



Coventry City Council

Council Meeting

8 December 2009

Booklet 1

Recommendation Minutes

INDEX TO MINUTES

Licensing & Regulatory Committee, 13 October 2009

Standards Committee, 26 November 2009

LICENSING AND REGULATORY COMMITTEE

13th October, 2009

Members Present: - Councillor Andrews
Councillor Arrowsmith
Councillor Asif
Councillor Mrs Bigham
Councillor Charley (Chair)
Councillor Chater (Deputy Chair)
Councillor Harvard
Councillor Lancaster
Councillor Lapsa
Councillor Reece
Councillor Skinner

Employees Present: - F. Barlow (City Services & Development Directorate) (part)
A. Bennett (City Services & Development Directorate) (part)
D. Blackburn (City Services & Development Directorate) (part)
P. Boulton (City Services & Development Directorate) (part)
G. Makin (City Services & Development Directorate) (part)
S. Moore (City Services & Development Directorate) (part)
U. Patel (Customer and Workforce Services Directorate)
M. Smith (Finance and Legal Services Directorate)

Apologies: - Councillor Ruane
Councillor Smith

RECOMMENDATIONS

70. Gambling Act 2005 – Statement of Gambling Policy 2010 – 2013

The Committee considered a report of the Interim Assistant Director of Street Services and Public Protection which reported the results of the consultation on the proposed Statement of Gambling Policy 2010 – 2013.

Under Section 349 of the Gambling Act 2005 (the Act), each licensing authority must prepare and produce a Statement of Gambling Policy detailing the principles that they propose to apply in exercising their functions under the Act. The policy would have to be renewed at least every three years in accordance with the Act. The current Gambling Policy was published on 1st January 2007.

Before adopting a policy for a three year period, licensing authorities would be required to carry out a wide consultation process. For Coventry, this took place from 26th June to 18th September 2009 and in accordance with guidance issued by the Gambling Commission. Section 349 of the Act requires the licensing authority to consult the following on the policy or any subsequent revision:-

- The Chief Officer of police for the authority's area.
- One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority's area.

- One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Act.

This authority consulted with West Midlands Police, premises with a current licence/permit under the Act and the Gambling Commission. In addition to these statutory consultees, the licensing authority may also consult with any individuals or organisations it deemed appropriate. As a result, West Midlands Fire Service, the Community Safety Team, Safeguarding Children Board, Environmental Health, Building Control, Planning, Trade Associations and Voluntary Organisations were also consulted.

The public consultation exercise finished on 18th September and the results were attached as Appendix B of the report together with the Licensing Authority response. Comments raised by the Committee would be submitted to Council on 8th December 2009 for consideration. The proposed Statement of Gambling Policy must be published by 3rd January 2010 to enable the Council to continue to carry out its functions under the Gambling Act 2005.

The revised Statement of Gambling Policy had been prepared in light of three years experience and legal interpretation of the Act. The Gambling Commission had also produced two further updates on guidance for licensing authorities since the original statement was agreed and the revised policy took these changes to guidance into account.

The Cabinet Office had issued guidance and a Code of Practice on the consultation process recommending a 12 week consultation period, and local authorities were encouraged to follow it. By the end of the consultation period, the authority had only received four responses regarding the policy statement, two of which were just acknowledgements with no changes. The two relevant responses were attached at Appendix B of the report together with the Licensing Authority's response. The Committee commented that any references made to vulnerable people within the policy be made more specific and clearer. In particular they requested that paragraph 10.13 of the Revised Statement of Gambling Policy be strengthened and amended as follows:-

"As regards to the protection of vulnerable persons, this licensing authority would normally consider conditions such as the use of self-barring schemes, provision of information leaflets/helpline numbers for organisations such as GamCare".

RESOLVED that the proposed statement of Gambling Policy attached as Appendix A of the report and the responses received following the consultation exercise attached as Appendix B of the report be noted and the comments raised above be forwarded to Council.

Report to

Licensing and Regulatory Committee
Council

13th October 2009
8th December 2009

Report of

Interim Assistant Director of Head of Street Services and Public Protection

Title

Gambling Act 2005 - Statement of Gambling Policy 2010 - 2013

1 Purpose of the Report

- 1.1 The purpose of this report is to advise Members of the results of the consultation on the proposed Statement of Gambling Policy (2010-2013).

2 Recommendations

- 2.1 Licensing and Regulatory Committee considers the proposed statement of Gambling Policy (Appendix A) and the responses received following the consultation exercise (Appendix B) and forwards any comments it may have on to Council.
- 2.2 That the full Council on 8th December 2009 considers any comments made by Licensing and Regulatory Committee and adopts the proposed Statement of Gambling Policy (2010 – 2013) attached as Appendix A for the purposes of Section 349 of the Gambling Act 2005.

3 Information / Background

- 3.1 Under Section 349 of the Gambling Act 2005 each licensing authority must prepare and produce a statement of Gambling Policy detailing the principles that they propose to apply in exercising their functions under the Act. The policy has to be renewed at least every three years in accordance with the Act. The current Gambling Policy was published on 1st January 2007.
- 3.2 Before determining policy for any three-year period, licensing authorities are required to carry out a wide consultation process.

The consultation took place from 26th June to 18th September in accordance with guidance issued by the Gambling Commission. Section 349 of the Act requires the licensing authority to consult the following on the policy or any subsequent revision:-

- The chief officer of police for the authority's area

- One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority's area
- One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Act.

This authority consulted with West Midlands Police, premises with a current licence/permit under the Act, the Gambling Commission and GamCare.

- 3.3 The licensing authority may also include in the process any individuals or organisations it deems appropriate. In addition to the bodies mentioned in 3.2 the following bodies were consulted:

West Midlands Fire Service, the Community Safety Team, Safeguarding Children Board, Environmental Health, Building Control, Planning, Trade Associations and Voluntary Organisations

- 3.4 The public consultation exercise finished on 18th September, and the results of the consultation process are attached as Appendix B together with the Licensing Authority response. Matters raised at Licensing and Regulatory Committee will be included with the report when it is submitted for consideration at full Council on 8th December 2009.

- 3.5 The proposed Statement of Gambling Policy must be published by the 3rd January 2010, to enable the Council to continue to carry out its functions under the Gambling Act 2005

4 Proposal and Other Option(s) to be Considered

- 4.1 The revised Statement of Gambling Policy has been prepared in the light of three years experience and legal interpretation of the Act. The Gambling Commission has also produced two further updates on guidance for licensing authorities since the original statement was agreed and the revised policy takes into account these changes to guidance.

- 4.2 There are currently 67 premises licences in force within Coventry in the following categories:-

Betting shops	52
Adult Gaming Centres	5
Bingo Halls	5
Track Betting	1
Casino	4

- 4.3 The Cabinet Office has issued guidance and a Code of Practice on the consultation process recommending a 12-week consultation period, and local authorities are encouraged to follow it. By the end of the consultation period the authority had received only four responses regarding the policy statement (2 of these were from the Health and Safety Executive and the Equality and Human Rights Commission which were just acknowledgements with no changes). These are attached at Appendix B of the report together with the Licensing Authority's response.

5 Other specific implications

	Implications (See below)	No Implications
Best Value		✓
Children and young people	✓	
Climate change & Sustainable development		✓
Comparable Benchmark Data		✓
Corporate Parenting		✓
Coventry Sustainable Community Strategy		✓
Crime and Disorder		✓
Equal Opportunities		✓
Finance	✓	
Health and Safety		✓
Human Resources		✓
Human Rights Act	✓	
Impact on partner organisations	✓	
Information and Communications Technology		✓
Legal Implications	✓	
Neighbourhood management		✓
Property Implications		✓
Race equality scheme	✓	
Risk Management		✓
Trade Union Consultation		✓
Voluntary Sector – The Coventry Compact		✓

6 Children and Young People

- 6.1 One of the three Gambling Act objectives is 'protecting children and other vulnerable persons from being harmed or exploited by gambling'. Applicants are required to indicate how they will address this objective when making applications. The Coventry Area Child Protection Committee will be the responsible authority consulted when applications are made.

7 Financial Implications

- 7.1 It is for the Council to decide the full extent of the consultation it is to carry out. The Secretary of State advises that licensing authorities should have regard to cost and time when undertaking consultations;

The fee levels for applications are currently set at the maximum allowed levels under the Act. This is to provide full cost recovery of all licensing functions including the preparation and publication of a Statement of Gambling Policy, which includes any revisions.

8 Human Rights

8.1 The Statement of Gambling Policy will inform decisions taken by the licensing authority that will have an impact on the interests of private individuals and businesses. The policy reflects the need to respect the relevant rights given by the Human Rights Act.

9 Impact on Partner Organisations

9.1 All Responsible Authorities have been given the opportunity to comment on the proposed guidance.

10 Legal Implications

10.1 The Council cannot continue in its role as a licensing authority until it has approved and published a Statement of Gambling Policy to replace the current one which will expire on 30th January 2010.

10.2 The licensing function is carried out by the Council's Licensing and Regulatory Committee with the exception of the approval of the policy statement which must be approved by full Council.

11 Race Equality Scheme

11.1 The Statement of Gambling Policy refers to the Council's Race Equality Scheme.

12 Monitoring

12.1 The Gambling Policy will be reviewed as necessary during its lifespan in the light of feedback received.

13 Timescale and expected outcomes

13.1 The Statement of Gambling Policy must be published by the 3rd January 2010, allowing the Council to continue to carry out any function in respect of individual applications made under the authority of the Gambling Act 2005, on or after 31st January 2010.

	Yes	No
Key Decision		✓
Scrutiny Consideration <i>(if yes, which Scrutiny meeting and date)</i>		✓
Council Consideration <i>(if yes, date of Council meeting)</i>	✓ 8 th December 2009	

