

# Agenda

## General Purposes Licensing Committee

### Extraordinary Meeting

This meeting will be held on:

Date: **Monday 4 December 2023**

Time: **5.00 pm**

Place: **Judges' Room - Oxford Town Hall**

**For further information** please contact:

Celeste Reyeslao, Committee and Members Services Officer, Committee Services Officer

☎ 01865 252946

✉ [democraticservices@oxford.gov.uk](mailto:democraticservices@oxford.gov.uk)

**Members of the public can attend to observe this meeting and.**

- may register in advance to speak to the committee in accordance with the [committee's rules](#)
- may record all or part of the meeting in accordance with the Council's [protocol](#)

Information about speaking and recording is set out in the agenda and on the [website](#)

Please contact the Committee Services Officer to register to speak; to discuss recording the meeting; or with any other queries.

*View or subscribe to updates for agendas, reports and minutes at [mycouncil.oxford.gov.uk](http://mycouncil.oxford.gov.uk).*

*All public papers are available from the calendar link to this meeting once published*

## **Committee Membership**

Councillors: Membership 15: Quorum 5: No substitutes are permitted.

Membership to be confirmed at the Council meeting on 27 November 2023. |

Apologies and notification of substitutes received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting. Substitutes for the Chair and Vice-chair do not take on these roles.

# Agenda

	<b>Pages</b>
<b>1 Appointment of Chair for the remainder of the Council Year 2023-24</b>	
<b>2 Appointment of Vice-Chair for the remainder of the Council Year 2023-24</b>	
<b>3 Apologies for absence</b>	
<b>4 Declarations of interest</b>	
<b>5 Appointment of Sub-Committees</b>	5 - 8
<b>6 Dates and times of meetings</b>	
The Committee is scheduled to meet at 6.00pm on the following dates:	
<ul style="list-style-type: none"><li>• 05 February 2024</li></ul>	

## **Information for those attending**

### **Recording and reporting on meetings held in public**

Members of public and press can record, or report in other ways, the parts of the meeting open to the public. You are not required to indicate in advance but it helps if you notify the Committee Services Officer prior to the meeting so that they can inform the Chair and direct you to the best place to record.

The Council asks those recording the meeting:

- To follow the protocol which can be found on the Council's [website](#)
- Not to disturb or disrupt the meeting
- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- To avoid recording members of the public present, even inadvertently, unless they are addressing the meeting.

Please be aware that you may be recorded during your speech and any follow-up. If you are attending please be aware that recording may take place and that you may be inadvertently included in these.

The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

### **Councillors declaring interests**

#### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

#### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your\* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

#### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

#### **Members' Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". The matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

\*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

**To:** General Purposes Licensing Committee  
**Date:** 4 December 2023  
**Report of:** Head of Law and Governance  
**Title of Report:** Appointment of General Purpose Licensing Sub-Committees

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To re-establish four sub-committees for the remainder of 2023-24 Council Year to deal with the casework flowing from the Committee's own responsibilities.
<b>Corporate Priority</b>	None
<b>Recommendations:</b> That the General Purposes Licensing Committee resolves to:	
<ol style="list-style-type: none"> <li>1. <b>Agree</b> that the casework hearings for taxi, private hire or other driver or vehicle licences, street trading consents and sex establishment licences should be determined by sub-committees on the basis of the Powers and Duties of GPL Sub-Committees at Appendix A.</li> <li>2. <b>Establish</b> four politically-balanced sub-committees of three members, and <b>agree</b> the membership, each to undertake the casework of the General Purposes Licensing Committee as set out in Appendix A: <ul style="list-style-type: none"> <li>• Sub-Committee A: GPL Chair, Labour Cllr A, Lib Dem Cllr A</li> <li>• Sub-Committee B: GPL Vice Chair, Labour Cllr B, Lib Dem Cllr B</li> <li>• Sub-Committee C: GPL Chair, Labour Cllr C, Lib Dem Cllr A</li> <li>• Sub-Committee D: GPL Vice Chair, Labour Cllr D, Lib Dem Cllr B</li> </ul> </li> <li>3. <b>Agree</b> that substitution is permitted on each of the four sub-committees but that substitutes must be from the General Purposes Licensing Committee and must maintain political proportionality.</li> <li>4. <b>Agree</b> the meeting dates and time listed below.</li> </ol>	

<b>Appendices</b>	
Appendix A	Powers and Duties of GPL Sub-Committees

1. The General Purposes Licensing Committee (GPL) is asked to re-establish four sub-committees due to changes to the Council's political proportionality. The sub-committees will deal with casework with terms of reference as set out in the Council's Constitution and in Appendix A 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. The Council's Constitution (14.2) requires that, when appointing to sub-committees where political balance requirements apply, the Council or committee making the appointment will have regard to the nominations made by political groups and will only deviate from appointing those members in exceptional circumstances with reasons.
4. Sub-committees would be established as below, with 12 out of 15 GPL members able to participate and all 15 able to act as substitutes on any sub-committee of which they were not a member:

Sub-Committee	Chair	Membership	Current Appointments
<b>A</b>	GPL Chair	Labour A Lib Dem A	Vacant (Chair) Councillor Lygo Councillor Sandelson
<b>B</b>	GPL Vice Chair	Labour B Lib Dem B	Councillor Clarkson (Chair) Vacant Councillor Miles
<b>C</b>	GPL Chair	Labour C Lib Dem A	Vacant (Chair) Councillor Waite Councillor Miles
<b>D</b>	GPL Vice Chair	Labour D Lib Dem B	Councillor Clarkson (Chair) Councillor Hunt Councillor Smowton

5. 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.
6. Meetings of the Sub-Committees are scheduled to start at 6.00pm on:

Date	Sub-Committee	Date	Sub-Committee
04 Dec 2023	B	12 Feb 2024	A
18 Dec 2023	C	25 Mar 2024	B
15 Jan 2024	D	15 Apr 2024	C

<b>Report author</b>	Celeste Reyeslao
Job title	Committee and Member Services Officer
Service area or department	Law and Governance
Telephone	01865 252946
e-mail	<a href="mailto:creyeslao@oxford.gov.uk">creyeslao@oxford.gov.uk</a>

### Powers and Duties of General Purposes Licensing Sub-Committees

#### Powers and Duties

1. To deal with cases concerning applicants for or holders of taxi, private hire or other drivers or vehicle licences brought to the sub-committee by officers
2. To decide taxi and private hire and other vehicle, driver and operator licence applications when the applicant has been issued with a “minded to refuse notice” and has requested a hearing
3. To withdraw and suspend licences for taxis and private hire and other vehicles and their drivers and operators.
4. To decide sex establishment licence applications when there are objections
5. To decide new street trading applications
6. To decide applications to renew street trading permission when there has been a complaint about the trader or the trader has broken the conditions of their street trading permission in the past year or where there is competition for a vacant approved site
  - a. Where a trader is in breach of condition as a result of being in arrears, the Head of Regulatory Services and Community Safety has discretion only to refer significant debt that they feel is not being managed to the General Purposes Licensing Casework Sub-Committee for determination of Consent renewal
7. To decide whether to suspend, extend a period of suspension, end a suspension, vary or revoke a Street Trading Consent for cases referred to the Sub-Committee by the Head of Regulatory Services and Community Safety.

This page is intentionally left blank