
<b>Chairman and Vice-Chairman appointed by:</b>	The Committee at each meeting.
<b>Quorum</b>	3
<b>Frequency</b>	As and when required
<b>Venue</b>	To be determined by the Monitoring Officer
<b>Co-opted members</b>	None

### 8.1 Terms of Reference

To exercise the powers and duties of the Council where there is a right to make representations about, or appeal against, decisions made by or on behalf of the Council in relation to any of its functions, not delegated elsewhere within this constitution, including but not limited to:

- 8.1.1 Appeals by employees under their conditions of service or otherwise;
- 8.1.2 Appeals by people pursuant to any statutory provision;
- 8.1.3 appeals in connection with the provision of school or college transport;
- 8.1.4 representations made in connection with a decision to remove a governor from a governing body to which he/she was appointed by the Council.

## 9. The Health and Wellbeing Board

<b>Appointed by:</b>	The Council under Section 194 of the Health and Social Care Act 2012
<b>No of Members:</b>	At least 1 member of the Council and others prescribed in Section 194 of the Act.
<b>Chairman and Vice-Chairman appointed by:</b>	The Council
<b>Quorum:</b>	At least 50% of the membership of the Board
<b>Frequency</b>	Quarterly or as determined necessary by the Board
<b>Venue</b>	Priory House or as otherwise agreed by the Board
<b>Co-opted Members:</b>	The Board may co-opt additional persons to be members of the Board as it thinks appropriate.
<b>Code:</b>	Health and Social Care Act 2012

### 9.1 Terms of Reference

#### Statement of Purpose

- 9.1.1 The Health and Wellbeing Board exists to provide strategic leadership and to promote integration across health, adult social care, children's services, safeguarding and the wider local authority to secure high quality and equitable health and wellbeing outcomes for the population of Central Bedfordshire.

#### The Board has the following functions:

- 9.1.2 The Board must provide such advice, assistance or other support as it thinks appropriate for the business of encouraging the making of arrangements under Section 75 of the National Health Service Act 2006;

- 9.1.3 The Board may encourage persons who arrange for the provision of any health-related services in its area to work closely with the Board;
- 9.1.4 The Board may encourage persons who arrange for the provision of any health or social services in its area and persons who arrange for the provision of any health-related services in its area to work together;
- 9.1.5 The Board shall exercise the functions of the Council and its partner commissioning groups under sections 116 (the preparation of a joint strategic needs assessment of relevant needs) and 116A (the preparation of a joint health and wellbeing strategy) of the Local Government and Public Involvement in Health Act 2007;
- 9.1.6 The Board shall ensure a joint strategic approach to commissioning and that commissioning decisions reflect local priorities and targets and deliver national and locally agreed outcomes;
- 9.1.7 The Board will seek to improve democratic accountability for the delivery of health care and health improvement outcomes for Central Bedfordshire residents;
- 9.1.8 The Board will seek to secure a strengthened patient voice through greater patient involvement and will ensure that health and social services are responsive to the needs of the local population;
- 9.1.9 The Board will maintain an overview of major service redesign impacting on Central Bedfordshire residents and make recommendations to enable improved and integrated care delivery;
- 9.1.10 The Board will have oversight of the health and care economy in Central Bedfordshire.

## **9.2 Membership**

### **Core Statutory membership**

- 9.2.1 The Health and Social Care Act 2012 prescribes the core statutory membership of the Board as follows:
- The Leader of the Council/and or at least one member of the Council nominated by the Leader;
  - The Council's Director of Adult Social Services;



- The Council's Director of Children's Services;
- The Council's Director of Public Health;
- A representative of the Local Healthwatch organisation for the area;
- A representative of each relevant clinical commissioning group.

### **Other Members**

9.2.2 The Council and the Health and Wellbeing Board may each appoint such additional persons to be members of the Board as they think appropriate.

9.2.3 On the advice of the Health and Wellbeing Board the Council has made the following arrangements

- 3 representatives to be appointed from the Bedfordshire Clinical Commissioning Group (voting members)
- 1 representative from the Commissioning Board Area for Hertfordshire and South Midlands (voting member)
- The Community Services Director, Central Bedfordshire Council (non-voting observer).

### **Offices of the Chairman and Vice-Chairman**

9.2.4 The Chairman shall be a member of Central Bedfordshire Council.

9.2.5 The Vice-Chairman shall be from the health sector.

### **Limitation of Powers**

9.3 Save as provided by statute or in respect of functions specifically reserved to the Council, the Board has full delegated power to exercise the functions listed in sections 9.1 and 9.2 above on behalf of the Council.

