

**To: Licensing and Gambling Acts Committee**

**Date: 10<sup>th</sup> June 2014**

**Report of: Head of Law and Governance**

**Title of Report: LICENSING AND GAMBLING ACTS COMMITTEE – APPOINTMENT OF SUB-COMMITTEES**

## **Summary and Recommendations**

**Purpose of report:** To establish licensing casework sub-committees for the 2014-15 Council Year to deal with casework flowing from the Council's responsibilities under the Licensing Act 2003 and the Gambling Act 2005.

**Report approved by:**

**Legal:** Daniel Smith

**Policy Framework:** Not applicable

**Recommendation(s):** The Committee is RECOMMENDED to:-

- (1) appoint as many licensing casework sub-committees of three members as there are combinations of three members in the total number of members of the Committee;
- (2) note that the Sub-Committees' powers and duties are as set out in the Annex to this report.

1. All licensing authorities must establish a Licensing Committee under the Licensing Act 2003. The Licensing Committee may appoint one or more sub-committees, for example to deal with licensing casework, (i.e. applications for licences of one sort or another under the Act). The sub-committees are also responsible for any casework that might arise under the Gambling Act 2005. The sub-committees must consist of no more and no less than 3 members. The sub-committees do not need to be politically balanced. Last year the Committee appointed licensing and gambling casework sub-committees to discharge licensing casework under the two Acts.
2. In order to spread the casework across members of the Licensing and Gambling Acts Committee, the Committee is recommended to appoint as many sub-committees as there are combinations of three members in the total number of members of the Committee. In that way any three members of the Committee will constitute a sub-committee.

3. The powers and duties of the Sub-Committees (as contained in the Council's Constitution) are as set out in the Annex to this report.
4. Hearings of the Sub-Committee have been programmed (as and if required) for approximately every three/ four weeks. All the meetings are programmed to start at 5.00 pm.

**Name and contact details of author:-**

Mathew Metcalfe  
Committee and Members Services Officer  
St. Aldate's Chambers  
St. Aldate's  
Oxford, OX1 1DS  
Tel: 01865 252214  
e-mail: [mmetcalfe@oxford.gov.uk](mailto:mmetcalfe@oxford.gov.uk)

**Background papers:** None

**Version number:** 1