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# NOTICE OF MEETING

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## LICENSING SUB-COMMITTEE

**WEDNESDAY, 3 AUGUST 2022 AT 3.00 PM**

**THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL,  
PORTSMOUTH**

Telephone enquiries to Anna Martyn Tel 023 9283 4870  
Email: [Democratic@Portsmouthcc.gov.uk](mailto:Democratic@Portsmouthcc.gov.uk)

If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

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Committee Members Councillors Scott Payter-Harris (Chair), George Madgwick (Vice Chair), Yinka Adeniran, Dave Ashmore, Kimberly Barrett, Stuart Brown, Tom Coles, Jason Fazackarley, Lewis Gosling, Ian Holder, Leo Madden, Asghar Shah, Benedict Swann, Linda Symes and Daniel Wemyss.

The panel today consists of: Councillors Scott Payter-Harris, George Madgwick and Asghar Shah.

The reserve member is Councillor Swann.

### **Information with regard to public access due to Covid precautions**

- Following the government announcement 'Living with COVID-19' made on 21 February attendees will still be requested to undertake an asymptomatic/ lateral flow test within 48 hours of the meeting until the end of March (This guidance will be updated at that point). Around one in three people who are infected with COVID-19 have no symptoms so could be spreading the virus without knowing it. Asymptomatic testing - getting tested when you don't have symptoms - helps protect people most at risk by helping to drive down transmission rates.
- We strongly recommend that attendees should be double vaccinated and have received a booster.
- If symptomatic we encourage you not to attend the meeting but to stay at home, avoid contact with other people and to take a PCR test in line with current UKHSA advice.
- We encourage all attendees to wear a face covering while moving around crowded areas of the Guildhall.
- Although not a legal requirement attendees are strongly encouraged to keep a social distance and take opportunities to prevent the spread of infection by following the 'hands, face, space' and 'catch it, kill it, bin it' advice that also protects us from other winter viruses.
- Hand sanitiser is provided at the entrance and throughout the Guildhall. All attendees are encouraged to make use of hand sanitiser on entry to the Guildhall.

- Those not participating in the meeting and wish to view proceedings are encouraged to do so remotely via the livestream link.

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(NB This agenda should be retained for future reference with the minutes of this meeting).

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

## **A G E N D A**

### **Meeting information: Risk assessment for Executive Meeting Room**

#### **1.Appointment of Chair**

#### **2.Declarations of interest**

#### **3.Exclusion of press and public**

**"Under the provisions of Section 100A of the Local Government Act 1972 as amended by the Local Government (Access to Information) Act 1985, the press and public be excluded for the consideration of the following item on the grounds that the report contains information defined as exempt in Part 1 of Schedule 12A to the Local Government Act 1972."**

Agenda Item and Paragraph Numbers: Item 4 - Licensing Act 2003 - Application to vary a premises licence to specify an individual as designated premises supervisor - Consideration of Objection Notice

Under the following exemption paragraph numbers:

1. Information relating to an individual
2. Information that is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

(Members are asked to hand in their confidential papers to the Democratic Services Officer at the end of the meeting.)

#### **4.Licensing Act 2003 - Application to vary a premises licence to specify an individual as designated premises supervisor - Consideration of Objection Notice**

To consider an application to vary a premises licence to specify an individual as the designated premises supervisor ("DPS") under the Licensing Act 2003 ("the Act") - Consideration of Objection Notice.

The Licensing Sub-Committee is requested to determine the application.

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# Coronavirus Risk Assessment for the Executive Meeting Room, Guildhall

**Date:** 1 April 2022 (based on Living safely with respiratory infections, including COVID-19, 1 April 2022)

**Review date:** Ongoing

**Author:** Lynda Martin, Corporate Health and Safety Manager, Portsmouth City Council

## Coronavirus Risk Assessment for the Executive Meeting Room, Guildhall

<b>Manager's Name and Job Title completing Risk Assessment:</b>	Lynda Martin Corporate Health and Safety Manager	<b>Risk Assessment Dept:</b>	Corporate Services	<b>Date:</b>	1 April 2022	<b>Signature:</b>	
		<b>Location:</b>	Executive Meeting Room, Guildhall				

Hazard	Who could be harmed and how	All controls required	How controls will be checked	Confirmed all in place or further action required
Risk of exposure to Covid-19 virus - Ventilation	Staff, contractors and attendees	<ul style="list-style-type: none"> <li>There are no capacity limits for the Executive Meeting Room.</li> <li>We encourage all attendees to wear a face covering when moving around crowded areas of the Guildhall and we advise that they should only be removed when addressing the meeting.</li> </ul> <p>The actions to maximise ventilation in the Executive Meeting Room remain in place:</p> <ul style="list-style-type: none"> <li>All windows should be opened, with the blinds fully drawn back.</li> <li>3 x pedestal fans positioned along the internal wall, set to modulate on full speed.</li> </ul>	Staff will ensure windows are open and fans switched on.	In place
Risk of transmission of virus - Risk mitigation	Staff, contractors and attendees	<p>The Guildhall has the following measures in place:</p> <ul style="list-style-type: none"> <li>Face Coverings – as per government guidance, we encourage you to continue to wear a face covering whilst in the venue &amp; crowded places especially when walking around the building.</li> </ul> <p>Enhanced Sanitisation &amp; Cleaning – we will carry out enhanced cleaning procedures between meetings and we encourage you to sanitise your hands on entry and regularly throughout your visit at the sanitisation points provided.</p>	The Guildhall Trust and PCC Facilities Team to implement and monitor.	In place
Risk of transmission of virus - Hygiene and prevention		<ul style="list-style-type: none"> <li>Updated government guidance from 1 April advises people with a respiratory infection, a high temperature and who feel unwell, to stay at home and avoid contact with other people, until they feel well enough to resume normal activities and they no longer have a high temperature. From 1 April, anyone with a positive COVID-19 test result is being advised to follow this guidance for five days, which is the period when you are most infectious.</li> <li>Although not a legal requirement, attendees are strongly encouraged to keep a social distance and take opportunities to prevent the spread of infection by following the 'hands, face, space' and 'catch it, kill it, bin it' advice that also protects us from other winter viruses.</li> <li>Wash hands for 20 seconds using soap and water or hand sanitiser.</li> <li>Maintain good hygiene particularly when entering or leaving.</li> <li>Hand sanitiser and wipes will be located in the meeting room.</li> <li>No refreshments will be provided. Attendees should bring their own water bottles/drinks.</li> <li>All attendees should bring and use their own pens/stationery.</li> <li>Attendees are no longer required to undertake an asymptomatic/ lateral flow test within 48 hours of the meeting; however, we still encourage attendees to follow the Public Health precautions we have followed over the last two years to protect themselves and others including vaccination and taking a lateral flow test should they wish. It is strongly recommended that attendees should be double vaccinated and have received a booster.</li> </ul>	The Guildhall Trust and PCC Facilities Team to implement and monitor.	In place
Financial Risk	Staff, contractors and attendees	<ul style="list-style-type: none"> <li>The council meeting may need to be cancelled at short notice if the Covid-19 situation changes due to local outbreaks, local sustained community transmission, or a serious and imminent threat to public health.</li> <li>Technology in place to move to virtual council meeting if required and permitted by legislation.</li> </ul>	Financial commitments minimised wherever possible.	In place