## **Development Management Committee**

### **Delegated Functions**

The Development Management Committee is authorised to undertake the following functions on the Council's behalf:

#### **A Functions relating to town and country planning and development control**

1. Power to determine applications for planning permission
2. Power to determine applications to develop land without compliance with conditions previously attached
3. Power to grant planning permission for development already carried out
4. Power to decline to determine applications for planning permission
5. Duties relating to the making of determinations of planning applications
6. Power to determine applications for planning permission made by a local authority, alone or jointly with another person
7. Power to make determinations, give approvals and agree certain other matters relating to the exercise of permitted development rights
8. Power to enter into agreements regulating the development or use of land
9. Power to issue a certificate of existing or proposed lawful use or development
10. Power to serve a completion notice
11. Power to grant consent for display of advertisements
12. Power to authorise entry onto land
13. Power to require the discontinuance of the use of land
14. Power to serve a planning contravention notice, breach of condition notice or stop notice

15. Power to issue a temporary stop notice
16. Power to issue an enforcement notice
17. Power to apply for an injunction restraining a breach of planning control
18. Power to determine applications for hazardous substances consent, and related powers
19. Duty to determine conditions to which old mining permissions, relevant planning permissions relating to dormant sites or active Phase I or II sites, or mineral permissions relating to mining sites, as the case may be, are to be subject
20. Power to require proper maintenance of land
21. Power to determine applications for listed building consent and related powers
22. Power to determine applications for conservation area consent
23. Duties relating to applications for listed building consent and conservation area consent
24. Power to serve a building preservation notice and related powers
25. Power to issue enforcement notice in relation to demolition of listed building in conservation area
26. Powers to acquire a listed building in need of repair and serve a repairs notice
27. Power to apply for an injunction in relation to a listed building
28. Power to execute urgent works

**B Functions in relation to the registration of commons, town and village greens**

1. Power to register common land or town or village greens, except where the power is exercisable solely for the purpose of giving effect to
  - (a) an exchange of lands affected by an order under s.19 (3 of, or paragraph 6 (4) of Schedule 3 to the Acquisition of Land Act 1981.

(b) an order under s.147 of the Inclosure Act 1845.

2. Power to register variation of rights of common
3. Power to apply for an enforcement order against unlawful works on registered common land
4. Power to protect unclaimed registered common land and unclaimed town or village greens against unlawful interference
5. Power to institute proceedings for offences in respect of unclaimed land

**C Functions in relation to highways and public rights of way**

1. Power to create footpath or bridleway by agreement
2. Power to create footpaths and bridleways
3. Duty to keep a register of information with respect to maps, statements and declarations
4. Power to stop up footpaths and bridleways
5. Power to determine applications for public path extinguishment order
6. Power to make a rail crossing extinguishment order
7. Power to make a special extinguishment order
8. Power to divert footpaths and bridleways
9. Power to make a public path diversion order
10. Power to make a rail crossing diversion order
11. Power to make a special diversion order
12. Power to require applicant for order to enter into agreement
13. Power to make a Site of Special Scientific Interest (SSSI) diversion order
14. Duty to keep a register with respect to applications under sections 118ZA, 118C, 119ZA and 119C of the Highways Act 1980
15. Power to decline to determine certain applications

16. Duty to assert and protect the rights of the public to use and enjoyment of highways
17. Duty to serve notice of proposed action in relation to obstruction
18. Power to apply for variation of order under section 130B of the Highways Act 1980
19. Power to authorise temporary disturbance of surface of footpath or bridleway
20. Power to temporarily divert footpath or bridleway
21. Functions relating to the making good of damage and the removal of obstructions
22. Powers relating to the removal of things so deposited on highways as to be a nuisance
23. Power to extinguish certain public rights of way
24. Duty to keep definitive map and statement under review
25. Power to include modifications in other orders
26. Duty to keep a register of prescribed information with respect to applications under section 53(5) of the Wildlife and Countryside Act 1981
27. Duty to reclassify roads used as public paths
28. Power to prepare map and statement by way of consolidation of definitive map and statement
29. Power to designate footpath as cycle tracks
30. Power to extinguish public right of way over land acquired for clearance
31. Power to authorise stopping up or diversion of highway
32. Power to authorise stopping-up or diversion of footpath or bridleway
33. Power to extinguish public rights of way over land held for planning purposes

34. Power to enter into agreements with respect to means of access
35. Power to provide access in absence of agreement
36. Power to permit deposit of builder's skip on highway
37. Power to license planting, retention and maintenance of trees etc in part of highway
38. Power to authorise erection of stiles etc on footpaths or bridleways
39. Power to license works in relation to buildings etc which obstruct the highway
40. Power to consent to temporary deposits or excavations in streets
41. Power to dispense with obligation to erect hoarding or fence
42. Power to restrict the placing of rails, beams etc over highways
43. Power to consent to construction of cellars etc under street
44. Power to consent to the making of openings into cellars etc under streets and pavement lights and ventilators
45. Power to grant permission for provision, etc of services, amenities, recreation facilities on highway and related powers
46. Duty to publish notice in respect of proposal to grant permission under Section 115E of the Highways Act 1980

