

COUNCIL

1 SEPTEMBER 2026

REFERENCE FROM STANDARDS COMMITTEE

A.4 AMENDMENTS TO TENDRING DISTRICT COUNCIL'S LICENSING GUIDANCE FOR COUNCILLORS

(Report prepared by Bethany Jones)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To enable Council to consider proposed amendments to the Members' Licensing Guidance (now called the Licensing and Registration Probity Protocol) following a review carried out by the Standards Committee.

EXECUTIVE SUMMARY

The Standards Committee, at its meeting held on 15 July 2026 (Minute 5 refers), considered a report of the Monitoring Officer (A.1) which presented the updated revised version of the Licensing and Registration Probity Protocol, following consultation with the members of the Licensing and Registration Committee, the Portfolio Holder for Assets and Community Safety (the Cabinet Member with responsibility for overseeing licensing policy matters specifically under the Gambling Act 2005, but more widely (excluding under the Licensing Act 2003) including for taxis and private hire matters), Officers responsible for licensing services in the Law & Governance and the Environment & Housing Directorates and the Council's Independent Persons.

It had been reported that some themes emerging from the consultation were:

- *expand more on 'prejudicial' interest;*
- *add to Member training section about training to be allowed to sit on the Committee should be from the Council but could be topped up through other means such as LGA;*
- *make 'to stay open-minded' stronger; and*
- *to add that Members are not allowed to discuss blue pages documents outside of the Committee membership.*

Members had been made aware that the outcome of the consultation had been set out in Appendix B of the Officer report. In addition, the Committee had noted their opinion that the relevant Ward Councillors should be informed of any changes to a premises licence or the removal of a premises licence.

It had been RESOLVED that the Standards Committee –

- (a) notes the outcome of the consultation with members of the Licensing and Registration Committee, the Portfolio Holder for Assets and Community, Officers responsible for licensing services in the Governance and the Environment & Housing Directorates and the Independent Persons;
- (b) endorses the revised Licensing and Registration Probity Protocol (with the tracked

changes being accepted) and recommends to Full Council that it be adopted and incorporated into the Council's Constitution; and

- (c) authorises the Council's Monitoring Officer to make the administrative amendments, as highlights at the Committee meeting, prior to the Protocol's consideration at Full Council.

RECOMMENDATIONS

That Council, having considered this report, approves that the revised Licensing and Registration Probity Protocol be formally adopted and incorporated into the Council's Constitution.

BACKGROUND PAPERS FOR THE DECISION

Published Minutes of the meeting of the Standards Committee held on 15 July 2026.

APPENDICES

Revised Licensing and Registration Probity Protocol