



REPORT TO:	Licensing Committee
DATE:	12 June 2013
LEAD OFFICER:	Head of Planning and Public Protection
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SUBJECT:	Procedures for New and Revised Policies

1. PURPOSE OF THE REPORT

1.2 For Members to consider and approve a procedure for Officers to follow when drafting new and revising existing policies.

2. EXECUTIVE SUMMARY

2.1 On occasion it is necessary for Officers to draft new, and revise existing policies within the remit of the Licensing Section. This report concerns proposed procedures for Officers to follow when considering such matters.

3. BACKGROUND INFORMATION

3.1 Officers have felt it appropriate to ask Members to consider and approve procedures for Officers to follow when drafting new licensing policies and also for reviewing existing licensing policies.

3.2 Currently there are no written procedures in place for Officers to follow, (apart from statutory requirements as detailed in some pieces of legislation) which could lead to an important element of the process being overlooked, for example not carrying out the correct consultation or not fulfilling the requirement to undertake an equality impact assessment.

3.3 The proposed procedures covers new policies for which a full consultation exercise will take place, including screening the proposed policy using the Equality Impact Assessment Toolkit, together with reporting the outline of the proposed policy and the scope of consultation proposed to Members.

3.4 For existing policies that require general amendments, Officers will discuss the proposed amendments with Members, along with any

consultation requirements and will seek Members to recommend to the Lead Member the adoption of the amendments.

- 3.5 For minor amendments to an existing policy, for example legislative updates or where it is deemed to have no effect on the purpose of the policy, it is proposed the Head of Service will approve such amendments.
- 3.6 By approving a set of procedures to guide Officers through the process, should reduce any risk of exposing the Council to challenge and/ or the policy being unenforceable due to an administrative error. A copy of the proposed procedures can be found at Appendix A.

4. **RECOMMENDATION**

- 4.1 That Members approve the procedures for new and revised policies as detailed in Appendix A