

## Review of Committees

This report was generated on 20/10/21. Overall 30 respondents completed this questionnaire. The report has been filtered to show the responses for 'All Respondents'

### Section 1

This section focuses on Regulatory Committees. These are classed as **Licensing**, Licensing Sub Committee and Planning.

### **Licensing**

Q1 Which Regulatory Committee(s) do you sit / have you sat on and what is / was your role on them?

Planning - Committee Member (12)	40%
Licensing - Committee Member (10)	33%
Have Not Been a Member on any of the Regulatory Committees (8)	27%
Planning - Former Committee Member (6)	20%
Licensing - Former Committee Member (5)	17%
Licensing Sub Committee - Committee Member (5)	17%
Licensing - Chair (3)	10%
Licensing Sub Committee - Chair (2)	7%
Licensing Sub Committee - Vice Chair (2)	7%
Licensing Sub Committee - Former Committee Member (2)	7%
Planning - Chair (2)	7%
Licensing - Vice Chair (1)	3%

Q2 Do you think that sitting on one of these Committees has made your role as a Councillor: (Licensing Committee)

Not applicable (11)	41%
More appealing (6)	22%
Much more appealing (5)	19%
Neither more nor less appealing (4)	15%
Less appealing (1)	4%
A lot less appealing (-)	

Q3 How knowledgeable in the subject areas do you think that sitting on this/these Committee/s has made you? (Licensing Committee)

Not applicable (11)	41%
Much more knowledgeable (9)	33%
More knowledgeable (6)	22%
Neither more nor less more knowledgeable (1)	4%

Q4 How much do you like being a Member of the below Committee(s)? (Licensing Committee)

Not applicable (12)	44%
Like a lot (7)	26%
Somewhat like (4)	15%
Neutral (3)	11%
Dislike a lot (1)	4%
Somewhat dislike (-)	

Q5 How involved do you think you are within the business of the Committee(s)? (Licensing Committee)

Not applicable (12)	44%
Somewhat involved (5)	19%
Very involved (4)	15%
Not very involved (4)	15%
Not involved at all (2)	7%

**Q5a Is there anything you can think of that would improve your involvement?**

mandatory training before being able to contribute/vote.. I am attending a course soon.
Training is always useful
A better understanding shown by other members of the committees. It is clear some do not read the papers prior to the meeting. They ask questions which have been clearly answered within the papers and as a result waste a lot of member and officer time.
Although recently appointed to the Licensing Committee, I have not at this point received an invite to a meeting so feel it unfair to comment.
all work very hard to make our meetings run as smoothly as possible
More time on the committee

Still relatively new to committee.
Members being notified of any applications in their wards which would be heard at planning committee
More training

**Q6 How would you rate the following with regards to Licensing Committee:**

(How well you feel the committee works together)

Not applicable (14)	52%
Fair (6)	22%
Good (4)	15%
Excellent (3)	11%
Poor (-)	

(The effectiveness of the Committee meetings)

Not applicable (13)	50%
Fair (5)	19%
Good (4)	15%
Excellent (3)	12%
Poor (1)	4%

(The appropriateness of agenda items)

Not applicable (13)	50%
Good (6)	23%
Excellent (5)	19%
Fair (2)	8%
Poor (-)	

(The size of the agenda)

Not applicable (14)	54%
Good (7)	27%
Fair (3)	12%

Excellent (2) 8%

Poor (-)

(Quality of member engagement (other than yourself))

Not applicable (13) 50%

Good (4) 15%

Poor (4) 15%

Excellent (3) 12%

Fair (2) 8%

(Quality of the officer support within the meetings)

Not applicable (13) 50%

Good (6) 23%

Excellent (5) 19%

Fair (2) 8%

Poor (-)

(The amount of reading/preparing that you undertake prior to the meeting)

Not applicable (14) 56%

Excellent (4) 16%

Good (4) 16%

Fair (3) 12%

Poor (-)

(Your preparedness during the committee meeting)

Not applicable (14) 54%

Excellent (5) 19%

Good (5) 19%

Fair (2) 8%

Poor (-)

(Your level of understanding of the reports)

Not applicable (14)	54%
Good (7)	27%
Excellent (4)	15%
Fair (1)	4%
Poor (-)	

(Your contribution within the meetings)

Not applicable (14)	54%
Good (5)	19%
Excellent (4)	15%
Fair (3)	12%
Poor (-)	

(Your overall satisfaction with the meetings)

Not applicable (13)	50%
Excellent (4)	15%
Good (4)	15%
Fair (4)	15%
Poor (1)	4%

**Q6a Are there any other comments you would like to make?**

New to committee, so not 100% clear on the role/objectives
The meetings are very short and in some instances less than 30 minutes long. Many members have little or no engagement. Maybe increasing the agenda with extra training would keep the committee more interested. There are also too many members in the committee
Meetings can be short, it has been known that members have arrived Slightly late due to traffic and the meeting has concluded
if it is not broken don't fix it
Main committee and sub-committee structure unbalanced
Just new to this committee

We don't have them very often, they are very short and far-between
Committee very rarely meets so most questions irrelevant. It only meets when some committee decision is required
My comments relate to the time I was chair
I was only involved at one meeting for the overall licence review. I would have liked much more involvement beforehand. I was also involved in the premises hearings which were very well run

Q9 Do you believe that you have had the appropriate level of training made available so that you can participate in the committee meetings?