List of background papers

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Workforce Services

Papers open to Public Inspection**Description of paper****Location**

Gambling Act 2005

Public Protection, Broadgate House

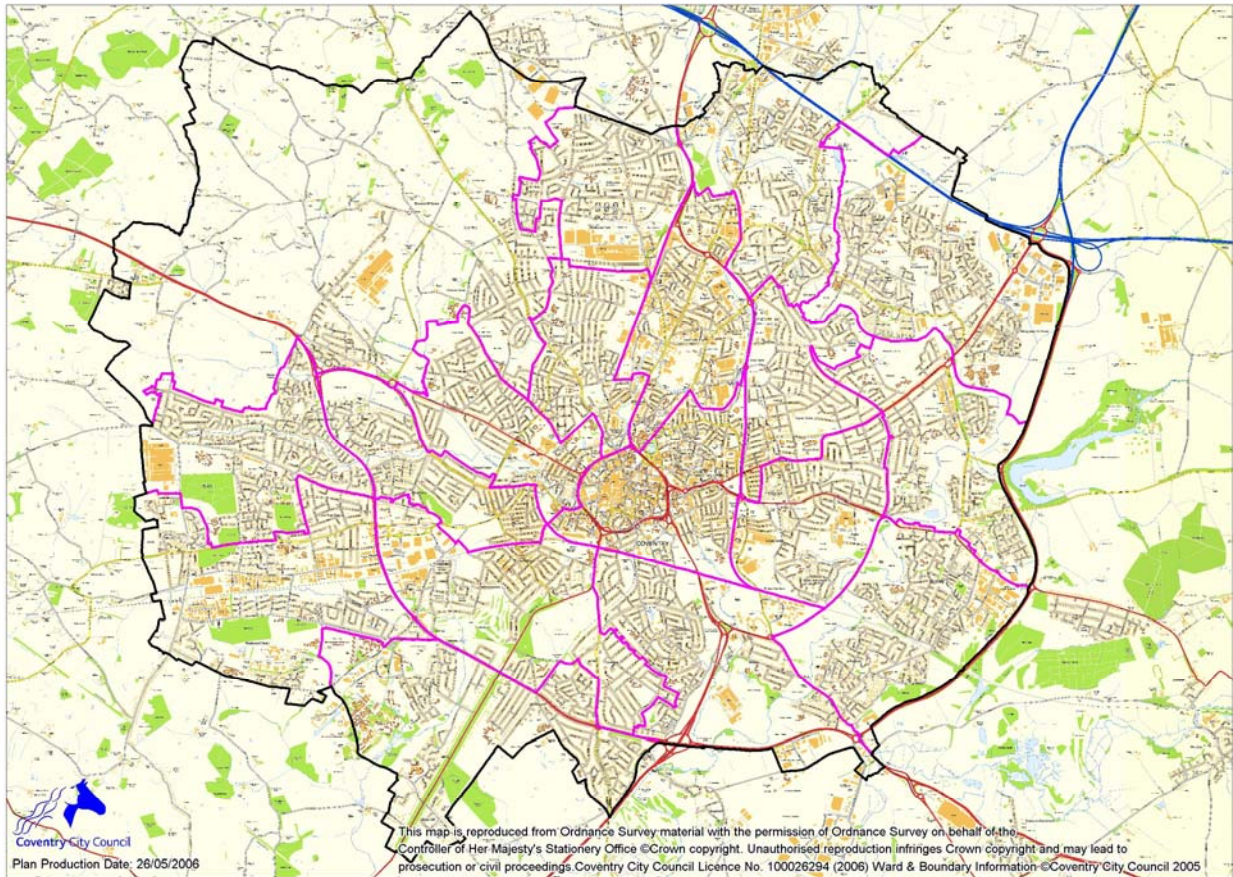
Gambling Commission Guidance

Cabinet Office – Code of Practice on
Consultation

Gambling Act 2005

Gambling Policy





map of the area covered by Coventry City Council

STATEMENT OF GAMBLING POLICY

PART A

1. INTRODUCTION

1.1 Coventry City Council ('the Council') has a duty under the terms of the Gambling Act 2005 ('the Act') whilst carrying out most of its functions as the Licensing Authority, to have regard to the following licensing objectives:

- **Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime.**
- **Ensuring that gambling is conducted in a fair and open way;**
- **Protecting children and other vulnerable persons from being harmed or exploited by gambling.**

The Council is aware that, as required by S.153 and S.224 of the Act, when making decisions about premises licences and temporary use notices it should aim to permit the use of premises for gambling in so far as it thinks it:

- a) **in accordance with any relevant code of practice issued by the Gambling Commission;**
- b) **in accordance with any relevant guidance issued by the Gambling Commission;**
- c) **reasonably consistent with the licensing objectives (subject to paragraphs a) and b)) ;**
- d) **in accordance with the Council's Statement of Gambling Policy (subject to paragraphs a) b) and c)).**

1.2 Coventry is a city situated in the West Midlands with a population of 304,000 inhabitants. It is mainly urban but includes significant areas that are semi-rural. A map of the area is shown on the previous page.

This Statement of Gambling Policy relates to all those district council licensing functions specified under the Act namely:

- Be responsible for the licensing of premises where gambling activities are to take place by issuing *Premises Licences*
- Issue *Provisional Statements*
- Regulate *members' clubs* and *miners' welfare institutes* who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits
- Issue *Club Machine Permits* to *Commercial Clubs*
- Grant permits for the use of certain lower stake gaming machines at *unlicensed Family Entertainment Centres*
- Receive notifications from alcohol licensed premises (under the Licensing Act 2003) of the use of two or fewer gaming machines
- Grant *Licensed Premises Gaming Machine Permits* for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing

- Act 2003, where more than two machines are required
- Register *small society lotteries* below prescribed thresholds
- Issue *Prize Gaming Permits*
- Receive and Endorse *Temporary Use Notices*
- Receive *Occasional Use Notices*
- Provide information to the Gambling Commission regarding details of licences issued (see section below on 'information exchange')
- Maintain registers of the permits and licences that are issued under these functions

1.3 It should be noted that local licensing authorities will not be involved in licensing remote gambling at all. This will fall to the Gambling Commission via Operator Licences. The Council recognises that the licensing function is only one means of promoting delivery of the above objectives and should not therefore be seen as a means for solving all problems within the community. The licensing authority will therefore continue to work in partnership with neighbouring authorities, the West Midlands Police ('the Police'), the Coventry Community Safety Partnership, local businesses, local people and those involved in child protection to promote the licensing objectives as outlined. In addition, the Council recognises its duty under S.17 of the Crime and Disorder Act, 1998, with regard to the prevention of crime and disorder.

1.4 This policy statement has been prepared in accordance with the provisions of the Act, policy statement regulations and the Guidance* issued by the Gambling Commission and is valid for a period of 3 years from 31st January, 2010. This policy statement will be reviewed from "time to time" and any amended parts re-consulted upon. The statement would then be re-published.

* All references to the Gambling Commission's Guidance refers to the "Guidance to Licensing Authorities 3rd Edition (May 2009)."

2. CONSULTATION

2.1 Before publishing this policy statement the licensing authority has consulted with and given proper consideration to the views of the following in line with the Act and the Gambling Commission's Guidance:

- The Chief Officer of Police
- The Fire Authority
- Representatives of persons currently carrying on gambling businesses in Coventry
- Representatives of local businesses
- Representatives of local residents
- Coventry licensing forum
- Departments (including Responsible Authorities) within the Council with an interest in the licensing of gambling
- Coventry Safeguarding Children Board
- Allesley Parish Council
- Keresley Parish Council
- Local bodies representing consumers, the disabled, children's charities, promotion of tourism and neighbouring licensing authorities.
- Gambling Commission
- HM Revenue & Customs

2.2 Consultation on this policy took place between 26th June 2009 and 18th September 2009 and the Council followed the Government Code of Practice on Consultation (published July 2008), which is available at www.berr.gov.uk/files/file47158.pdf.

- 2.3 The full list of comments received is available by request to or via the Council's website at (www.coventry.gov.uk).
- 2.4 This policy was approved at a meeting of the Full Council on 8th December 2009 and was published via the Council's website on 2nd January 2010. Copies were placed in public libraries in the area as well as being available in the Council House.
- 2.5 It should be noted that this policy will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.

3. RESPONSIBLE AUTHORITIES

In exercising this licensing authority's powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm, the following principles have been applied:

- The need for the body to be responsible for an area covering the whole of the licensing authority's area
- The need for the body to be answerable to democratically elected persons, rather than any particular vested interest group etc.

- 3.1 In accordance with the Gambling Commission's Guidance for local authorities this authority designates the Coventry Safeguarding Children Board.
- 3.2 The contact details of all the Responsible Authorities under the Gambling Act 2005 are available via the Council's website at (www.coventry.gov.uk).

4. INTERESTED PARTIES

- 4.1 Interested parties can make representations about licence applications, or apply for a review of an existing licence based on the principles detailed in paragraph 1.1 of this policy statement.

An interested party is someone who: -“

- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities,
- b) has business interests that might be affected by the authorised activities, or
- c) represents persons in either of the two groups above”

The principles the licensing authority will apply to determine whether a person is an interested party are:

Each case will be decided upon its merits. This authority will not apply a rigid rule to its decision making. It will consider the examples of considerations provided in the Gambling Commission's Guidance for local authorities at 8.12-8.18.

Interested parties could include trade associations and trade unions, and residents and tenants' associations. This authority will not however generally view these bodies as interested parties unless they have a member who can be classed as an interested person under the terms of the Gambling Act 2005 e.g. lives sufficiently close to the premises or has business interests likely to be affected by the activities being applied for.

Interested parties can be persons who are democratically elected such as Councillors and Mp's. No specific evidence of being asked to represent an interested person will be required as long as the Councillor/MP represents the ward likely to be affected. Other than these persons, this authority will require written evidence that a person 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or business interests that might be affected by the authorised activities. A letter from one of these persons, requesting the representation is sufficient.

If individuals wish to approach Councillors to ask them to represent their views then care should be taken that the Councillors are not part of the Licensing and Regulatory Committee dealing with the licence application or in any other way have a personal interest that would preclude them from participating in a hearing. If there are any doubts then please contact the licensing team.

It should be noted that, unlike the Licensing Act, the Gambling Act does not include as a specific licensing objective the prevention of public nuisance. There is however other relevant legislation which deals with public nuisance.

5. EXCHANGE OF INFORMATION

- 5.1 The principle that the licensing authority will apply in respect of the exchange of information between it and the Gambling Commission and those bodies listed in Schedule 6 of the Act is that it will act in accordance with the provisions of the Gambling Act 2005 which includes the provision that the Data Protection Act 1998 will not be contravened. The licensing authority will also have regard to any guidance issued by the Gambling Commission to Local Authorities on this matter when it is published, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.

6. ENFORCEMENT

- 6.1 The Council will liaise with the Gambling Commission and other enforcing authorities on enforcement issues. These protocols will include agreements relating to joint inspections and joint strategies. This will provide a more efficient deployment of the Council's officers and other officers that are commonly engaged in enforcing gambling law and inspection of licensed premises. For example, these protocols should also provide for the targeting of resources towards high-risk premises and activities that require greater attention. A lighter touch will apply in respect of low risk premises, which are well run.
- 6.2 In general, action will only be taken in accordance with the principles of the Regulatory Compliance Code, Gambling Enforcement Policy and the relevant provisions as they come into force of the Regulatory Enforcement and Sanctions Act 2008. To this end the key principles of consistency, transparency and proportionality will be maintained.
- 6.3 The Council will also be guided by the Gambling Commission's Guidance for local authorities and will endeavour to be:
- Proportionate: regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;
 - Accountable: regulators must be able to justify decisions, and be subject to public scrutiny;
 - Consistent: rules and standards must be joined up and implemented fairly;
 - Transparent: regulators should be open, and keep regulations simple and user friendly; and
 - Targeted: regulation should be focused on the problem, and minimise side effects

- 6.4 As per the Gambling Commission Guidance to Licensing Authorities the Council will endeavour to avoid duplication with other regulatory regimes as far as possible.
- 6.5 The Council has adopted and implemented a risk based inspection programme based on:
- Relevant codes of practice
 - Guidance issued by the Gambling Commission
 - The licensing objectives
 - The principles set out in this statement of gambling policy
- 6.6 The main enforcement and compliance role for this licensing authority in terms of the Gambling Act 2005 will be to ensure compliance with the Premises Licences and other permissions, which it authorises. The Gambling Commission will be the enforcement body for the Operator and Personal Licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines will not be dealt with by the licensing authority but will be notified to the Gambling Commission.

7. FUNDAMENTAL RIGHTS

- 7.1 Under the terms of the Act any individual/company may apply for a variety of permissions and have their applications considered on their individual merits. Equally, any interested party or responsible authority has a right to make relevant representations on an application or to seek a review of a licence or certificate where provision has been made for them to do so in the Act.
- 7.2 Applicants and those making relevant representations in respect of applications to the Council have a right of appeal to Coventry Magistrates' Court against the decisions of the Council.

8. INTEGRATING STRATEGIES AND THE AVOIDANCE OF DUPLICATION

- 8.1 By consulting widely prior to this policy statement being published, the licensing authority will take full account of local policies covering crime prevention, culture, transport, planning and tourism as part of an integrated strategy for the Council, police and other agencies. Many of these strategies may not be directly related to the promotion of the three licensing objectives, but may indirectly impact upon them.
- 8.2 When considering any application, the Council will avoid duplication with other regulatory regimes so far as possible. Therefore, the Council will not attach conditions to a licence unless they are considered necessary, reasonable and proportionate to the use of premises for gambling consistent with the licensing objectives.

Promotion of Racial Equality

- 8.3 The Council recognises its responsibilities under the Race Relations Act, 1976 and the Race Relations (Amendment) Act, 2000 when discharging its functions under the Gambling Act 2005. The impact of this policy on race relations will be monitored through the Council's race equality scheme.

