

**TO: MEMBERS OF THE PUBLIC  
SAFETY AND PROTECTION  
COMMITTEE**

Councillor Christopher Davies (LD)  
Councillor Fi Hance (LD)  
Councillor Alf Havvock (LD)  
Councillor Brenda Hugill (L)  
Councillor Jay Jethwa (C)  
Councillor Mike Langley (L)  
Councillor Tim Leaman (LD)  
Councillor David Morris (C)

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**Date:** 27<sup>th</sup> May 2011

(C = Conservative, L = Labour, LD = Liberal Democrat,)

Dear Councillor

**PUBLIC SAFETY AND PROTECTION COMMITTEE 7<sup>th</sup> JUNE 2011**

You are invited to attend a meeting of the Public Safety and Protection Committee to be held on **Tuesday 7<sup>th</sup> June 2011 at 10.00 am** in a Committee Room at the Council House, College Green, Bristol BS1 5TR.

The agenda for the meeting is set out overleaf and supporting papers are attached.

Yours sincerely

Norman Cornthwaite  
Democratic Services Officer

## PUBLIC INFORMATION SHEET

The attention of the public is drawn to the sheet at the back of the agenda giving information on the emergency evacuation procedures, attending meetings and inspecting reports and background papers.

### A G E N D A

#### 1. ANNUAL BUSINESS

- (A) MEMBERSHIP
- (B) ELECTION OF CHAIR
- (C) ELECTION OF VICE CHAIR
- (D) TERMS OF REFERENCE
- (E) DATES AND TIMES OF MEETINGS
- (F) MEMBERSHIP OF SUB COMMITTEES
- (G) SUB-COMMITTEE TERMS OF REFERENCE

(Report of Service Director, Legal Services)

#### 2. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS AND DECLARATIONS OF INTEREST

#### 3. PUBLIC FORUM

##### Statements and Petitions

Any local resident or Councillor, provided they have given notice in writing or by electronic mail to the Service Director, Legal Services not later than **12 noon the working day before the day of the meeting**, may present a petition or submit a statement on the work of the Public Safety and Protection Committee. In the case of a statement, a copy of the submission should be included. Please e-mail to [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk)

The notice should be addressed to the Democratic Services Office (Room 220), The Council House, College Green, Bristol BS1 5TR and marked **for the attention of Norman Cornthwaite**.

Please note that for copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements as supporting documentation.

The total time allowed for public forum business is **30 minutes**.

**4. CONSIDERATION OF THE SUSPENSION OF COMMITTEE PROCEDURE RULES, (CMR10 and 11) RELATING TO THE MOVING OF MOTIONS AND RULES OF DEBATE FOR THE DURATION OF THE MEETING**

Recommended - that having regard to the quasi judicial nature of the business on the agenda, those Committee Procedure Rules relating to the moving of motions and the rules of debate (CMR10 and 11) be suspended for the duration of the meeting.

**5. A) MINUTES OF THE MEETING OF THE PUBLIC SAFETY AND PROTECTION SUB COMMITTEE B HELD ON 29<sup>th</sup> MARCH 2011**

**B) MINUTES OF THE MEETING OF THE PUBLIC SAFETY AND PROTECTION COMMITTEE HELD ON 19<sup>th</sup> APRIL 2011**

**C) MINUTES OF THE MEETING OF THE PUBLIC SAFETY AND PROTECTION SUB COMMITTEE B HELD ON 19<sup>th</sup> APRIL 2011**

**D) MINUTES OF THE MEETING OF THE PUBLIC SAFETY AND PROTECTION SUB COMMITTEE A HELD ON 27<sup>th</sup> APRIL 2011**

(Exempt under paragraph 3 - Information relating to a person's financial or business affairs)

**These Minutes contain information relating to the financial or business affairs of any particular person and are not for publication by virtue of paragraph 3 of Part 1 of Schedule 12(A) to the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006.**

**Should Members of the Committee wish to discuss the content of them it is recommended that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for this item of business on the ground that involve the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act, as amended.**

To be confirmed as a correct record and signed by the Chair

**6. INFORMATION ITEM - DATE OF NEXT MEETING**

The next meeting will be held on Tuesday 7<sup>th</sup> June 2011 at 10.30 am or on the rise of this Committee and will be a meeting of Sub Committee A.

**Public Information Sheet**  
**Public Safety and Protection Committee**  
**Emergency Evacuation Procedure**

- (i) In the event of a **fire** you will hear a **continuous alarm**.
  
- (ii) **Do not panic** - members, officers and the public should leave the building promptly and in a quiet and orderly fashion using the nearest available escape routes; the Fire Assembly Point is behind the Norman Arch adjacent to the Central Library.  
**Lifts must not be used under any circumstances.**

Please note: alarms are tested every Monday at 9.30am (for approx. 30 seconds). These arrangements apply to meetings held in the Council House, College Green. Where the meeting is held elsewhere, local arrangements will apply.

**Public Access Information**

Please contact the Democratic Services Officer named on the agenda if you require further information regarding the following:

**Attendance at Meetings - Local Government (Access to Information) Act 1985**

Committee meetings are open to the public and a limited amount of seating is available in each meeting room. You may however be asked to leave the meeting if any exempt (private) business is considered. This will normally be shown on the agenda.

