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| To: | General Purposes Licensing Committee |
| Date: | 21 May 2020 |
| 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 2020-21 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 on the basis of 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: GPL 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 establish 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. Local Government legislation requires that the sub-committee needs to be politically balanced. 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 6.00pm on:

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| Date | Sub-Committee | Date | Sub-Committee |
| 8 June 2020 | A | 1 Feb 2021 | C |
| 6 July 2020 | B | 16 Mar 2021 | D |
| 1 Aug 2020 | C | 26 Apr 2021 | A |
| 28 Sept 2020 | D |  |  |
| 9 Nov 2020 | A |  |  |
| 21 Dec 2020 | B |  |  |

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| **Report author** | Jennifer Thompson |
| Job title | Committee and Member Services Officer |
| Service area or department | Law and Governance |
| Telephone | 01865 252275 |
| e-mail | [jthompson@oxford.gov.uk](mailto:jthompson@oxford.gov.uk) |