Constitution Review

Part 4 – Licensing Rules of Procedure

Following approval to implement a new format for the Council's Constitution, Part 4 of the document sets out the Rules of Procedure Section. This particular aspect of the Constitution relates to Licensing Rules of Procedure.

This document seeks to map out how areas of the original Constitution have transitioned to the new Licensing Rules of Procedure section, together with those areas that are recommended for deletion. It should be read in conjunction with the newly proposed Licensing Rules of Procedure section, together with the working copy of the original Constitution which is colour coded as follows:

Green = transferred and embedded into the new Licensing Rules of Procedure section

Red = recommended deletion

The below table sets out those pages of the original Constitution impacted in developing the new Licensing Rules of Procedure section:

Pages	Section(s)	Explanation
84	Various	Included in new document
84	Delegation to Officers	Set out in Part 3 – Responsibility for Functions
84	Rules of Procedure	No longer required as do not correlate with the new Council Procedure Rules
85	Various	Included in new document
85	Rules of Procedure	No longer required as do not correlate with the new Council Procedure Rules
86	Protocol at meetings	Included in new document
87 and 88	Postponement of meetings and chairmen and vice-chairmen	Unnecessary duplication
88	Co-option and attendance of members	Included in new document
88	Paragraph 9.9(iv)	Unnecessary addition regarding those in attendance being unable to vote
89	Paragraph (v)	Included in new document
90	Recorded vote	Duplication – included in Council Procedure Rules

The below table sets out recommended additions not included in the current Constitution, or recommended amendments to sections set out in the current Constitution for inclusion in the new document. These are highlighted in yellow on the new Licensing Procedure Rules document:

Recommended Additions:

Relevant section	Addition	Reason
Paragraph 3.2	Clarity regarding the calling of extraordinary meetings	To provide greater clarity and consistency, in line with the process followed for extraordinary meetings of Full Council

The below table sets out recommended additions not included in the current Constitution, or recommended amendments to sections set out in the current Constitution for inclusion in the new document. These are highlighted in blue within the new Licensing Procedure Rules document:

Recommended Amendments:

Relevant section	Amendment	Reason
Paragraph 2.5	Revised wording to amalgamate two existing paragraphs	Provides greater clarity
Paragraph 3.1	Signposting to Council Procedure Rules regarding the process for varying published meeting dates and times	Removes duplication/contradictions
Paragraph 3.3	Addition of wording regarding business to be considered at an extraordinary meeting	Provides greater clarity as to what can be considered at an extraordinary meeting
Paragraph 6.1	Change from ‘Solicitor’ to ‘Council’s legal representative’	More accurately describes the professional who may be in attendance to provide advice and is less restrictive