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| To: | Licensing and Gambling Acts Committee |
| Date: | 16 May 2017 |
| Report of: | Acting Head of Law and Governance |
| Title of Report:  | Appointment of Sub-Committee 2017/18 |

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| Summary and recommendations |
| Purpose of report: | To establish licensing casework sub-committees for the 2017-18 Council Year to deal with casework flowing from the Council’s responsibilities under the Licensing Act 2003 and the Gambling Act 2005. |
| Corporate Priority | None |
| Policy Framework | None |
| Recommendations: That the Licensing and Gambling Acts Committee resolves 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. |
| 3. | Agree dates on which the Sub-Committees will meet if required. |

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| Appendices |
| Appendix 1 | Powers and Duties of the Licensing Acts Casework Sub-Committee |

# Introduction and background

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 3 members and do not need to be politically balanced. It is proposed that the Committee appoints 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.

The powers and duties of the Sub-Committees (as contained in the Council’s Constitution) are set out in Appendix 1 to this report.

1. 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.

The Committee is asked to agree that the sub-committees will meet on:

22 May 2017

12 Jun 2017

03 Jul 2017

24 Jul 2017

14 Aug 2017

04 Sep 2017

25 Sep 2017

16 Oct 2017

06 Nov2017

28 Nov 2017

18 Dec 2017

08 Jan 2018

05 Feb 2018

26 Feb 2018

19 Mar 2018

19 Apr 2018

30 Apr 2018

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