9. ADMINISTRATION, EXERCISE AND DELEGATION OF FUNCTIONS

Licensing and Regulatory Committee

- 9.1 The powers of the Council as a licensing authority under the Act may be carried out by the Licensing and Regulatory Committee, by a Sub-Committee or, instead, by one or

more Council officers acting under delegated authority. The Council proposes to adopt the following scheme of delegation:-

Matters to be dealt with	Full Council	Full Commttee	Sub Committee	Officers
Three year Gambling Policy	X			
Policy not to permit casinos	X			
Fee Setting – when appropriate		X		
Application for premises licence			Where representations have been received and not withdrawn	Where no representations received/representati ons have been withdrawn
Application for a variation to a licence			Where representations have been received and not withdrawn	Where no representations received/representati ons have been withdrawn
Application for a transfer of a licence			Where representations have received from the Commission	Where no representation made by the Commission
Application for a provisional statement			Where representations have been received and not withdrawn	Where no representations received/representati ons have been withdrawn
Application to review premises licence/club premises certificate			X	
Application for club gaming/club machine permits			Where objections have been made (and not withdrawn)	Where no objections made/objections have been withdrawn
Cancellation of club gaming/club machine permits			X	
Applications for other permits				X
Cancellation of licensed premises gaming machine permits				X
Consideration of temporary use notice				X
Decision to give a counter notice to a temporary use notice			X	
Decision on whether a complaint is irrelevant frivolous vexatious etc				X
Decision as Responsible Authority to call for a Review of a Premises Licence				X

- 9.2 Application forms will be in the format prescribed by Department for Culture Media and Sport regulations. The form will need to contain information that describes the gambling activities to be provided, the operational procedures, hours, nature of the location, needs of the local community, etc. Most importantly, the applicant will have to detail the steps that will be taken to promote the three licensing objectives. Applicants should carry out a risk assessment before they apply for a licence.
- 9.3 Applicants are encouraged to fully consult the Police and other responsible authorities well in advance of submitting their applications. Application forms and guidance leaflets will be available from the City Services Directorate, including contact names for each of the responsible authorities that will be receiving applications. Most applications will require additional documentation and a fee to be included with the form. Incomplete applications will not be considered and will be returned to the applicant.
- 9.4 The Act requires licensing authorities to maintain a register of premises licences issued. The register must be available at any reasonable time to the public, who can request copies of the entries. The register will be located at the address below and will be available via the Council's website.

PART B

PREMISES LICENCES

10 GENERAL PRINCIPLES

- 10.1 Premises Licences are subject to the requirements set out in the Gambling Act 2005 and regulations, as well as specific mandatory and default conditions which are detailed in regulations issued by the Secretary of State. Licensing Authorities are able to exclude default conditions and also attach others, where it is believed to be appropriate.
- 10.2 This licensing authority is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it:
- in accordance with any relevant code of practice issued by the Gambling Commission
 - in accordance with any relevant guidance issued by the Gambling Commission
 - reasonably consistent with the licensing objectives and
 - in accordance with the authority's statement of Gambling Policy
- 10.3 The Gambling Commission's Guidance advises that "moral objections to gambling are not a valid reason to reject applications for premises licences" and also that demand is not a criterion for a licensing authority.

Definition of Premises

- 10.4 Premises is defined in the Act as including "any place". Section 152 therefore prevents more than one premises licence applying to any place. However, it is possible for a single building to be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. It is for the licensing authority to decide whether different parts of a building can be properly regarded as being separate premises and as the Gambling Commission states in its Guidance for local authorities, it "will always be a question of fact in the circumstances." The Gambling Commission does not however consider that areas of a building that are artificially or temporarily separate can be properly regarded as different premises.
- 10.5 This licensing authority notes the Gambling Commission's Guidance in considering applications for multiple licences for a building or those for a specific part of the building to be licensed. The licensing authority will take particular care in considering applications for multiple licences for a building where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed). There will be specific issues that the authority will consider before granting such applications, for example:-
- The third licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling, but also preventing them from being in close proximity to gambling. Therefore premises should be configured so that children are not invited to participate in, have accidental access to, or closely observe gambling where they are prohibited from participating.
 - Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not 'drift' into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit.
 - Customers should be able to participate in the activity named on the premises licence.

10.6 The authority will also consider the Gambling Commission Guidance which lists factors the authority should be aware of, which may include

- Do the premises have a separate registration for business rates
- Are the premises and neighbouring premises owned by the same person or someone else
- Can each of the premises be accessed from the street or a public passage way
- Can the premises only be accessed from any other gambling premises

The relevant access provisions for each premises type are reproduced below:

Casinos

- The principal access entrance to the premises must be from a street ('street' is defined at 7.23 of the Guidance)
- No entrance to a Casino must be from premises that are used wholly or mainly by children and/or young persons
- No customer must be able to enter a casino directly from any other premises which holds a gambling premises licence

Adult Gaming Centre

- No customer must be able to access the premises directly from any other licensed gambling premises

Betting Shops

- Access must be from a street or from another premises with a betting premises licence
- No direct access from a betting shop to another premises used for the retail sale of merchandise or services. In effect there cannot be an entrance to a betting shop from a shop of any kind and you could not have a betting shop at the back of a café – the whole area would have to be licensed.

Tracks

- No customer should be able to access the premises directly from:
 - a casino
 - an adult gaming centre

Bingo Premises

- No customer must be able to access the premises directly from:
 - a casino
 - an adult gaming centre
 - a betting premises, other than a track

Family Entertainment Centre

- No customer must be able to access the premises directly from:
 - a casino
 - an adult gaming centre
 - a betting premises, other than a track

10.7 In deciding whether a premises licence can be granted where there are outstanding construction or alteration works at premises, this authority will determine the application on their merits, applying a two stage consideration process:

- First, whether the premises ought to be permitted to be used for gambling

- Second, whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.

Applicants should note that this authority is entitled to decide that it is appropriate to grant a licence subject to conditions, but is not obliged to grant such a licence.

Location

- 10.8 This licensing authority is aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives can. This authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. Should any specific policy be decided upon as regards areas where gambling premises should not be located, this policy statement will be updated. It should be noted that any such policy does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant showing how the concerns can be overcome.

Duplication with other regulatory regimes

- 10.9 Gambling Commission guidance states that in determining applications the authority has a duty to take into consideration all relevant matters and not to take into consideration any irrelevant matters, i.e. those not related to gambling and the licensing objectives. One example of an irrelevant matter would be the likelihood of the applicant obtaining planning permission or building regulations approval for their proposal.

The authority will not take into account irrelevant matters, and in addition notes the following from the guidance:

When dealing with a premises licence application for finished buildings the licensing authority should not take into account whether those buildings have or comply with the necessary planning or building consent. Those matters should be dealt with under relevant planning control and building regulation powers, and not form part of the consideration for the premises licence. Section 210 of the 2005 Act prevents licensing authorities taking into account the likelihood of the proposal by the applicant obtaining planning or building consent when considering a premises licence application. Equally the grant of a gambling premises licence does not prejudice or prevent any action that may be appropriate under the law relating to planning or building.

This licensing authority seeks to avoid any duplication with other statutory / regulatory systems where possible, including planning. This authority will not consider whether a licence application is likely to be awarded planning or building consent, in its consideration of it. This authority will though listen to, and consider carefully, any concerns about conditions, which are not able to be met by licensees due to planning restrictions, should such a situation arise.

Licensing Objectives

- 10.10 Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, this licensing authority has considered the Gambling Commission's Guidance to local authorities and some comments are made below.
- 10.11 ***Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime***

The Gambling Commission will play a leading role in preventing gambling from being a source of crime and will maintain rigorous licensing procedures that aim to prevent

criminals from providing facilities for gambling, or being associated with providing such facilities.

When applying to this licensing authority for a premises licence the applicant will have to hold an operating licence from the Commission before a licence can be issued so the Council will not be concerned with the suitability of the applicant. Where concerns about a person's suitability arise the Council will bring those concerns to the attention of the Commission.

This licensing authority is aware of the distinction between disorder and nuisance and will consider factors such as whether police assistance was required and how threatening the behaviour was to those who could see it. Issues of nuisance cannot be addressed via the Gambling Act.

The Licensing Authority will also consider the location of the premises in the context of this licensing objective. If an application is received in relation to premises that are in an area noted for particular problems with organised crime the licensing authority will consider conditions being put on the licence to promote this licensing objective.

10.12 Ensuring that gambling is conducted in a fair and open way

Generally the Commission would not expect licensing authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will be a matter for either the management of the gambling business, and therefore subject to the operating licence, or will be in relation to the suitability and actions of an individual and therefore subject to the personal licence.

However in relation to the licensing of tracks the licensing authorities' role will be different from other premises in that track operators will not necessarily have an operating licence. In those circumstances the premises licence may need to contain conditions to ensure that the environment in which betting takes place is suitable.

10.13 Protecting children and other vulnerable persons from being harmed or exploited by gambling

The Gambling Commission's Guidance states that this objective means preventing children from taking part in gambling (as well as restricting advertising so that gambling products are not aimed at or are, particularly attractive to children). The licensing authority will therefore consider whether specific measures are required at particular premises e.g. supervision of entrances/machines, segregation of areas etc.

This licensing authority will pay particular attention to any Codes of Practice, which the Gambling Commission issues as regards this licensing objective in relation to specific premises such as casinos.

For regulatory purposes "vulnerable persons" includes people who gamble more than they want to; people who are gambling beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs."

As regards to the protection of vulnerable persons, this licensing authority would normally consider conditions relating to self-barring schemes, provision of information leaflets/helpline numbers for organisations such as GamCare.

Normally the licensing authority would also consider conditions relating to Proof of age schemes, supervision of entrances/machines, segregation of areas etc.

Where necessary a condition requiring specific training for individual staff members about their obligations, how to identify problem gambling behaviour, age verification measures and self-barring. Also where necessary a condition requiring GamCare certification may also be considered.

This licensing authority will consider this licensing objective on a case-by-case basis.

Conditions

Any conditions attached to licences will be proportionate and will be:

- Relevant to the need to make the proposed building suitable as a gambling facility
- Directly related to the premises and the type of licence applied for;
- Fairly and reasonably related to the scale and type of premises: and
- Reasonable in all other respects.

Decisions upon individual conditions will be made on a case by case basis, although there will be a number of control measures this licensing authority will consider utilising should there be a perceived need, such as the use of door supervisors, supervision of adult gaming machines, appropriate signage for adult only areas etc. There are specific comments made in this regard under each of the licence types below. This licensing authority will also expect the licence applicant to offer his/her own suggestions as to the way in which the licensing objectives can be met effectively.

The licensing authority will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances, segregation of gambling from non-gambling areas frequented by children, and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives. These matters are in accordance with the Gambling Commissions guidance.

The authority will also ensure that where category C or above machines are often on offer in premises to which children are admitted:

- All such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- Only adults are admitted to the area where these machines are located;
- Access to the area where the machines are located are supervised;
- The machines are located and arranged so that they can be observed by the staff or the licence holder; and
- At the entrance to an inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

These considerations will apply to premises including buildings where multiple premises licences are applicable.

This licensing authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the Gambling Commission's Guidance, this licensing authority will consider the impact upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

It is noted that there are conditions, which the licensing authority cannot attach to premises licences, which are:

- any condition on the premises licence which makes it impossible to comply with an operating licence condition
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated and
- conditions in relation to stakes, fees, winning or prizes

Door Supervisors

The licensing authority may consider whether there is a need for door supervisors in terms of the licensing objectives of protection of children and vulnerable persons from being harmed or exploited by gambling, and also in terms of preventing premises becoming a source of crime.

