

MINUTES OF A MEETING OF THE  
LICENSING COMMITTEE HELD IN THE  
COUNCIL CHAMBER, WALLFIELDS,  
HERTFORD ON THURSDAY 19  
NOVEMBER 2015, AT 7.00 PM

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PRESENT: Councillor Mrs R Cheswright (Chairman).  
Councillors A Alder, P Ballam, G Cutting,  
B Deering, J Jones, M McMullen, T Page,  
P Ruffles, N Symonds and J Taylor.

ALSO PRESENT:

Councillors M Freeman, G McAndrew and  
R Standley.

OFFICERS IN ATTENDANCE:

Peter Mannings	- Democratic Services Officer
Alasdair McWilliams	- Information and Digital Media Manager
Oliver Rawlings	- Senior Specialist Licensing Officer
Neil Sloper	- Head of Information, Customer and Parking Services

**409 CONSIDERATION OF CONSULTATION RESPONSES TO  
THE DRAFT GAMBLING POLICY 2016-19**

**The Director of Neighbourhood Services submitted a report that presented the responses to the consultation on the Statement of Gambling Policy.**

**The Senior Specialist Licensing Officer advised that the Statement of Gambling Policy was last published in January 2013 and it was for Council to approve the revised policy subject to Licensing Committee's**

**consideration of responses to the consultation detailed in this report.**

**Members were advised that during the 2 month public consultation between 1 September and 1 November 2015, four responses had been received. The Senior Specialist Licensing Officer summarised the consultation responses as detailed in the report now submitted.**

**Members were advised of the changes that had been made to the policy since the close of the consultation period. The Committee recommended the revised Statement of Licensing Policy, as now detailed.**

**RECOMMENDED – that (A) the report be received; and;**

**(B) the revised Statement of Principles under the Gambling Act 2005, as now submitted, be approved.**

410 **ADVANCED DATA PROTECTION TRAINING –  
PROTECTING SENSITIVE PERSONAL INFORMATION**

The Head of Information, Parking and Customer Services delivered a training presentation in respect of Advanced Data Protection and the Protection of Sensitive Personal Information. Members were provided with a summary of what constituted personal data and also a summary of the 8 principles of the Data Protection Act.

Members were advised of some of the common mistakes that were made when processing data. The Head outlined the issues relevant to Ward Councillors and Committee Members in respect of Data Protection. He also detailed the matters that were more relevant to the Licensing Committee.

The Head of Information, Parking and Customer Services concluded by reiterating the advice of the Office of the

Information Commissioner (ICO) for Members of Licensing Committee. Members were provided with a number of examples of Data Breaches. Officers responded to a number of questions from Members.

In response to a comment from the Executive Member for Environment and the Public Space, the Head of Information, Parking and Customer Services undertook to recirculate information to Members regarding registering as data controllers with the ICO.

RESOLVED – that (A) the training presentation be received; and

(B) the Head of Information, Parking and Customer Services recirculate information to Members regarding registering as data controllers with the ICO.

411 APOLOGIES

Apologies for absence were submitted from Councillors R Brunton, P Kenealy and C Woodward.

412 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that the Senior Specialist Licensing Officer had produced a revised version of the Chairman's opening remarks for Licensing Sub-Committee when considering the fitness and propriety of Taxi Drivers. It was hoped that this change would make it clearer to applicants what facts would be considered and how a decision would be reached.

413 MINUTES – 9 JULY 2015

RESOLVED – that the Minutes of the meeting held on 9 July 2015 be approved as a correct record and signed by the Chairman.

414 LICENSING SUB-COMMITTEE – 2 SEPTEMBER AND 7 OCTOBER 2015

RESOLVED – that the Minutes of the Licensing Sub-Committee meetings held on 2 September and 7 October 2015, be received.

415 REPORT ON LICENSING ACTIVITY QUARTER 2 AND 3 OF 2015

The Director of Neighbourhood Services submitted a report providing an update on processing licences, enforcement activity and the implementation of the Service Plan for Quarters 2 and 3 of 2015.

The Senior Specialist Licensing Officer explained to Councillor P Ruffles the circumstances surrounding the suspension of three premises licences during Quarter 2, 1 April to 30 June 2015. The Committee received the report.

RESOLVED – that the report be received.

416 ATTENDANCE AT LICENSING SUB-COMMITTEE

The Executive Member for Environment and the Public Space submitted a report detailing Members’ attendance at Licensing Sub-Committees including those attending as observers.

The Committee received the report.

RESOLVED – that the report be received.

The meeting closed at 8.20 pm

Chairman .....
Date .....