**D Functions in relation to trees and hedgerows and other miscellaneous functions**

1. Power to make limestone pavement order
2. Powers relating to the protection of important hedgerows
3. Powers relating to the preservation of trees
4. Powers relating to complaints about high hedges

## **Licensing Committee**

### **Delegated Functions**

The Licensing Committee is authorised to undertake the following functions on the Council's behalf:

#### **A Licensing Act 2003**

1. Functions relating to licensing under Sections 5 to 8 of the Licensing Act 2003

#### **B Gambling Act 2005**

1. Duty to comply with requirement to provide information to Gambling Commission
2. Functions relating to the exchange of information
3. Functions relating to occasional use notices
4. Power to designation officer of the Licensing Authority as an authorised person for a purpose relating to premises
5. Power to make an order disapplying Section 279 or 282 (1) of the 2005 Act in relation to specified premises
6. Power to institute criminal proceedings
7. Power to exchange information
8. To make recommendations to Council on functions relating to the determination of fees for premises licences, within the parameters set out in The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 (SI 2007/479), as part of the annual budget-setting process
9. Functions relating to the registration and regulation of small society lotteries

#### **C Regulations Matters**

1. Power to issue licences authorising the use of land as a caravan site ("site licences")
2. Power to license the use of moveable dwellings and camping sites

3. Power to license hackney carriages and private hire vehicles
4. Power to license drivers of hackney carriages and private hire vehicles
5. Power to license operators of hackney carriages and private hire vehicles
6. Power to license sex shops and sex cinemas
7. Power to license sexual entertainment venues
8. Power to license performances of hypnotism
9. Power to license premises and persons for acupuncture, tattooing, ear piercing and electrolysis
10. Power to license pleasure boats and pleasure vessels
11. Power to license market and street trading
12. Duty to keep list of persons entitled to sell non-medicinal poisons
13. Power to register and license premises for the preparation of food
14. Power to license scrap yards
15. Power to issue, amend or replace safety certificates (whether general or special) for sports grounds
16. Power to issue, cancel, amend or replace safety certificates for regulated stands at sports grounds
17. Power to issue fire certificates
18. Power to license premises for the breeding of dogs
19. Power to license pet shops and other establishments where animals are bred or kept for the purposes of carrying on a business
20. Power to register animal trainers and exhibitors
21. Power to license zoos
22. Power to license keepers of dangerous wild animals



23. Power to licence the employment of children
24. Power to approve premises for the solemnisation of marriages
25. Power to license persons to collect for charitable and other causes
26. Power to grant consent for the operation of a loudspeaker
27. Power to license agencies for the supply of nurses.
28. Power to issue licences for the movement of pigs.
29. Power to license the sale of pigs.
30. Power to license collecting centres for the movement of pigs.
31. Power to issue a licence to move cattle from a market.
32. Power to sanction use of parts of buildings for storage of celluloid
33. Power to approve meat product premises
34. Power to approve premises for the production of minced meat or meat preparations
35. Power to approve dairy establishments
36. Power to approve egg product establishments
37. Power to issue licences to retain butchers' shops carrying out commercial operations in relation to commercial operations in relation to unwrapped raw meat and selling or supplying both raw **meet** and ready-to-eat foods.
38. Power to approve fish products premises.
39. Power to approve dispatch or purification centres.
40. Power to register auction and wholesale markets
41. Duty to keep register of food business premises
42. Power to register food business premises
43. Power to register motor salvage operators
44. Power to enforce offences relating to the display of no-smoking signs.

45. Power to enforce offences relating to smoking in smoke-free places and functions relating to fixed penalty notices.
46. Power to enforce offence of failing to prevent smoking in smoke-free places
47. Power to transfer enforcement functions to another enforcement authority

## **Licensing Sub-Committee**

### **Delegated Functions**

The Licensing Sub-Committee is authorised to undertake the following functions on the Council's behalf:

1. Determination of application for personal licence where objection notice submitted by Police
2. Determination of applications for renewal of personal licence where objection notice submitted by Police
3. Revocation of a personal licence
4. Determination of applications for premises licence where relevant representations received
5. Determination of application for provisional statement where relevant representations received
6. Determination of application to vary premises licence where relevant representations received
7. Determination of application to vary premises licence in relation to premises supervisor where relevant representations received
8. Determination of application to transfer premises licence where relevant representations received
9. Cancellation of interim authority notice where objection submitted by Police
10. Determination of application for review of premises licence
11. Determination of review of premises licence following closure order where relevant representations received
12. Determination of application for club premises certificate where relevant representations received
13. Determination of application to vary club premises certificate where relevant representations received
14. Determination of application for review of club premises certificate
15. Withdrawal of club premises certificate

16. Issue of counter notice to temporary events notice where objection notice submitted by Police
17. Decision to object when Licensing Authority is not the relevant Authority considering the application
18. Determination of any application falling within the terms of reference of this Sub-Committee, as set out above, submitted by the Authority itself.