For premises other than casinos or bingo premises, operators and licensing authorities may decide that supervision of entrances/machines is appropriate for particular cases but it will need to be decided whether these need to be SIA licensed or not. It will not be automatically assumed that they need to be licensed, as the statutory requirements for different types of premises vary.

11 ADULT GAMING CENTRES

- 11.1 This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the premises. Appropriate licence conditions may cover issues such as:
- Proof of age schemes
 - CCTV
 - Door supervisors
 - Supervision of entrances / machine areas
 - Physical separation of areas
 - Location of entry
 - Notices / signage
 - Specific opening hours
 - Self-exclusion schemes; and
 - Provision of information leaflets/helpline numbers for organisations such as GamCare

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

12 (LICENSED) FAMILY ENTERTAINMENT CENTRES:

- 12.1 This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas. Appropriate licence conditions may cover issues such as:
- Proof of age schemes
 - CCTV
 - Door supervisors
 - Supervision of entrances / machine areas
 - Physical separation of areas
 - Location of entry

- Notices / signage
- Specific opening hours
- Self-exclusion schemes; and
- Provision of information leaflets/helpline numbers for organisations such as GamCare

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

- 12.2 This licensing authority will, as per the Gambling Commission's guidance, refer to the Commission's website to see any conditions that apply to operator licences covering the way in which the area containing the category C machines should be delineated. This licensing authority will also make itself aware of any mandatory or default conditions on these premises licences, when they have been published.

13. CASINOS

- 13.1 This Council has not passed a "no casino" resolution under Section 166 of the Gambling Act 2005, but is aware that it has the power to do so. Should this licensing authority decide in the future to pass such a resolution, it will update this policy statement with details of that resolution.
- 13.2 *Licence considerations / conditions* - The licensing authority will attach conditions to casino premises licences according to the principles set out in the Gambling Commission's Guidance at Part 9, bearing in mind the mandatory conditions listed in Part 17 of the Guidance, and the Licence Conditions and Codes of Practice published by the Gambling Commission.
- 13.3 *Betting machines* - This licensing authority will, as per the Gambling Commission's Guidance, take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator wants to offer.

14. BINGO PREMISES

- 14.1 The licensing authority notes that the Gambling Commission's Guidance states:

Licensing authorities will need to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence. This will be a relevant consideration where the operator of an existing premises applies to vary their licence to exclude an area of the existing premises from its ambit and then applies for a new premises licence, or multiple licence, for that or those excluded areas.

The authority also notes the Guidance at paragraph 18.8 regarding the unusual circumstances in which the splitting of pre-existing premises into two adjacent premises might be permitted. In particular the authority notes that it is not permissible to locate sixteen category B3 gaming machines in one of the resulting premises (with none in the other one), as the gaming machine entitlement for that premises would be exceeded.

- 14.2 New rules are laid down in the Act about the playing of bingo specifically in alcohol-licensed premises, clubs and miners welfare institutes. Where the level of bingo played in these premises, under the exempt gaming allowances, reaches a certain threshold, it will no longer be authorised by these allowances, and a bingo operating licence will be required by the commission. For further information relating to the threshold contact the Licensing Team.

14.3 Children and young people are allowed into bingo premises, however they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young people are allowed, local authorities will ensure that:

- all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where the machines are located;
- access to the area where the machines are located is supervised;
- the area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder; and
- at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

15 BETTING PREMISES

15.1 This licensing authority will, as per the Gambling Commission's Guidance, take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator wants to offer.

16 TRACKS

16.1 This licensing authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the Gambling Commission's Guidance, this licensing authority will especially consider the impact upon the third licensing objective (i.e. the protection of children and vulnerable persons from being harmed or exploited by gambling) and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

16.2 This authority will therefore expect the premises licence applicant to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. It is noted that children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog-racing and/or horse racing takes place, but that they are still prevented from entering areas where gaming machines (other than category D machines) are provided.

16.3 This licensing authority will expect applicants to offer their own measures to meet the licensing objectives however appropriate measures / licence conditions may cover issues such as:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-baring schemes
- Provision of information leaflets / helpline numbers for organisations such as

GamCare

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

- 16.4 *Gaming machines* - Where the applicant holds a pool betting operating licence and is going to use the entitlement to four gaming machines, machines (other than category D machines) should be located in areas from which children are excluded.
- 16.5 *Betting machines* - This licensing authority will, as per the Gambling Commission's Guidance, take into account the size of the premises and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator wants to offer.
- 16.6 *Applications and plans* – The Gambling Act requires applicants to submit a scaled plan of the premises with their application, in order to ensure that the licensing authority has the necessary information to make an informed judgement about whether the premises are fit for gambling. The plan will also be used for the licensing authority to plan future premises inspection activity.

Plans for tracks do not need to be in a particular scale, but should be drawn to scale and should be sufficiently detailed to include the information required by regulations.

Some tracks may be situated on agricultural land where the perimeter is not defined by virtue of an outer wall or fence, such as point-to-point racetracks. In such instances, where an entry fee is levied, track premises licence holders may erect temporary structures to restrict access to premises.

In the rare cases where the outer perimeter cannot be defined, it is likely that the track in question will not be specifically designed for the frequent holding of sporting events or races. In such cases betting facilities may be better provided through occasional use notices where the boundary premises do not need to be defined.

The authority appreciates that it is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pinpointing exact locations for some types of tracks. Applicants should provide sufficient information that this authority can satisfy itself that the plan indicates the main areas where betting might take place. For racecourses in particular, any betting areas subject to the "five times rule" (commonly known as betting rings) must be indicated on the plan.

17. TRAVELLING FAIRS

- 17.1 This licensing authority is responsible for deciding whether, where category D machines and/or equal chance gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.
- 17.2 The licensing authority will also consider whether the applicant falls within the statutory definition of a travelling fair.
- 17.3 It has been noted that the 27-day statutory maximum for the land being used as a fair, is per calendar year, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. This licensing authority will work with its neighbouring authorities to ensure that land, which crosses our boundaries, is monitored so that the statutory limits are not exceeded.

18. PROVISIONAL STATEMENTS

- 18.1 Developers may wish to apply to this authority for provisional statements before entering into a contract to buy or lease property or land to judge whether a development is worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.
- 18.2 The Gambling Act provides for a person to make an application to the licensing authority for a provisional statement in respect of premises that he or she:
- Expects to be constructed
 - Expects to be altered
 - Expects to acquire a right to occupy.

The process for considering an application for a provisional statement is the same as that for a premises licence application. The applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible authorities and interested parties may make representations and there are rights of appeal.

Whereas with a premises licence application, the applicant must hold or have applied for an operating Licence from the Gambling Commission (except in the case of a track) and have a right to occupy the premises, these restrictions do not apply in respect of an application for a provisional statement.

The holder of a provisional statement may then apply for a premises licence once the premises are constructed, altered or acquired. The licensing authority will be constrained in the matters it can consider when determining the premises licence application, and in terms of representations about premises licence applications that follow the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless:

- They concern matters which could not have been addressed at the provisional statement stage, or
- They reflect a change in the applicant's circumstances.

In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- Which could not have been raised by objectors at the provisional statement stage;
- Which in the authority's opinion reflect a change in the operator's circumstances;
- Where the premises has not been constructed in accordance with the plan and information submitted with the provisional statement application. This must be a substantial change to the plan and this licensing authority notes that it can discuss any concerns it has with the applicant before making a decision.

19. REVIEWS:

- 19.1 Interested parties or responsible authorities can make requests for a review of a premises licence; however, it is for the licensing authority to decide whether the review is to be carried-out. This will be on the basis of whether the request for the review is relevant to the matters listed below:
- in accordance with any relevant code of practice issued by the Gambling Commission

- in accordance with any relevant guidance issued by the Gambling Commission
- reasonably consistent with the licensing objectives and
- in accordance with the authority's statement of gambling policy

The request for the review will also be subject to the consideration by the authority as to whether the grounds are relevant to the principles that must be applied in accordance with section 153 of the Act; whether the request is frivolous, vexatious, or whether it will certainly not cause this authority to wish to alter/revoke/suspend the licence or remove/amend/attach conditions to the licence or whether it is substantially the same as previous grounds and/or representations and a reasonable time has not passed since the application was decided.

The licensing authority can also initiate a review of a particular premises licence, or a particular class of premises licences on the basis of any reason, which it thinks is appropriate.

Once a valid application for a review has been received by the licensing authority, representations can be made by responsible authorities and interested parties during a 28 day period. This period begins on the 8th day after the application was received by the licensing authority. The authority must publish notice of the application within 10 clear working days of receipt.

The licensing authority must carry out the review as soon as possible after the 28 day period for making representations has passed.

The purpose of the review will be to determine whether the licensing authority should take any action in relation to the licence. If action is justified, the options open to the licensing authority are:

- a) add, remove or amend a licence condition imposed by the licensing authority
- b) exclude a default condition imposed by the Secretary of State (e.g. opening hours) or remove or amend such an exclusion;
- c) suspend the premises licence for a period not exceeding three months; and
- d) revoke the premises licence.

In determining what action, if any, should be taken following a review, the licensing authority must have regard to the principles set out in section 153 of the Act, as well as any relevant representations.

In particular the licensing authority may also initiate a review of a premises licence on the grounds that a premises licence holder has not provided facilities for gambling on the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them.

Once the review has been completed, the authority will, as soon as possible, notify its decision to:

- the licence holder
- the applicant for review (if any)
- the Commission
- any person who made representations
- the chief officer of police or chief constable; and
- Her Majesty's Commissioners for Revenue and Customs

PART C

PERMITS/ TEMPORARY & OCCASSIONAL USE NOTICE

20. UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMITS

- 20.1 Where a premise does not hold a Premises Licence but wishes to provide gaming machines, it may apply to the licensing authority for this permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.
- 20.2 The Gambling Act 2005 states that a Licensing Authority may "prepare a statement of principles that they propose to consider in determining the suitability of an applicant for a permit and in preparing this statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission under Section 25. The Gambling Commission's Guidance also states that in their three year licensing policy statement, licensing authorities may include a statement of principles that they propose to apply when exercising their functions in considering applications for permits and licensing authorities will want to give weight to child protection issues.

Guidance also states that an application for a permit may be granted only if the licensing authority is satisfied that the premises will be used as an unlicensed FEC, and if the chief officer of police has been consulted on the application, licensing authorities may wish to consider asking applications to demonstrate:

- A full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
- That the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act); and
- That staff are trained to have a full understanding of the maximum stakes and prizes.

It should be noted that a licensing authority cannot attach conditions to this type of permit.

- 20.3 This licensing authority has adopted a Statement of Principles that is available from the licensing department at (www.coventry.gov.uk). Potential applicants / other interested persons are advised to read the Statement of Principles before applying to the Licensing Authority for a licence or permit.
- 20.4 With regard to renewals of these permits, a licensing authority may refuse an application for renewal of a permit only on the grounds that an authorised local authority officer has been refused access to the premises without reasonable excuse, or that renewal would not be reasonably consistent with pursuit of the licensing objectives.

21. (ALCOHOL) LICENSED PREMISES GAMING MACHINE PERMITS

- 21.1 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, to automatically have 2 gaming machines, of categories C and/or D. The premises merely need to notify the licensing authority. The licensing authority can remove the automatic authorisation in respect of any particular premises if:
- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
 - gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing

authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with)

- the premises are mainly used for gaming; or
- an offence under the Gambling Act has been committed on the premises

- 21.2 If a premises wishes to have more than 2 machines, then it needs to apply for a permit and the licensing authority must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and “*such matters as they think relevant.*”

This licensing authority considers that “such matters” will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. Measures which will satisfy the authority that there will be no access may include the adult machines being in site of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also be help. As regards the protection of vulnerable persons this applicants may wish to consider the provision of information leaflets / helpline numbers for organisations such as GamCare.

