

TERMS OF REFERENCE: COMMUNITY SERVICES AND LICENSING COMMITTEE

1.0 INTRODUCTION

1.1 The Community Services and Licensing Committee has the delegated powers to act on behalf of the Council on a range of issues, in accordance with the following policy framework:

- The aims and priorities set by the Local Strategic Partnership (LSP) in the Ryedale Sustainable Community Strategy;
- The aims and priorities set by the Council in its Corporate Plan;
- The Council's approved revenue and capital budgets;
- The provisions within the Council Constitution; and
- The Council's Financial Standing Orders.

1.2 The Committee may also make recommendations to the Council's Policy & Resources Committee and Full Council regarding new or proposed changes to policy or where the decision is not in accordance with the policy framework.

2.0 SCOPE OF RESPONSIBILITY

2.1 The Committee can exercise its powers of delegation across the following services and functions:

- **Community Safety**
- **Cultural Services**
- **Economic Development**
- **Housing Services**
- **Health & Environmental Services**
- **Licensing**
- **Streetscene Services**
- **Customer Services**

2.2 A full description of each of these functions can be found at Appendix A.

3.0 DELEGATED POWERS

3.1 The Committee has delegated powers to make binding decisions – subject to the proper scrutiny arrangements – for its areas of responsibility as detailed in 2.1 on the following matters:

- Implementation of statutory responsibilities;
- Implementation of agreed priorities as contained in agreed Community, Corporate and Service Delivery Plans;
- Implementation of agreed Capital Projects;
- Consultation and communication with the public, local businesses and partner organisations;
- Participation in partnership working to deliver agreed Council policies;
- Respond to consultation exercises, on issues within the scope of the committee, on behalf of the Council.
- Award grants to external organisations, in accordance with agreed criteria;
- Agree the level of delegation to officers across the scope of the committee;
- Monitoring of service budgets and performance.

3.2 The specific powers of the committee in relation to Taxi Licensing are to:-

- a) Determine licence applications which have not been determined within officer delegation;
- b) Vary, amend or revoke the standard conditions of hackney carriage or private hire operators, vehicle and drivers' licences;
- c) Determine the fees payable for the issue and renewal of hackney carriage and private hire licences (including inspections);
- d) Review and set the hackney carriage tariff;
- e) Approve the siting, relocation or removal of hackney carriage ranks and to authorise the appropriate statutory notices – following appropriate consultation.

3.3 The specific powers of the committee in relation to Public Entertainment Licences as authorised under the Private Places of Entertainment (Licensing) Act 1967 are to:-

- a) Determine licence applications which have not been determined within officer delegation;

- b) Vary, amend or revoke the standard conditions otherwise imposed upon the grant of a new licence;
- c) Vary the conditions attached to an existing licence upon receiving recommendations from the appropriate officers and outside bodies;
- d) Revoke licences which have not been determined within officer delegation;
- e) Determine the fees payable for applications to issue and renew licences.

3.4 The specific powers of the committee in relation to Animal Welfare as authorised under Part I and Schedule I of the Environmental Protection Act 1990, and any related regulations, directions and guidance notices are to:-

- a) Impose conditions upon the grant of authorisations and to review those conditions in accordance with the time period set out in the legislation;
- b) Vary authorisations;
- c) Determine applications to vary made by the holder of an authorisation;
- d) Grant licences under the provisions of the Dangerous Wild Animals Act 1976.

3.5 The specific powers of the committee in relation to all other licenses are to:-

- a) Grant and renew licences and permits on recommendations from the appropriate officers and outside bodies and to impose conditions;
- b) Vary the conditions attached to an existing licence or permit upon receiving recommendations from the appropriate officers and outside bodies;
- c) Determine the licence fees payable;
- d) Vary, amend or revoke the standard conditions imposed upon the grant of amusements with prizes permits and licences;

4.0 REFERRALS TO POLICY & RESOURCES COMMITTEE

4.1 As part of its business the Committee can also consider issues that fall outside its full delegation and make recommendations to the Policy & Resources Committee for approval. Examples of referrals could include:

- New policy or changes to existing policy;
- Development of new proposals for Capital expenditure;
- Spending requirements greater than agreed revenue and capital budgets.

5.0 REFERRALS TO COUNCIL

5.1 Occasionally recommendations will be made directly to Full Council. This will be done where the decision is within the terms of reference of Council. Examples of referrals to Council include:

- Changes to the Constitution;
- Amendment to the Terms of Reference of the Committee;
- Delegating functions to other Local Authorities or proposed new partnerships.

COMMUNITY SERVICES & LICENSING COMMITTEE

DESCRIPTION OF SERVICES AND FUNCTIONS

The following is a description of the services included within the Scope of Responsibility of the Community Services and Licensing Committee.

A: HOUSING & ECONOMY

1. COMMUNITY SAFETY

- Community Safety;
- Anti Social Behaviour;
- Local Child Curfews under Section 14 of the Crime and Disorder Act 1998;
- CCTV;
- Prolific and Priority Offenders.

2. CULTURAL SERVICES

- Arts, Heritage and Voluntary & Community Services.

3. ECONOMIC DEVELOPMENT

- Economic Development;
- Business Support and advice;
- Private sector investment;
- Tourism promotion & Tourist Information Centres.

4. HOUSING SERVICES

- Housing Strategy;
- Private Sector Renewal;
- Housing Investment Programme;
- Housing Needs Assessments;
- Housing Options – including Homelessness;
- Ryecare Services.

B: ENVIRONMENT

5. HEALTH & ENVIRONMENTAL SERVICES

- Climate Change (Agenda 21);
- Sustainable development;
- Environmental standards;
- Public health;
- Environmental Health including abatement of nuisances, food and drink, pollution control, health and safety in work places, pest control, community health.
- Sport & Active Recreation;
- Sports facilities and leisure centres;
- Public Open Spaces and recreation grounds including: parks; picnic areas; woodlands; nature reserves; amenity areas and play areas;

6. LICENSING

- All matters relating to the discharge of the Council's licensing functions pursuant to the Licensing Act 2003 including all statutory and regulatory obligations as the Licensing Authority for:-
 - Hackney Carriage and Private Hire vehicles (Taxis and Minicabs);
 - Public Entertainment Licences;
 - Amusements with prizes;
 - Betting Tracks and Casinos;
 - Sex Establishments;
 - Dangerous Wild Animals;
 - Nursing Agencies;
 - Piercing and Tattooing establishments;
 - Premises selling Alcohol;
 - Cinemas;
 - House to House & Street Collections.

7. STREETSCENE

- Car Parking
- Waste Collection & Recycling
- Public Conveniences

- Fleet Management
- Provision and management of Council retail markets

C: RESOURCES

8. CUSTOMER SERVICES

- Reception, Area Office and Front of House services;
- Customer Standards.