

Licensing Act 2003 - Representations

Update on Levels of Personal Information to be Supplied on Parties who make a Relevant Representation at a Licensing Sub Committee Hearing

1. Licensing Sub Committee Hearings Trial Period

Three Sub Committee hearings have taken place via teams since 13 September 2021 and during this period;

- a. Parties who have made representations have been informed verbally by officers if telephone contact is made or through the Council's website and by letter/email when their representation is acknowledged by officers, that their name and address will form part of a publicly available document.
- b. Hearing letters and invitations to attend the Sub Committee hearing have confirmed virtual hearing recording will be available for six months and that third parties may record those hearings unknown to the Council.
- c. Personal Information (names, house names/numbers) have been removed from Reports to the Licensing Sub Committee. However, this information is available to the Sub Committee on their request.
- d. The Sub Committee Chairperson's announcements have informed the public attending or listening to a virtual hearing that the hearing is open to the public and any recording of the hearing made by the Council will be made publicly available on the Council's website for six months and that third parties may record hearings unknown to the Council. The Sub Committee hearing agendas have also informed the public that the hearing is open to the public and the information and any recording of the hearing made by the Council will be made publicly available for six months and that third parties can record hearings unknown to the Council.
- e. Parties attending the hearing including those making representations have been required to identify themselves at the hearing.
- f. Persons making a representation on a person's behalf have been required to confirm to the Sub Committee their identity and the identity of the person for who they are making the representation.
- g. The Sub Committee minutes have only identified individuals making a representation where this is considered necessary to ensure clarity on a particular issue raised at the hearing. Public and corporate bodies attending the hearings and legal representatives of the parties have continued to be identified.

- h. Decision Notices have identified parties making representations only where considered necessary for clarity on a point or issue raised at the hearing.

2. Impact to date

- a. Members of the public making representations only attended at one the Sub Committee hearings on 11 October 2021. No representations were received for the hearing which took place on 13 October and for the hearing on 20 October the party making a representation was a public authority (a town council). Neither the Sub Committees or Officers have received any comments or responses concerning personal information since the trial was commenced.
- b. Officers can confirm that the additional work required to redact the details has not adversely impacted officers so far. However, it is accepted that to date the changes have only affected three representations made at the hearing on 11 October. The Committee may consider that it may be appropriate for the trial to be extended to the Licensing Committee meeting in March 2022.

Mrs Sarah Marshall

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24 November 2021