- 21.3 It is recognised that some alcohol-licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would need to be applied for, and dealt with as an Adult Entertainment Centre premises licence.
- 21.4 It should be noted that the licensing authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.
- 21.5 It should also be noted that the holder of a permit to must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

22 PRIZE GAMING PERMITS

- 22.1 The Gambling Act 2005 states that a Licensing Authority may "prepare a statement of principles that they propose to apply in exercising their functions under this Schedule" which "may, in particular, specify matters that the licensing authority propose to consider in determining the suitability of the application permit".
- 22.2 This licensing authority has adopted a Statement of Principles that is available from the licensing department at (www.coventry.gov.uk). Potential applicants / other interested persons are advised to read the Statement of Principles before applying to the Licensing Authority for a licence or permit.
- 22.3 In making its decision on an application for this permit the licensing authority does not need to have regard to the licensing objectives but must have regard to any Gambling Commission guidance.
- 22.4 It should be noted that there are conditions in the Gambling Act 2005 by which the permit holder must comply, but that the licensing authority cannot attach conditions. The conditions in the Act are:
- the limits on participation fees, as set out in regulations, must be complied with;

- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

23. CLUB GAMING AND CLUB MACHINES PERMITS

- 23.1 Members Clubs and Miners' welfare institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Clubs Gaming machines permit. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D), equal chance gaming and games of chance as set-out in forthcoming regulations. A Club Gaming machine permit will enable the premises to provide gaming machines (3 machines of categories B, C or D).
- 23.2 Members clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, unless the gaming is permitted by separate regulations. It is anticipated that this will cover bridge and whist clubs, which will replicate the position under the Gaming Act 1968. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations.
- 23.3 This Licensing Authority is aware that: "Licensing authorities may only refuse an application on the grounds that:
- the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
 - the applicant's premises are used wholly or mainly by children and/or young persons;
 - an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
 - a permit held by the applicant has been cancelled in the previous ten years; or
 - an objection has been lodged by the Commission or the police
- 23.4 It should be noted that there is a 'fast-track' procedure available for premises which hold a Club Premises Certificate under the Licensing Act 2003. As the Gambling Commission's draft Guidance for local authorities states: "Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the ground upon which an authority can refuse a permit are reduced" and "The grounds on which an application under the process may be refused are:
- that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
 - that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
 - that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."

23.5 There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

24. TEMPORARY USE NOTICES

24.1 Temporary Use Notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a Temporary Use Notice, according to the Gambling Commission, would include hotels, conference centres and sporting venues.

The licensing authority can only accept a Temporary Use Notice from a person or company holding a relevant operating licence.

Regulations prescribed by the Secretary of State provide that Temporary Use Notices can only be used to permit the provision of facilities for equal chance gaming where the gaming is intended to produce a single winner, for example games such as backgammon, cribbage, bingo and poker.

There are a number of statutory limits as regards temporary use notices. Gambling Commission Guidance is noted that "The meaning of "premises" in part 8 of the Act is discussed in Part 7 of the Gambling Commission Guidance. As with "premises", the definition of "a set of premises" will be a question of fact in the particular circumstances of each notice that is given. In the Act "premises" is defined as including "any place". In considering whether a place falls within the definition of "a set of premises", licensing authorities will need to look at, amongst other things, the ownership/occupation and control of the premises.

The licensing authority expects to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises, as recommended in the Gambling Commission Guidance.

25. OCCASIONAL USE NOTICES:

The licensing authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. The licensing authority will though need to consider the definition of a 'track' and whether the applicant is permitted to avail him/herself of the notice.

26. COMMENTS ON THIS POLICY

The Statement of Gambling Policy will be reviewed on a regular basis. Individuals and organisations that wish to comment on the policy are invited to send their comments in writing to:

**Coventry City Council
Environmental Health
Licensing Team
Broadgate House
BroadgateCoventry
CV1 1NH**

Telephone Number: 024 7683 1888
Fax Number: 024 7683 2154

e-mail licensing@coventry.gov.uk
website www.coventry.gov.uk

If you need this information in another format please contact:

Telephone: 024 7683 1888

Fax: 024 7683 2154

Minicom: 0500 431143

e-mail:

licensing@coventry.gov.uk



Gambling Act 2005 –Statement of Gambling Policy (2010 – 2013) Consultation

COMMENTS RECEIVED

1.	Respondent	Summary of Comments	Appraisal of the Comments
	British Beer and Pub Association	<p>The Association does not have any specific comments about the policy other than welcoming the fact it follows the LACORS template about alcohol licensed premises permit applications in Section 21 while also making reference to the new rules on bingo playing in 14.2</p> <p>Many thanks for including us in the consultation and we would appreciate being contacted regarding future considerations</p>	Comments Noted
2.	GamCare	<p>Our main interest, player protection, lies within Part B General Principles. We note your references to the display of leaflets and posters displaying the GamCare helpline number. It would be helpful to specify this for all operators. We supply posters and leaflets to the industry for this purpose – and many of the larger operators produce their own, and we know that many of the problem gamblers coming to us for help find out about us from these important sources.</p>	<p>Take out paragraphs 11.2 and 12.2 of the document and remove to paragraph 10.13 to read as follows.</p> <p>Protecting children and other vulnerable persons from being harmed or exploited by gambling</p> <p><i>As regards to the protection of vulnerable persons, this licensing authority will consider measures such as the use of self-barring schemes, provision of information leaflets/helpline numbers for organisations such as GamCare.”</i></p> <p>In addition the bullet points at 11.1 and 11.2 regarding the appropriate licence conditions to be applied should be enhanced to</p>

include the following elements:

- Self –exclusion schemes; and
- Provision of information leaflets/helpline numbers for organisations such as GamCare

Proof of age Schemes - we welcome however, reference to this, to self -barring schemes and to appropriate staff training in responsible gambling, is either lacking or inconsistent. These measures can be applied to all gambling/gaming premises.

Add the following paragraph at 10.13

The licensing authority will also consider whether specific measures are required at particular premises e.g. Proof of age schemes, supervision of entrances/machines, segregation of areas etc.

GamCare Certification: As well as offering help, support and free counselling for anyone affected by problem gambling, we use our expertise and experience to provide advice and training on responsible gambling. This includes training individual staff members about their obligations, how to identify problem gambling behaviour, age verification measures and self-barring. We recognise best practice through GamCare certification. You may wish to consider whether GamCare Certification specifically might inform your licensing decisions. For instance, some companies specify that all gambling operators with whom they deal must have GamCare Certification.

Add the following paragraph at 10.13

Where necessary a condition requiring specific training for individual staff members about their obligations, how to identify problem gambling behaviour, age verification measures and self-barring. Also where necessary a condition requiring GamCare certification may also be considered.

Training for your staff: Our training is also available to local authority staff. For your licensing and trading standard officers, for example, we could tailor a programme focussing on land-based industry's social responsibility requirements and how they are met.

Noted

Licensing and
Regulatory Committee
13th October 2009

In respect of GamCare comments (as detailed above) and the appraisal from the Licensing Authority Members agreed that this should be strengthened with the following words being inserted at 10.13 of the Policy.

" normally we would consider conditions relating to".

Amend paragraph at 10.13 as detailed above to:-

As regards to the protection of vulnerable persons, this licensing authority would normally consider conditions relating to self-barring schemes, provision of information leaflets/helpline numbers for organisations such as GamCare."

Normally the licensing authority would also consider conditions relating to Proof of age schemes, supervision of entrances/machines, segregation of areas etc.

STANDARDS COMMITTEE

26th November, 2009

Members Present:- City Council Members

Councillor D. Arrowsmith
Councillor J. Gazey
Councillor Mulhall

Independent Members

G. Allen
D. Delieu
C. Edden
D. Jackson
B. Ray

Parish Councillors

D. Lilly

Employees Present:-
H. Abraham (Head of Democratic Services)
C. Forde (Finance and Legal Services Directorate)
J. McLellan (Customer and Workforce Services Directorate)
C. Steele (Chief Executive's Directorate)

Apologies:-
A. Patel
J. Willetts

RECOMMENDATIONS

16. Proposed Changes to Call-in Procedure

The Committee considered a report of the Assistant Chief Executive which detailed proposed changes to the Constitution relating to the call-in procedure.

The Constitution Working Group had considered a report which detailed proposed changes to the call-in procedure. The report had also been considered by an Informal meeting of the Scrutiny Co-ordination Committee held on the 26th August prior to being considered by the Constitution Working Group. Since the Council's Constitution was first introduced in 2000, the Council's call-in procedure had been amended from time to time to ensure that it was used appropriately and effectively. However, it had been some years since any changes were made to the procedure set out in the Constitution, during which time the Scrutiny function had been developing. For example:-

- a) Scrutiny now discuss some reports before they are considered by the Cabinet/Cabinet Members and all Scrutiny Members were given the opportunity to contribute to these discussions.

- b) The Committee originally met weekly, but had met less frequently in the past few years because the amount of business did not warrant a weekly meeting. Consequently, it had not been possible for it to take decisions on the appropriateness of the call-ins received, as stated in the Constitution, within a reasonable time. In these circumstances, as also required by the Constitution, these decisions had been taken by the Chair in conjunction with the Assistant Director (Democratic Services) (representing the Director of Customer and Workforce Services) and the Council Solicitor and Assistant Director (Legal Services). The Committee was scheduled to meet fortnightly during 2009/2010, so the Chair would need to continue to take these decisions.
- c) During the last year the Scrutiny Co-ordination Committee referred the detailed consideration of a call-in (relating to Belgrade Plaza) to Scrutiny Board 3. Whilst not needed in this instance, this raised the question of how call-ins referred in this way should be referred to Council as a dispute, if this should be needed.

The proposals set out below aim to reflect these recent developments and to make the call-in process even more effective. They have been approved by the Scrutiny Co-ordination Committee and the Constitution Working Group.

Recommendation 1: To address the fact that some reports are now discussed by Scrutiny prior to Cabinet, add the following paragraph to the list of call-in limitations, set out in paragraph 4.5.26 of the Constitution:

"the associated report has already been considered by the Scrutiny Co-ordination Committee or a Scrutiny Board who have endorsed the recommendations or made recommendations that have been accepted by the Cabinet/Cabinet Member".

This would confine call-ins to issues which had not previously been considered by Scrutiny or which had been discussed and Scrutiny recommendations had not been agreed by the Cabinet/Cabinet Members.

Recommendation 2: To address the impact of needing few Scrucro meetings, revise paragraph 4.5.25.4 of the Constitution to enable the Chair of the Scrutiny Co-ordination Committee to decide whether or not a call-in is appropriate, thereby reflecting the changed situation, as follows:

The appropriateness of a call-in under these procedures will be determined by the Scrutiny Co-ordination Committee, in accordance with criteria decided by them, on advice by the Assistant Director (Democratic Services), in conjunction with the Council Solicitor and Assistant Director (Legal Services), unless there is no other business to be considered by the Committee. In such instances, the appropriateness of a call-in will be determined by the Chair (or in her/his absence, her/his nominee) of the Scrutiny Co-ordination Committee in conjunction with the Assistant Director (Democratic Services) and the Council Solicitor and Assistant Director (Legal Services) in accordance with the criteria.

The Scrutiny Co-ordination Committee or Chair of the Committee will determine whether the relevant Cabinet Member(s) is required to attend Scrutiny Co-ordination Committee when the matter is considered, taking into account the wishes of the Members calling in the decision, however, this does not preclude Cabinet Member(s) from attending and speaking if they so wish. At this stage,

there is no requirement for any Members who called in a decision to be present. If a call-in is rejected as being inappropriate, the Members who have submitted the call-in will be advised of the decision and the reason for it.

The current and proposed revised wording of the relevant section of the Constitution were set out in Appendix 2 of the report.

