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| To: | General Purposes Licensing Committee |
| Date: | 16 May 2018 |
| Report of: | Head of Law and Governance |
| Title of Report: | Appointment of General Purpose Licensing Sub-Committees |

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| Summary and recommendations | | |
| Purpose of report: | | To establish 4 sub-committees for the 2018-19 Council Year to deal with the casework flowing from the Committee’s own responsibilities. |
| Corporate Priority | | none |
| Policy Framework | | none |
| Recommendations: That the General Purposes Licensing Committee resolves to: | | |
| 1. | Agree that the casework hearings for taxi, private hire or other driver or vehicle licences, street trading licences and sex establishment licences should be determined by sub-committees as set out in the Powers and Duties of GPL Sub-Committees at Appendix 1. | |
| 2. | Establish 4 politically-balanced sub-committees of 3 members, and agree the membership, each to undertake the casework of the General Purposes Licensing Committee as set out in Appendix 1:   * Sub- Committee A: GPL Chair, Labour Cllr A, Lib Dem Cllr A * Sub- Committee B: GPL Vice Chair, Labour Cllr B, Lib Dem Cllr B * Sub- Committee C: GFL Chair, Labour Cllr C, Lib Dem Cllr A * Sub- Committee D: GPL Vice Chair, Labour Cllr D, Lib Dem Cllr B | |
| 3. | Agree that substitution is permitted on each of the 4 sub-committees but that substitutes must be from the General Purposes Licensing Committee and must maintain political proportionality; | |
| 4. | Agree the meeting dates and time listed below. | |

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| Appendices | |
| Appendix 1 | Powers and Duties of GPL Sub-Committees |

1. The General Purposes Licensing Committee (GPL) is asked to established four sub-committees to deal with casework with terms of reference as set out in the Council’s Constitution and in Appendix 1 of this report.
2. The objective of the structure is to broaden membership and allow the development of skills and experience deficit while retaining consistency in decision making. The LGA requirement that the sub-committee needs to be politically balanced must be met. The current composition of the Council means that each sub-committee of 3 should comprise 2 x Labour and 1 x Lib-Dem members.
3. Sub-Committees would be established as below, with 8 out of 10 GPL members able to participate and all 10 able to act as substitutes on any sub-committee of which they were not a member.

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| Sub-Committee | Chair | Membership |
| A | GPL Chair | Labour A  Lib Dem A |
| B | GPL Vice Chair | Labour B  Lib Dem B |
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| C | GPL Chair | Labour C  Lib Dem A |
|
| D | GPL Vice Chair | Labour D  Lib Dem B |
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1. Allocating meeting dates for each sub-committee means that members can diarise their meetings. If a meeting is cancelled it would mean that the particular sub-committee would not meet and the next meeting would be as scheduled.

Meetings of the Sub-Committees are scheduled to start at 5.30pm on:

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| Date | Sub-Committee | Date | Sub-Committee |
| 30 May 2018 | A | 21 Jan 2019 | C |
| 25 Jun 2018 | B | 4 Mar 2019 | D |
| 6 Aug 2018 | C | 15 Apr 2019 | A |
| 17 Sep 2018 | D | 28 May 2019 | B |
| 29 Oct 2018 | A |  |  |
| 10 Dec 2018 | B |  |  |

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