

CITY OF
WOLVERHAMPTON
C O U N C I L

**City of Wolverhampton Council
Responsible Authorities Forum
Terms of Reference**

Purpose

The responsible authorities group has been established to provide a forum to:

- Ensure all responsible authorities are aware of all applications received
- Discuss new and pending applications
- Exchange information, ideas and guidance
- Discuss specific operational issues
- Coordinate multi Agency compliance activity
- Work collaboratively to reduce alcohol related harm and promote the health and well-being of residents
- Promote partnership working and improve communication between services
- Provide updates on changes to legislation or policy
- Raise standards in order to encourage best practice

Membership

The core membership is restricted to the responsible authorities named below. However, other parties may be invited to attend specific meetings where additional information or specific technical information is required by the group:

- Licensing Services
- Police
- Environmental Health
- Fire Service
- Trading Standards
- Planning
- Safeguarding {Children's LADO}
- Public Health
- ASB

Each service shall be represented by one or more persons of appropriate experience and competence to give advice and to make commitments on behalf of their service area.

Frequency of meetings

Meetings shall take place on a monthly basis unless it is agreed by core members that a meeting is not required. Additional meetings may be convened to discuss particular issues or specific applications that may arise.

Remit of the group

The purpose of the group is to:

- Ensure that each core member has received and is aware of applications received
- Update members on outcome of hearings and appeals
- Discuss new and pending applications
- Exchange information, guidance and good practice
- Discuss specific operational issues
- Promote partnership working and improve communication between regulatory services
- Contribute to the development of initiatives for example licensed premises accreditation scheme
- Coordinate joint site visits/enforcement [Multi Agency Visits- MAVs]
- Provide updates on changes to legislation or policy
- Provide advice on proposed changes to Licensing Policy for example amendments to Cumulative Impact Policy.

Agenda and minutes

Each meeting shall be prearranged and the agenda will be circulated in advance. Full minutes will not routinely be taken nevertheless notes will be taken of any action points or recommendations made during the course of the meeting, and distributed to all members. Licensing Services will manage the administration of the group.

Role of the core members

All core members will be expected to:

- Provide technical advice, guidance and updates on their respective areas of expertise
- Undertake action points allocated to them within timeframes agreed by the group and report back on outcome
- Promote partnership working and improve communication
- Provide sufficient resources to enable the group to deliver its agreed actions.