Referrals to Council in the case of a dispute

The procedure for dealing with call-ins is detailed in paragraph 4.5.25 in the Constitution. Whilst paragraph 4.5.25.10 allows Scrutiny Co-ordination Committee to refer any issue which arises during the consideration of a call-in to the appropriate Scrutiny Board, should that issue then become a dispute, paragraph 4.5.25.9 indicates that only Scrutiny Co-ordination Committee can refer that issue to Council as a dispute.

Therefore, in such instances where the appropriate Scrutiny Board considers a call-in, and following disagreement with the Cabinet or Cabinet Member on any recommendation from that Board regarding amending a decision, instead of referring that issue to Council as a dispute, the issue would then have to be referred back to Scrutiny Co-ordination Committee for that Committee to decide whether it should be referred as a dispute.

This issue had arisen because earlier this year, Scrutiny Co-ordination Committee referred a call-in relating to the Belgrade Plaza to Scrutiny Board 3. Whilst Scrutiny Board had heard the call-in, made recommendations to the Cabinet Member and then received a further report back, had the Board then wished to refer the issue to Council as a dispute, the matter would have had to be referred to Scrutiny Co-ordination Committee for them to decide whether or not to refer the matter as a dispute.

Recommendation 3: It is recommended that paragraph 4.5.25.10 of the Constitution be amended by the insertion of the following words highlighted in bold:-

Scrutiny Co-ordination Committee may refer any issue which arises during the consideration of a call in to the appropriate Scrutiny Board for further detailed consideration. **Where the call in is referred to an appropriate Scrutiny Board, that Board will follow the procedure detailed in paragraphs 4.5.25.8 and 4.5.25.9 above in relation to accepting the original decision, making recommendations to the Cabinet or Cabinet Member to amend a decision, or , in the case of a dispute, referring the matter to Council for decision.**

It was considered logical that, where Scrutiny Co-ordination Committee had deemed it appropriate to refer a call-in to a Scrutiny Board, it should then be a decision of that Scrutiny Board to refer the matter to Council as a dispute. To have to refer the matter back to Scrutiny Co-ordination Committee unnecessarily prolongs the decision making process and would require the Scrutiny Co-ordination Committee to reconsider the call-in, which represents a duplication of the work already undertaken by the Scrutiny Board.

RECOMMENDED that the City Council approves the changes to the Constitution as detailed above and the Appendix to the report.

17. **Benchmarking on Local Authority Democratic Procedures**

The Committee considered a joint report which outlined the proposed changes to the Constitution in relation to the procedural matters detailed in Part 4. The report had previously been considered by the Constitution Working Group and detailed the benchmarking exercise undertaken by Democratic Services on local authority democratic procedures.

Officers from 15 local authorities were contacted in order to gain an insight into the approaches taken elsewhere in relation to the following :-

- Petitions Procedure – Submission of Identical Petitions by Councillors
- Authenticating Petitions
- Distribution of Papers at (and during) Council Meetings
- Use of Technology at Council Meetings

It was proposed that:-

- (1) the Constitution be amended by the insertion of the following Paragraph at 4.9.2.3.8: -

"Where two or more Councillors submit the same petition, normally two but a maximum of three Councillors will be entitled to the rights regarding speaking at Council meetings and attending the appropriate meeting to present the petition as outlined in paragraphs 4.9.2.3.1, 4.9.2.3.2 and 4.9.2.3.3 above."

- (2) the Constitution be amended by the insertion of the following wording at the end of paragraph 4.9.1.1: -

"It is expected that petitions submitted should be the original as a way of ensuring authenticity. However, it is recognised that, in exceptional circumstances, a photocopy will be accepted if this is the only version available."

- (3) the Constitution be amended by the insertion of the following paragraph at 4.1.2.7: -

"No paperwork may be circulated at the meeting in respect of oral questions"

The Constitution Working Group had noted the responses in relation to the use of technology at Council meetings, particularly having regard to financial resources and the fact that the Council Chamber did not easily lend itself to the use of technology. In addition, it was not a comfortable working environment for members, particularly during lengthy meetings.

RECOMMENDED that the City Council approves the necessary changes to the Constitution.

18. **Limit to Scope of Questions at Council Meetings**

The Committee considered a report of the Assistant Director (Democratic Services) which indicated that the procedure for dealing with questions at Council Meetings was detailed in paragraphs 4.1.20 – 4.1.27 of the Constitution.

At a recent Council Meeting, a Cabinet Member was asked a written question which did not relate to his portfolio or indeed to Council business. Whilst paragraphs 4.1.20 and 4.1.25 allow Councillors to ask written and oral questions respectively of a Cabinet Member, it was not explicit that those questions should relate to the Cabinet Member's portfolio or Council business. In addition, paragraph 4.1.20 indicated that Councillors may ask a written question concerning any matter to be answered by the appropriate Cabinet Member, Chair or any Councillor. Similarly, it was not explicit that questions to Chairs of Boards, Scrutiny Co-ordination Committee or other Bodies should be asked questions that relate to the work of that Board, Committee or Body.

RECOMMENDED that the City Council approve that paragraphs 4.1.20, 4.1.21, and 4.1.25 of the Constitution be amended by the insertion of the following words highlighted in italics:-

- 4.1.20 A Councillor may put in writing a question concerning any matter *relating to Council business* to be answered at the meeting by the appropriate Cabinet Member, Chair or other Councillor.**
- 4.1.21 A Councillor may ask a Chair of a Scrutiny Board, the Scrutiny Co-ordination Committee or the Chair of any other Body any oral question *relating to the work of that Board, Committee or Body.***
- 4.1.25 A Councillor may ask a Cabinet Member an oral question at the meeting without prior notice being given on any other matter relating *to the Cabinet Member's portfolio.***

19. **Review of Members' Allowances Scheme**

The Committee considered a report of the Director of Finance and Legal Services which detailed a proposal that all of a Member's allowance be suspended in the event that the Member was fully or partially suspended when found in breach of the Member Code of Conduct.

The Local Authorities (Members' Allowances) (England) Regulations 2003 provides that a Local Authority should have a scheme providing for payment of allowances to Members. The current Coventry City Council Scheme was appended to the report.

Under the Local Government Act 2000, as amended by the Local Government and Public Involvement in Health Act 2007, Standards Committees of local authorities were charged with the responsibility of investigating complaints against Members and imposing sanctions, if a Member was found to be in breach of the Code of Conduct. Regulations had been issued by the Secretary of State setting out how such matters with (the Standards Committee (England) Regulations 2008), including what sanctions could be

imposed by a Standards Committee, if a Member was found to have breached the Code of Conduct. Sanctions could include a full or partial suspension of a Member.

Guidance had also been issued by Standards for England (the successor body to the Standards Board), to assist Standards Committee when determining complaints. This Guidance was mandatory and any Standards Committee or Sub-Committee must have regard to it.

The current Members' Allowance Scheme does not provide for the suspension of payment of allowances, in the event that the Standards Committee had imposed a sanction that included a suspension. Therefore, where a Member was suspended, the appropriate allowance would still be paid. In view of the recent determination of a complaint against a Member, the Chair of the Standards Committee had requested that the position be reviewed by that Committee with a view to recommending to the City Council that an Independent Remuneration Panel be set up to consider amending the Members' Allowances Scheme.

RECOMMENDED that the City Council set up an Independent Remuneration Panel to consider amending the current Members' Allowance Scheme so that should a Member be suspended from office as a result of breaching the Member's Code of Conduct that all their allowances should also be suspended.

Report to

Standards Committee
Council

26th November, 2009

8th December, 2009

Report of

Assistant Chief Executive

Title

Proposed Changes to Call-in Procedure

1. Purpose of the Report

To propose changes to the Constitution relating to the call-in procedure.

2. Recommendations

2.1 The Standards Committee is asked to recommend that the Council approves the changes to the Constitution shown in section 4 below.

2.2 The Council is requested to consider the recommendations of the Standards Committee and then to decide whether or not to approve the changes.

3. Information/Background

3.1 Since the Council's Constitution was first introduced in 2000, the Council's call-in procedure has been amended from time to time to ensure that it is used appropriately and effectively. Examples of this are the introduction of the limitations on call-in and referrals from Cabinet/Cabinet Members being still subject to call-in. For the Committee's and Council's information, a list of the numbers of call-ins heard since 2000/2001 is attached as Appendix 1.

3.2 However, it has been some years since any changes were made to the procedure set out in the Constitution, during which time the Scrutiny function has been developing, for example:-

a) Scrutiny now discusses some reports before they are considered by the Cabinet/Cabinet Members and all Scrutiny Members are given the opportunity to contribute to these discussions.

b) The Committee originally met weekly, but has met less frequently in the past few years because the amount of business did not warrant a weekly meeting. Consequently, it has not been possible for it to take decisions on the appropriateness of the call-ins received, as stated in the Constitution, within a reasonable time. In these circumstances, as also required by the Constitution, these decisions have been

taken by the Chair in conjunction with the Assistant Director (Democratic Services) (representing the Director of Customer and Workforce Services) and the Council Solicitor & Assistant Director. The Committee is scheduled to meet fortnightly during 2009/2010, so the Chair will need to continue to take these decisions.

- c) During the last year, the Scrutiny Co-ordination Committee referred the detailed consideration of a call-in (relating to Belgrade Plaza) to Scrutiny Board 3. Whilst not needed in this instance, this raised the question of how call-ins referred in this way should be referred to Council as a dispute, if this should be needed.

3.3 The proposals set out in section 4 below aim to reflect these recent developments and to make the call-in process even more effective. They have been approved by the Scrutiny Co-ordination Committee and the Constitution Working Group.

4. Proposal and Other Option(s) to be Considered

4.1 **Recommendation 1:** To address the fact that some reports are now discussed by Scrutiny prior to Cabinet, add the following paragraph to the list of call-in limitations, set out in paragraph 4.5.26 of the Constitution:

"the associated report has already been considered by the Scrutiny Co-ordination Committee or a Scrutiny Board who have endorsed the recommendations or made recommendations that have been accepted by the Cabinet/Cabinet Member".

4.2 This would confine call-ins to issues which have not previously been considered by Scrutiny or which have been discussed and Scrutiny recommendations have not been agreed by the Cabinet/Cabinet Members.

4.3 **Recommendation 2:** To address the impact of needing few Scrucos meetings, revise paragraph 4.5.25.4 of the Constitution to enable the Chair of the Scrutiny Co-ordination Committee to decide whether or not a call-in is appropriate, thereby reflecting the changed situation, as follows:

4.5.25.4 The appropriateness of a call-in under these procedures will be determined by the Scrutiny Co-ordination Committee, in accordance with criteria decided by them, on advice by the Assistant Director (Democratic Services), in conjunction with the Council Solicitor & Assistant Director, unless there is no other business to be considered by the Committee. In such instances, the appropriateness of a call-in will be determined by the Chair (or in her/his absence, her/his nominee) of the Scrutiny Co-ordination Committee in conjunction with the Assistant Director (Democratic Services) and the Council Solicitor & Assistant Director in accordance with the criteria. The Scrutiny Co-ordination Committee or Chair of the Committee will determine whether the relevant Cabinet Member(s) is required to attend Scrutiny Co-ordination Committee when the matter is considered, taking into account the wishes of the Members calling in the decision, however, this does not preclude Cabinet Member(s) from attending and speaking if they so wish. At this stage, there is no requirement for any Members who called in a decision to be present. If a call-in is rejected as being inappropriate, the Members who have submitted the call-in will be advised of the decision and the reason for it.

4.4 The current and proposed revised wording of the relevant section of the Constitution are set out in Appendix 2.

Referrals to Council in the case of a dispute

4.5 The procedure for dealing with call-ins is detailed in paragraph 4.5.25 in the Constitution. Whilst paragraph 4.5.25.10 allows Scrutiny Co-ordination Committee to refer any issue which arises during the consideration of a call-in to the appropriate Scrutiny Board, should

that issue then become a dispute, paragraph 4.5.25.9 indicates that only Scrutiny Co-ordination Committee can refer that issue to Council as a dispute.

