



Report to: Licensing Committee: 19 June 2025

Director Lead: Matthew Finch, Director – Communities & Environment

Lead Officer: Damian Wilkins, Environmental Health & Licensing Manager

Report Summary	
Report Title	Merging of Committees
Purpose of Report	To present to Members the revised Scheme of Delegation related to the merging of the General Purposes and Licensing Committees as agreed at Full Council held on 20 May 2025.
Recommendations	That the Licensing Committee: a) note the approval from Full Council for the merging of the General Purposes and Licensing Committees; and b) approve the updated Scheme of Delegation to be incorporated into the Council's Constitution in Appendix A.
Reason for Recommendations	To ensure legal compliance alongside the provision of relevant and necessary information.

1.0 **Background**

1.1 At 20 May 2025 Full Council, a report was taken regarding the Review of the Council's Constitution. From that report the following recommendations were approved at Full Council:

- adopts the terms of reference for a new Licensing Committee as set out in Appendix G of the report, to be implemented with effect from 15 July 2025;
- confirms for the Licensing Committee Terms of Reference in the Constitution to be updated accordingly once the Committee has approved any revisions to its Scheme of Delegation;

1.2 Following confirmation that the two committees were to be merged as agreed by Full Council, work has been undertaken on the Scheme of Delegation to ensure that references to the two committees have been removed and that all references now solely relate to the Licensing Committee. This is provided in **Appendix A** for consideration.

2.0 Proposal/Options Considered

- 2.1 As required by the Council's constitution, the Scheme of Delegation must ensure clarity on what decisions will be made by officers and which decisions will be made at committees. As the two previous committees are to be merged together, without any other fundamental changes, the Scheme of Delegation has been updated to reflect the change.
- 2.2 The Scheme of Delegation is provided in Appendix A and solely reflects the merging of the committees and makes no other suggested changes. Officers will still have delegated powers to approve licences as they currently do and Members will still be involved in all licensing reviews and panels and to determine applications where it currently requires a panel decision to be made.

3.0 Implications

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding, Sustainability, and Crime and Disorder and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

Financial Implications (FIN25-26/5928)

- 3.1 There are no financial implications arising from this report

Legal Implications (LEG2526/1299)

- 3.2 Full Council confirmed at its 20 May 2025 meeting for Licensing and General Purposes Committees to review and update the schemes of delegation that relate to the Committees and for the approved schemes to be incorporated into the Constitution. The Committee is therefore the appropriate body to consider the content of this report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Full Council Report - <https://democracy.newark-sherwooddc.gov.uk/documents/s22839/20.05.25%20-%20Review%20of%20the%20Councils%20Constitution.pdf>
Current Constitution - <https://www.newark-sherwooddc.gov.uk/media/nsdc-redesign/documents-and-images/your-council/your-council/elections/Part-C---Responsibility-for-Functions.pdf>

[Section 182 Statutory Licensing Guidance](#)