

**WYRE FOREST DISTRICT COUNCIL**

**LICENSING AND ENVIRONMENTAL COMMITTEE**  
**MONDAY 4<sup>TH</sup> SEPTEMBER 2006**

**Officers' Licensing Code of Good Practice**

<b>OPEN ITEM</b>	
<b>RESPONSIBLE OFFICER:</b>	Head of Planning, Health and Environment
<b>CONTACT OFFICER:</b>	Mark Kay Ext. 2580 mark.kay@wyreforestdc.gov.uk
<b>APPENDICES</b>	Appendix 1 – Officers' Licensing Code of Good Practice

**1. PURPOSE OF REPORT**

- 1.1 To put before the Committee a draft Officers' Licensing Code of Good Practice, which if approved, will determine how officers will act whilst administering the licensing system.

**2. RECOMMENDATION**

**The Committee is asked to RECOMMEND to Cabinet to RECOMMEND TO COUNCIL:**

- 2.1 **The Officers' Licensing Code of Good Practice, at appendix 1 of the report, be approved for use by officers when dealing with licensing issues.**

**3. BACKGROUND**

- 3.1 Although there is a general national code of conduct for officers working within local government, there is currently no local guidance on good practice within the licensing regime.
- 3.2 Other sections within the Council such as planning development control already have such a code in place and the Council's Internal Audit Section has provisionally recommended that the licensing section should have such a code in place.

**4. FINANCIAL IMPLICATIONS**

- 4.1 There are no financial implications.

5. **LEGAL AND POLICY ISSUES**

- 5.1 If adopted, the Code of Good Practice will help ensure that all applications are dealt with fairly and impartially and protect Council officers from being accused of bias.

6. **CONCLUSION**

- 6.1 The adoption of such a code of good practice will assist the Licensing Section to carry out its duties in a fair and impartial way.

7. **CONSULTEES**

- 7.1 Head of Legal and Democratic Services

8. **BACKGROUND PAPERS**

- 8.1 None

7.8.06