4.6 Therefore, in such instances where the appropriate Scrutiny Board considers a call-in, and following disagreement with the Cabinet or Cabinet Member on any recommendation from that Board regarding amending a decision, instead of referring that issue to Council as a dispute, the issue would then have to be referred back to Scrutiny Co-ordination Committee for that Committee to decide whether it should be referred as a dispute.

4.7 This issue has arisen because earlier this year, Scrutiny Co-ordination Committee referred a call-in relating to the Belgrade Plaza to Scrutiny Board 3. Whilst Scrutiny Board had heard the call-in, made recommendations to the Cabinet Member and then received a further report back, had the Board then wished to refer the issue to Council as a dispute, the matter would have had to be referred to Scrutiny Co-ordination Committee for them to decide whether or not to refer the matter as a dispute.

4.8 **Recommendation 3:** It is recommended that paragraph 4.5.25.10 of the Constitution be amended by the insertion of the following words highlighted in bold:-

4.5.25.10 Scrutiny Co-ordination Committee may refer any issue which arises during the consideration of a call in to the appropriate Scrutiny Board for further detailed consideration. **Where the call in is referred to an appropriate Scrutiny Board, that Board will follow the procedure detailed in paragraphs 4.5.25.8 and 4.5.25.9 above in relation to accepting the original decision, making recommendations to the Cabinet or Cabinet Member to amend a decision, or , in the case of a dispute, referring the matter to Council for decision.**

4.9 It is considered logical that, where Scrutiny Co-ordination Committee have deemed it appropriate to refer a call-in to a Scrutiny Board, it should then be a decision of that Scrutiny Board to refer the matter to Council as a dispute. To have to refer the matter back to Scrutiny Co-ordination Committee unnecessarily prolongs the decision making process and would require the Scrutiny Co-ordination Committee to reconsider the call-in, which represents a duplication of the work already undertaken by the Scrutiny Board.

5. Other specific implications

	Implications (See below)	No Implications
Best Value		
Children and Young People		✓
Climate Change & Sustainable Development		✓
Comparable Benchmark Data		✓
Corporate Parenting		✓
Coventry Sustainable Community Strategy		✓
Crime and Disorder		✓
Equal Opportunities		✓
Finance		✓
Health and Safety		✓
Human Resources		✓
Human Rights Act		✓
Impact on Partner Organisations		✓
Information and Communications Technology		✓
Legal Implications	✓	
Neighbourhood Management		✓
Property Implications		✓
Race Equality Scheme		✓
Risk Management		✓
Trade Union Consultation		✓
Voluntary Sector – The Coventry Compact		✓

5.1 Legal Implications

The Local Government Act 2000 requires the Council to have a Constitution. It is important to ensure that the Constitution not only complies with the law, but also reflects the changing practical requirements for the Council to function efficiently and effectively.

Part of the Standards Committee's role is to help to in this process, by recommending to the Council appropriate amendments to the Constitution.

6. Monitoring

The Scrutiny Co-ordination Committee is responsible for implementing the call-in procedure. It will monitor the operation of the proposed amendments over the next year.

7. Timescale

Provided that the Standards Committee approves the proposed changes, this report will be submitted to the Council meeting on 8th December, 2009, and the changes will be introduced immediately after that.

	Yes	No
Key Decision		✓
Scrutiny Consideration (if yes, which Scrutiny meeting and date)	✓ (Informal Meeting of Scrutiny Co-ordination Committee – 26 th August, 2009)	
Council Consideration (if yes, date of Council meeting)	✓ (8 th December, 2009)	
<p>List of background papers</p> <p>Proper officer: Assistant Chief Executive</p> <p>Author: Corinne Steele, Scrutiny Co-ordinator, Chief Executive's Directorate Telephone: 024 7683 1145 (Any enquiries should be directed to the above)</p> <p>Other contributors: Adrian West, Head of Performance and Scrutiny tel. 024 7683 2286 Helen Abraham, Assistant Director (Democratic Services) tel. 024 7683 2868</p> <p>Papers open to Public Inspection:- Nil</p>		

Call-in Statistics – 2000/2001 to date

2000/2001	105
2001/2002	75
2002/2003	34
2003/2004	49
2004/2005	22
2005/2006	7
2006/2007	18
2007/2008	9
2008/2009	9

APPENDIX 2

Constitution – Appropriateness of Call-in - Current wording

- 4.5.25.4 The appropriateness of a call-in under these procedures will be determined by the Scrutiny Co-ordination Committee, in accordance with criteria decided by them, on advice by the Assistant Director (Democratic Services), in conjunction with the Council Solicitor & Assistant Director, unless there is no other business to be considered by the Committee. In such instances, the appropriateness of a call-in will be determined by the Chair (or in her/his absence, her/his nominee) of the Scrutiny Co-ordination Committee in conjunction with the Assistant Director (Democratic Services) and the Council Solicitor & Assistant Director in accordance with the criteria. The Scrutiny Co-ordination Committee or Chair of the Committee will determine whether the relevant Cabinet Member(s) is required to attend Scrutiny Co-ordination Committee when the matter is considered, taking into account the wishes of the Members calling in the decision, however, this does not preclude Cabinet Member(s) from attending and speaking if they so wish. At this stage, there is no requirement for any Members who called in a decision to be present. If a call-in is rejected as being inappropriate, the Members who have submitted the call-in will be advised of the decision and the reason for it.
- 4.5.25.5 Once the deadline for calling in items has passed and the appropriateness of call-ins has been determined, the Director of Customer and Workforce Services will inform all Members of the Council and Co-opted Members of Scrutiny Boards of the items called-in and will arrange for these to be considered at the next appropriate meeting of the Scrutiny Co-ordination Committee. The agenda for that meeting will show the written reasons given for the call-ins and enclose the relevant documents. The Chair of the relevant Scrutiny Board will be invited to attend the meeting when the call-in is to be considered to ensure that they are kept informed of issues relevant to their Board.

Constitution – Appropriateness of Call-in – Proposed revised wording

- 4.5.25.4 The appropriateness of a call-in under these procedures will be determined by the Chair of the Scrutiny Co-ordination Committee, (or in her/his absence, her/his nominee) in accordance with the criteria decided by ~~them~~ the Committee, on advice by the ~~Director of Customer and Workforce Services, Assistant Director (Democratic Services)~~, in conjunction with the Council Solicitor & Assistant Director where appropriate, ~~unless there is no other business to be considered by the Committee. In such instances, the appropriateness of a call-in will be determined by the Chair (or in her/his absence, her/his nominee) of the Scrutiny Co-ordination Committee in conjunction with the Assistant Director (Democratic Services) and the Council Solicitor & Assistant Director in accordance with the criteria.~~ The Scrutiny Co-ordination Committee or Chair of the Committee will also determine whether the relevant Cabinet Member(s) is required to attend the Scrutiny Co-ordination Committee when the matter is considered, taking into account the wishes of the Members calling in the decision,; however, this does not preclude Cabinet Member(s) from attending and speaking if they so wish. At this stage, there is no requirement for any Members who called in a decision to be present. If a call-in is rejected as being inappropriate, the Members who have submitted the call-in will be advised of the decision and the reason for it.
- 4.4.25.5 Once the deadline for calling in items has passed and the appropriateness of call-ins has been determined, the ~~Director of Customer and Workforce Services~~ Assistant Director (Democratic Services) will inform all Members of the Council and Co-opted Members of Scrutiny Boards of the items called-in and will arrange for these to be considered at the next appropriate meeting of the Scrutiny Co-ordination Committee. The agenda for that meeting will show the written reasons given for the call-ins and

enclose the relevant documents. If she/he is not a member of the Scrutiny Co-ordination Committee, ~~The~~ the Chair of the relevant Scrutiny Board will be invited to attend the meeting when the call-in is to be considered to ensure that they are kept informed of issues relevant to their Board.

Report to
Standards Committee
Council

26th November, 2009
8th December, 2009

Report of

Director of Customer and Workforce Services and Director of Finance and Legal Services

Title

Proposed Amendment to the Constitution – Benchmarking on Local Authority Democratic Procedures

1. Purpose of the Report

- 1.1 This report outlines proposed changes to the Constitution in relation to the Procedural Matters detailed in Part 4.

2. Recommendation

- 2.1 Standards Committee is requested to recommend that the City Council approves the insertion of the following in Part 4 of the City Council's Constitution:-

- (1) the Constitution be amended by the insertion of the following Paragraph at 4.9.2.3.8: -

"Where two or more Councillors submit the same petition, both Councillors will be entitled to the rights regarding speaking at Council meetings and attending the appropriate meeting to present the petition as outlined in paragraphs 4.9.2.3.1, 4.9.2.3.2 and 4.9.2.3.3 above."

- (2) the Constitution be amended by the insertion of the following wording at the end of paragraph 4.9.1.1: -

"It is expected that petitions submitted should be the original as a way of ensuring authenticity. However, it is recognised that, in exceptional circumstances, a photocopy will be accepted if this is the only version available."

- (3) the Constitution be amended by the insertion of the following paragraph at 4.1.2.7:-

"No paperwork may be circulated at the meeting in respect of oral questions"

3. Information/Background

3.1 Following the meeting of the Constitution Working Group earlier this year, clarification of common practice among other local authorities was sought on a number of issues. In addition, in relation to 3.4 and 3.5 below, responses have been received from the Political Groups.

3.2 Officers from 15 local authorities were contacted in order to gain an insight into the approaches taken elsewhere. Paragraphs 3.3 to 3.6 detail the nature of the response received.

3.3 Petitions Procedure – Submission of Identical Petitions by Councillors:

Where this situation had arisen in the past, the Councils contacted had not developed a formal procedure. The broad consensus was that all of the Councillors involved would be treated equally, and receive an identical response to their petition. It was suggested that where appropriate, the response may be tailored to fit particular wards to give a more localised response.

It is proposed, that, as this situation arises so infrequently, where two or more Councillors submit the same petition, they both be afforded the same speaking rights and invited to attend meetings for consideration of the petition.

3.4 Authenticating Petitions

Most authorities (12/15) accepted photocopies of petitions. Three insisted on submission of original signatures as a way of ensuring a certain level of authenticity.

It is proposed that it be expected that petitions should be submitted as originals as a way of ensuring authenticity, but recognised that, in exceptional circumstances, a photocopy would need to be accepted if it was the only version available.

3.5 Distribution of Papers at (and during) Council Meetings

The Councils questioned were split 50/50 on whether to accept papers tabled during meetings. Most Councils agreed that if papers were to be distributed in support of oral questions they should at the least, be distributed at the beginning of the meeting with any other late editions to paperwork.

The Political Groups all acknowledged that there was a need to circulate paperwork at Council Meetings for example Amendments, Minutes from Cabinet Meetings held earlier that day, or an urgent Statement by the Leader. It was agreed by the Groups that this should always be done at the start of the meeting (except amendments).

In relation to circulating paperwork for oral questions it is proposed that this is not appropriate, particularly as written questions could have been submitted.

3.6 Use of Technology at Council Meetings

Most Councils had the ability to show DVD and PowerPoint presentations in their Council Chambers, though not always using permanently installed technology. Some Councils use an antechamber in which presentations can be shown immediately before a meeting or during an adjournment, in situations where using the main Council Chamber is not appropriate.

The Political Groups were split as to whether DVDs and PowerPoints should form part of the meeting. There was some support for webcasting in principle, however there are financial implications associated with this.

The issue of upgrading the Council Chamber in line with new technology was considered by the Constitution Working Group in 2007/08. However, it was felt at that time that the costs associated with the complete upgrade (£89,000) were prohibitive. Therefore, equipment was installed to allow automated video recordings of Council Meetings and that equipment was "future proofed" so that should the option of webcasting be pursued in the future, the equipment to allow this to be done would already be in situ.