Yes (19) 79%

No (5) 21%

**Q9a Do you have any suggestions as to how Regulatory Committee training could be improved?**

Make it mandatory, and cllrs can't vote until the training is complete
Training should be done in the evenings
Ongoing training is useful, planning do training now before committee with specific areas chosen. 39 to 40 minutes each time allowing for a Question and answer session. It's very useful
Regular updates and refreshing of key factors
I think we need more training
Licensing training is non existent. Planning is better but would prefer external training aswell.
this training is needed for new members or to refresh
just been on a zoom course delivered by Institute of Licensing, a very informative course
Officers do basic training,however I suspect some external basic training to a slightly higher level might help
No, the spreading of training (usually before meetings) is a good idea
Member skill base and competence very important - should not be appointed to make up the numbers etc

Q10 How would you rate your understanding of the following:

(Licensing: Your role within the committee)

Not applicable (12) 44%

Good (9) 33%

Excellent (4) 15%

Fair (2) 7%

Poor (-)

(Licensing: The role of the committee)

Good (13) 48%

Not applicable (7) 26%

Poor (3) 11%

Excellent (2) 7%

Fair (2) 7%

(Licensing: The current model of the committee)

Good (8) 30%

Not applicable (8) 30%

Fair (5) 19%

Poor (4) 15%

Excellent (2) 7%

Q11 Has your involvement in the Committee(s) so far increased your knowledge and understanding of the Council and its services? (Licensing Committee)

Yes (13) 48%

Not applicable (12) 44%

No (2) 7%

Q12 How would you rate the following:

(Licensing: The frequency of the meetings)

Not applicable (11) 41%

About right (10) 37%

Too few (5) 19%

Too many (1) 4%

(Licensing: The number of members on the committee)

Too many (11) 41%

Not applicable (11) 41%

About right (5) 19%

Too few (-)

Q13 Do you think the timing of the meetings should (Licensing Committee):

Move to another part of the day (12) 55%

Stay the same (10) 46%

**Q13a Please state which meeting: morning / afternoon / evening**

Evenings
All to move to the evening.
Licensing could be evening
Licensing and licensing sub committee meetings can be done in the evening like scrutiny meetings.
All evening meetings although Planning needs site visits which will be difficult to do in the evening during winter mono
I advocate that all meetings should be held in the evenings when the majority of Members will have a better opportunity of attending. For example, the Planning Committee is a daytime commitment, this precludes those with daytime jobs and/or commitments from participating. This in turn affects the age demographic of Members who are more likely to be retired from employment and therefore have daytime availability. This potentially leads may lead to a narrowing of views and opinions which could be viewed as detrimental to decision making.
Morning
Licensing definitely in the evening. Increase the frequency on sub licensing and they can be in the evenings too
morning
Licensing to evening
Afternoon
Evenings would enable more members to participate although site visits for planning would need to be in daylight
Licensing and subs in the evening,
Be mindful of outside bodies and of third parties that attend most of which appreciate a day time mtg - -
Any
I am fairly flexible on meeting times provided I have at least a week's notice. I would be willing to have them in the evening so more members can participate

**Q14 Do you have any thoughts on how these Committees could be improved?**

Moving to evening would increase the number willing to be on the committee, ie work doesn't impact
Reduce the membership on licensing and planning. Mix up the membership each month on the sun licensing committee apart from the chair and vice
Look at the number of members
Reducing the number of members Ensuring all members wanted to be on the committee and were prepared for thorough training and prepared to fully read all reports Holding all meetings in the evening would allow members who work to serve on Planning or Licensing
Return to physical site visits
All Members, irrespective of if they are involved with either committees, should have a fair working knowledge of how each committee works. I would suggest more Member briefings/seminars would be helpful.
The sub committee on licensing should be reviewed once a year to allow other members to play a more active role More training
Planning 9 members max. Licensing 9 members max, in the evenings. Both chair positions of sub groups of Licensing should be appointed by Council and come with their own SRA, obviously it would be necessary to reassess current SRA too. Sub groups should be in the evenings too.
Smaller with improved training
Halve the number of members.
Split up planning - have site visit and committee on different days - as many councillors can't attend for the whole day and therefore refuse a place
Meetings must be in the evening, I understand Planning would be difficult to hold then. Numbers are too high, reduce membership so the pool of knowledgeable and enthusiastic members is not disrupted by those who are not so keen. Ward members generally should have more input, it's a general point about everything we do but still important.
Members should be encouraged to get out into East Staffs and ensure they have a sense of place and understand the diverse communities in East Staffs.
Not enough members og Licencing Sub-Committee
Planning Committee members should make decisions based on their knowledge of the local environment and the people who live there. They should be assisted by the Officers to articulate Planning reasons for members decisions.