**Inspection of Papers - Local Government (Access to Information) Act 1985**

If you wish to inspect the minutes or reports (other than those which are exempt) relating to any item on this agenda please contact either the Democratic Services Officer (phone number at the top of the agenda sheet) or the Modern Records Office (tel: 0117 9222376). The background papers listed in a report may also be inspected. Please notify the Democratic Services Officer if you wish to see these. He/she will arrange with the report author for papers to be made available to you at a mutually convenient time.

We can also arrange for copies of individual reports or minutes to be supplied to you or for an annual subscription to the papers for any meeting. A charge will be made for this service. Alternatively, all meeting information may be inspected on the Council's Internet website at: [www.bristol.gov.uk](http://www.bristol.gov.uk)

## Other formats and languages and assistance for those with hearing impairment

Committee papers can be provided in other formats (e.g. large print, audio tape, braille etc) or in community languages, upon request. Please contact the Democratic Services Officer if you would like such papers giving as much notice as possible. It should be noted that re-formatting or translation of papers before the date of a particular meeting cannot be guaranteed.

Committee rooms in the Council House are fitted with infrared induction loops to assist people with hearing impairment. These can be used with either a neck loop (for hearing aid users) or with a handset. The Democratic Services Officer will be able to provide you with these. Hearing aid users need to switch the hearing aid to the AT@ position.

## Public Forum

If you are a resident in Bristol you can make a **statement** or present a **petition** to any scrutiny meeting, provided that:-

- (i) you give written notice to us, including the subject matter of your statement or petition no later than **12.00 noon on the working day before the meeting starts** \* and
- (ii) the statement or petition concerns a matter which is the responsibility of the commission/committee concerned.

(\* NB - if the meeting is on a Monday then your submission will need to be with us by 12.00 noon latest on the preceding Friday)

You may also ask a **question** of the chair at a scrutiny meeting. This must be submitted to us in writing not less than 6 clear working days before the date of the meeting. A written response will be available 1 hour before the meeting which will be circulated to all who are present.

Statements, petitions and questions which relate to specific items on the agenda will be taken into account by the meeting when it considers the item concerned.

Statements, petitions or questions that do not relate to an item on the agenda for the meeting at which they are presented are discouraged, but may still be submitted. The scrutiny meeting will decide how these should be dealt with (e.g. by correspondence or by a future report etc).

The Chair of the meeting has discretion to allow statements petitions and questions from members of the public who are not residents of Bristol if they have a business address in the city or can demonstrate some other genuine interest in an agenda item. He/she also has discretion to take statements, petitions and questions in an appropriate order (i.e. not necessarily in order of receipt). The meeting may enter a dialogue with members of the public **during the public forum** if appropriate. The public forum session may last for up to 30 minutes, although the Chair, with the consent of the meeting, can extend this timescale.

**Please note that** by participating in public forum business, it will be assumed that your consent is given to the recording of your name and the details of your submission in the documentation that is circulated to committee and made available at the meeting itself. The information will also be placed in the official minute book as a public record (and is available for inspection upon request with the other documents for the meeting concerned).

Where appropriate, we will endeavour to remove other personal details such as contact details. However, because of time constraints we cannot guarantee this and you may therefore wish to consider if your statement contains information that you would prefer not to be in the public domain. Submissions will not be posted on the Council's website.

Other committee papers may be placed on the Council's website and information contained within them may be searchable on the internet.

Please note that for copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements as supporting paperwork.

## **Process during and after the meeting :**

Public forum items are normally the first substantive item of business on the agenda and are usually taken in the order in which they have been received. The Chair will call each submission in turn. When invited to speak, if making a statement you should ensure that your presentation is short and concise and focuses on the key issues that you would like members to consider. This will have the greatest impact - please try to avoid reading out a lengthy text from a piece of paper. Remember that your time allocation may have to be strictly limited if there are a lot of submissions before the meeting.

You do not have to speak or even attend the meeting at which your public forum submission is being taken. However, you should be aware if you do not present it, then it will **not be read out** unless the Chair specifically asks for this to happen. It will nevertheless be noted by members.

As most people who participate in public forum remain present for the debate on the agenda item in which they are interested, and because minutes of the meeting are normally published on the Council's website in 5 clear working days, it is not our normal practice to write to individuals afterwards. However, if you would like to receive an official response as to what happened to your submission at the meeting, please advise the Democratic Services Officer named on the agenda, and ensure that they have your full address or e-mail details. We will then contact you within 7 working days. Alternatively you may phone them (see contact number on front of agenda) to confirm the outcome.

## **Register of Interests**

To ensure an accountable, open and transparent local democracy, a Register of Interests for Councillors, Co-optees and Advisers is available for public inspection. Please contact the Democratic Services Officer named on the agenda if you wish to view the Register.

## **PUBLIC SAFETY AND PROTECTION COMMITTEE TERMS OF REFERENCE**

Members of the public are advised that the full detailed terms of reference for this Committee may be viewed at the [Council's website](#) or details can be obtained from the Democratic Services Officer whose contact details appear on this notice of meeting.

In summary this Committee has responsibility for 62 different functions. Those most commonly dealt with by the Committee are the following:

- Licensing of taxis – both drivers and vehicles
- Street trading

The full Committee makes decisions relating to policies and individual cases are generally considered by one of the Sub Committees.