In order to ascertain costs for an upgrade at 2009/10 prices, officers are currently investigating the costs associated with the recent upgrade at Birmingham City Council's Council Chamber and these will be reported orally at the meeting.

4. Proposal to be Considered

4.1 Following consideration of this issue by the Constitution Working Group, which has a cross-party representation, it is proposed :-

(1) the Constitution be amended by the insertion of the following Paragraph at 4.9.2.3.8: -

"Where two or more Councillors submit the same petition, both Councillors will be entitled to the rights regarding speaking at Council meetings and attending the appropriate meeting to present the petition as outlined in paragraphs 4.9.2.3.1, 4.9.2.3.2 and 4.9.2.3.3 above."

(2) the Constitution be amended by the insertion of the following wording at the end of paragraph 4.9.1.1: -

"It is expected that petitions submitted should be the original as a way of ensuring authenticity. However, it is recognised that, in exceptional circumstances, a photocopy will be accepted if this is the only version available."

(3) the Constitution be amended by the insertion of the following paragraph at 4.1.2.7:-

"No paperwork may be circulated at the meeting in respect of oral questions"

4.2 The Constitution Working Group noted the responses in relation to the use of technology at Council meetings, particularly having regard to financial resources and the fact that the Council Chamber does not easily lend itself to the use of such technology.

5. Other specific implications

	Implications (See below)	No Implications
Best Value		✓
Children and Young People		✓
Climate Change and Sustainable Development		✓

	Implications (See below)	No Implications
Comparable Benchmark Data		✓
Corporate Parenting		✓
Coventry Sustainable Community Plan		✓
Crime and Disorder		✓
Equal Opportunities		✓
Finance		✓
Health and Safety		✓
Human Resources		✓
Human Rights Act		✓
Impact on Partner Organisations		✓
Information and Communications Technology		✓
Legal Implications	✓	
Neighbourhood Management		✓
Property Implications		✓
Race Equality Scheme		✓
Risk Management		✓
Trade Union Consultation		✓
Voluntary Sector – The Coventry Compact		✓

5.2 Legal Implications

The City Council is required to have a Constitution in accordance with the Local Government Act 2000. It is important to ensure that the Constitution not only complies with the law but also reflects the changing practical requirements for the Council to function efficiently and effectively.

Part of the role and function of the Standards Committee is to review and recommend to the Council amendments to the Constitution (Article 2.15 of the Constitution refers).

6. Monitoring

- 6.1 The Constitution is monitored regularly through the Monitoring Officer, Governance Services and the Constitution Working Group in order that appropriate recommendations are made to the Standards Committee.

7. Timescale and Expected Outcomes

7.1 Provided that the Standards Committee approves the recommended protocol to the Constitution, it is proposed that it is submitted to the City Council on 20th October, 2009 and will come into operation with immediate effect.

	Yes	No
Key Decision		✓
Scrutiny Consideration (if yes, which Scrutiny meeting and date)		✓
Council Consideration (if yes, date of Council meeting)	✓ 8th December, 2009	

List of background papers

Proper officer: Bev Messinger, Director of Customer and Workforce Services

Author:

Joy McLellan, Governance Services (Telephone 02476 833076)
(Any enquiries should be directed to the above)

Other contributors:

Christine Forde, Council Solicitor and Assistant Director (Legal Services) (Telephone 02476 831587)

Helen Abraham, Assistant Director (Democratic Services) (Telephone 02476 832199)

Papers open to Public Inspection

Description of paper

City Council's Constitution

Location

CH 60

Report to

Standards Committee
Council

26th November, 2009

8th December, 2009

Report of

Director of Customer and Workforce Services and Director of Finance and Legal Services

Title

Proposed Amendment to the Constitution – Limit to Scope of Questions at Council Meetings

1. Purpose of the Report

- 1.1 This report outlines proposed changes to the Constitution in relation to the Procedural Matters detailed in Part 4.

2. Recommendation

- 2.1 Standards Committee is requested to recommend that the City Council approves the insertion of the following words highlighted in bold in Part 4 of the City Council's Constitution:-

4.1.20 A Councillor may put in writing a question concerning any matter **relating to Council business** to be answered at the meeting by the appropriate Cabinet Member, Chair or other Councillor.

4.1.21 A Councillor may ask a Chair of a Scrutiny Board, the Scrutiny Co-ordination Committee or the Chair of any other Body any oral question **relating to the work of that Board, Committee or Body**.

4.1.22 A Councillor may ask a Cabinet Member an oral question at the meeting without prior notice being given on any other matter **relating to the Cabinet Member's** portfolio.

3. Information/Background

- 3.1 The procedure for dealing with questions at Council Meetings is detailed in paragraphs 4.1.20 – 4.1.27 of the Constitution.

- 3.2 At a recent Council meeting, a Cabinet Member was asked a written question which did not relate to his portfolio or indeed to Council business.
- 3.3 Whilst paragraphs 4.1.20 and 4.1.25 allow Councillors to ask written and oral questions respectively of a Cabinet Member, it is not explicit that those questions should relate to the Cabinet Member's portfolio or Council business. In addition, paragraph 4.1.20 indicates that Councillors may ask a written question concerning any matter to be answered by the appropriate Cabinet Member, Chair or any Councillor.
- 3.4 Similarly, it is not explicit that questions to Chairs of Boards, Scrutiny Co-ordination Committee or other Bodies should be asked questions that relate to the work of that Board, Committee or Body.

4. Proposal to be Considered

- 4.1 Following consideration of this issue by the Constitution Working Group, which has a cross-party representation, Standards Committee is requested to recommend that the City Council approves the insertion of the following words highlighted in bold in Part 4 of the City Council's Constitution:-
 - 4.1.20 A Councillor may put in writing a question concerning any matter **relating to Council business** to be answered at the meeting by the appropriate Cabinet Member, Chair or other Councillor.
 - 4.1.21 A Councillor may ask a Chair of a Scrutiny Board, the Scrutiny Co-ordination Committee or the Chair of any other Body any oral question **relating to the work of that Board, Committee or Body**.
 - 4.1.22 A Councillor may ask a Cabinet Member an oral question at the meeting without prior notice being given on any other matter **relating to the Cabinet Member's** portfolio.

5. Other specific implications

	Implications (See below)	No Implications
Best Value		✓
Children and Young People		✓
Climate Change and Sustainable Development		✓
Comparable Benchmark Data		✓
Corporate Parenting		✓
Coventry Sustainable Community Plan		✓
Crime and Disorder		✓
Equal Opportunities		✓
Finance		✓
Health and Safety		✓

	Implications (See below)	No Implications
Human Resources		✓
Human Rights Act		✓
Impact on Partner Organisations		✓
Information and Communications Technology		✓
Legal Implications	✓	
Neighbourhood Management		✓
Property Implications		✓
Race Equality Scheme		✓
Risk Management		✓
Trade Union Consultation		✓
Voluntary Sector – The Coventry Compact		✓

5.2 Legal Implications

The City Council is required to have a Constitution in accordance with the Local Government Act 2000. It is important to ensure that the Constitution not only complies with the law but also reflects the changing practical requirements for the Council to function efficiently and effectively.

Part of the role and function of the Standards Committee is to review and recommend to the Council amendments to the Constitution (Article 2.15 of the Constitution refers).

6. Monitoring

- 6.1 The Constitution is monitored regularly through the Monitoring Officer, Governance Services and the Constitution Working Group in order that appropriate recommendations are made to the Standards Committee.

7. Timescale and Expected Outcomes

- 7.1 Provided that the Standards Committee approves the recommended protocol to the Constitution, it is proposed that it is submitted to the City Council on 20th October, 2009 and will come into operation with immediate effect.

	Yes	No
Key Decision		✓
Scrutiny Consideration (if yes, which Scrutiny meeting and date)		✓
Council Consideration (if yes, date of Council meeting)	✓ 8 th December, 2009	

List of background papers

Proper officer: Bev Messinger, Director of Customer and Workforce Services

Author:

Joy McLellan, Governance Services (Telephone 02476 833076)

(Any enquiries should be directed to the above)

Other contributors:

Christine Forde, Council Solicitor and Assistant Director (Legal Services) (Telephone 02476 831587)

Helen Abraham, Assistant Director (Democratic Services) (Telephone 02476 832199)

Papers open to Public Inspection

Description of paper

Location

City Council's Constitution

CH 59

**Report to
Standards Committee**

26th November, 2009

Report of
Director of Finance and Legal Services

Title
Review of Members' Allowance Scheme

1 Purpose of the Report

1.1 To amend the current Members' Allowance Scheme.

2 Recommendations

- 2.1 To make a recommendation that the current Members' Allowance Scheme is amended so that should a Member be suspended from office as a result of breaching the Member's Code of Conduct that all their allowances should also be suspended.
- 2.2 To recommend that an Independent Remuneration Panel be set up to consider amending the Members' Allowance Scheme to reflect 2.1 above if agreed.

3 Information/Background

- 3.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 provide that a Local Authority shall have a scheme providing for payment of allowances to members. The current Coventry City Council Scheme is set out at Appendix 1.
- 3.2. Under the Local Government Act 2000, as amended by the Local Government and Public Involvement in Health Act 2007, Standards Committees of local authorities are charged with the responsibility of investigating complaints against Members and imposing sanctions, if a member is found to be in breach of the Code of Conduct. Regulations have been issued by the Secretary of State setting out how such matters are to be dealt with ('the Standards Committee (England) Regulations 2008'), including what sanctions can be imposed by a Standards Committee, if a Member is found to have breached the Code of Conduct. Sanctions can include a full or partial suspension of a Member.
- 3.3. Guidance has also been issued by Standards for England (the successor body to the Standards Board), to assist Standards Committees when determining complaints. This Guidance is mandatory and any Standards Committee or Sub –Committee must have regard to it.

- 3.4. Suspension of a Member means that a Member may not take part in any formal business of the Authority. Section 83(9) of the Local Government Act 2000 specifically provides that a Member who is suspended may not participate in any committee or sub-committee of an Authority. The Guidance from Standards for England further states that a Member who is suspended cannot have access to council facilities as they are unable to conduct business of the Council. However, the Guidance specifically states that it is for the Authority concerned to make provision in their own Members Allowance Scheme as to whether or not, in the event of suspension, a Member should still receive their allowance.
- 3.5. The current Members' Allowance Scheme does not provide for the suspension of payment of allowances, in the event that the Standards Committee have imposed a sanction including suspension. Therefore, where a Member is suspended, the appropriate allowance will still be paid. In view of the recent determination of a complaint against a Member, the Chair of Standards Committee has requested that the position be reviewed by Standards Committee with a view to amending the Scheme.

4 Proposal and Option(s) to be Considered

It is proposed that all of a Member's allowance be suspended in the event that the Member is fully or partially suspended when found in breach of the Member Code of Conduct.

Should the Standards Committee be in agreement with this proposal then the Members' Allowance Scheme can only be amended by an Independent Remuneration Panel that would need to specifically be arranged to consider this.

5 Other specific implications

	Implications (See below)	No Implications
Best Value		✓
Children and Young People		✓
Climate Change and Sustainable Development		✓
Comparable Benchmark Data		✓
Corporate Parenting		✓
Coventry Sustainable Community Plan		✓
Crime and Disorder		✓
Equal Opportunities		✓
Finance		✓
Health and Safety		✓
Human Resources		✓
Human Rights Act		✓
Impact on Partner Organisations		✓
Information and Communications Technology		✓
Legal Implications	✓	

	Implications (See below)	No Implications
Neighbourhood Management		✓
Property Implications		✓
Race Equality Scheme		✓
Risk Management		✓
Trade Union Consultation		✓
Voluntary Sector – The Coventry Compact		✓

5.1 Legal implications

Reference has been made earlier in this Report to the statutes and regulations which relate to members' allowances.

List of background papers

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Papers open to Public Inspection

Description of paper

Location

None