

# Delegated Decisions report



15 August 2023

## Children's Work Permits, Children's Performance Licensing and Chaperone Approvals Policy

Name of Cabinet Member      **Councillor Paul Trendall**  
(Cabinet member for Customer Services)

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Exempt / confidential / not for publication	<b>No</b>
Council Plan reference	<b>Not in Council Plan</b>
Wards affected	<b>All wards</b>

### Executive Summary

This report identifies potential changes to be made to the Children's Work Permits, Children's Performance Licensing & Chaperone Approvals Policy (to be referred to as the Children's Licensing Policy, hereafter). Although there have been no recent legislative changes, the policy should be reviewed regularly to take into account best working practices and improvements identified through working experiences.

On 13 June 2023, the Regulatory Committee approved the revised policy and recommended that it be adopted by the Executive.

The matter is considered appropriate to be dealt with via a Delegated Decision

#### 1. Proposed Decision

- 1.1 That the Children's Work Permits, Children's Performance Licensing and Chaperone Approvals Policy, attached as an **Annex** to the report, be adopted.
- 1.2 That authority be delegated to the Director of Customer and Community Services to make minor typographical and consequential amendments to the policy.

## 2. Why is the Decision Needed?

- 2.1 Milton Keynes City Council (MKCC) aims to review its policies on a regular basis to promote best practice and compliance from those that are licensed by them. This policy considers child employment work permits, performance licensing and chaperone approvals.
- 2.2 The most notable changes proposed are:
- 2.2.1 Enhanced understanding for applicants.
  - 2.2.2 Confirm provision of training.
  - 2.2.3 DBS requirements.
  - 2.2.4 Use of standardised application forms.
  - 2.2.5 Creation of Annex F to describe prohibited employment types.
- 2.3 It is important to ensure the policy is fit for use and serves the purposes of operators, customers, employees and performers, regulators and citizens of Milton Keynes. A robust policy is good evidence of a fair and transparent process should decisions made by the Council be appealed.
- 2.4 A draft revised policy was consulted upon with key stakeholders prior to Regulatory Committee endorsement. There was limited response from the consultees despite a widespread direct consultation.

## 3. Implications of the Decision

Financial	N	Human rights, equalities, diversity	N
Legal	Y	Policies or Council Plan	Y
Communication	N	Procurement	N
Energy Efficiency	N	Workforce	N

### (a) Financial Implications

The financial implications to this review are primarily in staffing costs. Currently no fees are taken for Children Licensing, though applicants may have to pay some charges for Disclosure and Barring Service check (DBS) or chaperone training courses.

### (b) Legal Implications

There is no legislative requirement to maintain a Childrens Licensing Policy, but a robust policy bridges the gap between legislation and guidance and some of this legislation is nearly 100 years old.

### (c) Other Implications

Any part of our policy is open to challenge and needs to be seen to be reasonable and attributable. A policy that has been compiled in accordance with the legislation and guidance provides a robust document upon which the Council can rely on terms of the decisions that it makes.

## 4. Alternatives

4.1 The existing policy can remain although it was due to review in 2022.

## 5. Timetable for Implementation

5.1 The Policy will be classed as adopted once any call-in period has passed.

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### List of Annexes

Annex Children's Work Permits, Children's Performance Licensing and Chaperone Approvals Policy

### List of Background Papers

Regulatory Committee endorsement and draft policy considerations

<https://milton-keynes.moderngov.co.uk/ieListDocuments.aspx?CId=155&MId=6900>