

# Agenda

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## Licensing and Gambling Acts Committee

Date: **Thursday 19 May 2011**

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Time: **This meeting will follow the first part of the Annual Council which commences at 4.00pm. The start time of the Committee meeting will not be before 4.30pm**

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Place: **Oxford Town Hall**

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For any further information please contact:

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If you would like help to understand this document, please call Mathew Metcalfe, Democratic Services Officer on 01865 252214 or e-mail [mmetcalfe@oxford.gov.uk](mailto:mmetcalfe@oxford.gov.uk) in advance of the meeting.

# Licensing and Gambling Acts Committee

## Membership

Chair	Councillor
Vice-Chair	Councillor
	Councillor
	Councillor
	Councillor
	Councillor
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	Councillor

(NOTE: this agenda has been sent to all Members of Council but only those Members appointed to the Committee by Council need attend the meeting.)

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**AGENDA**

Pages

**PART ONE**  
**PUBLIC BUSINESS**

**1. ELECTION OF CHAIR FOR THE COUNCIL YEAR 2011/12**

**2. ELECTION OF VICE-CHAIR FOR THE COUNCIL YEAR 2011/12**

**3. APOLOGIES FOR ABSENCE**

No substitutes are allowed and the Quorum is 5 Members.

**4. DECLARATIONS OF INTEREST**

Councillors serving on the Committee are asked to declare any personal or personal prejudicial interests they may have in any of the following agenda items.

**5. POWERS AND DUTIES**

1

A note is attached.

**6. APPOINTMENT OF SUB-COMMITTEE FOR 2011/12**

2-5

The Head of Law and Governance has submitted a report which seeks to establish licensing casework sub-committees for the 2011/12 Council Year to deal with casework flowing from the Council's responsibilities under the Licensing Act 2003 and the Gambling Act 2005.

The Committee is asked to:

- (a) Appoint as many casework Licensing Sub-committees of three Members as there are combinations of three Members in the total number of Members of the Committee;
- (b) Agree that the Sub-Committees' powers and duties be as set out in the Annex to this report.

**7. LICENSING TRAINING 2011**

The Democratic Services Manager will report on this item.

**8. LICENSING HEARING – 26 MAY 2011**

To decide (unless already decided) which three Members of the Committee will sit on the Licensing Hearing (if needed) on 26 May 2011. Agenda (if settled) will be distributed to those Members at this Committee meeting.

**9. START TIMES OF MEETINGS IN 2011/12**

To decide at what time future meetings of the Committee should start. Last year the Committee commenced at 5.00pm.

## **DECLARING INTERESTS**

What is a personal interest?

You have a personal interest in a matter if that matter affects the well-being or financial position of you, your relatives or people with whom you have a close personal association more than it would affect the majority of other people in the ward(s) to which the matter relates.

A personal interest can affect you, your relatives or people with whom you have a close personal association positively or negatively. If you or they would stand to lose by the decision, you should also declare it.

You also have a personal interest in a matter if it relates to any interests, which you must register.

### **What do I need to do if I have a personal interest?**

You must declare it when you get to the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you. You may still speak and vote unless it is a prejudicial interest.

If a matter affects a body to which you have been appointed by the authority, or a body exercising functions of a public nature, you only need declare the interest if you are going to speak on the matter.

### **What is a prejudicial interest?**

You have a prejudicial interest in a matter if;

- a) a member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgment of the public interest; and
- b) the matter affects your financial interests or relates to a licensing or regulatory matter; and
- c) the interest does not fall within one of the exempt categories at paragraph 10(2)(c) of the Code of Conduct.

### **What do I need to do if I have a prejudicial interest?**

If you have a prejudicial interest you must withdraw from the meeting. However, under paragraph 12(2) of the Code of Conduct, if members of the public are allowed to make representations, give evidence or answer questions about that matter, you may also make representations as if you were a member of the public. However, you must withdraw from the meeting once you have made your representations and before any debate starts.