

**To:** Licensing and Gambling Acts Committee  
**Date:** 18 May 2023  
**Report of:** Head of Law and Governance  
**Title of Report:** Appointment of Sub-Committees 2023/24

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To establish licensing casework sub-committees for the Council Year to deal with casework flowing from the Council's responsibilities under the Licensing Act 2003 and the Gambling Act 2005.
<b>Corporate Priority</b>	None
<b>Recommendations:</b> That the Licensing and Gambling Acts Committee resolves to:	
<ol style="list-style-type: none"> <li>1. <b>Appoint</b> 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;</li> <li>2. <b>Note</b> that the sub-committees' powers and duties are as set out in Appendix A to this report; and</li> <li>3. <b>Agree</b> the dates on which the sub-committees will meet if required.</li> </ol>	

<b>Appendices</b>	
Appendix A	Powers and Duties of the Licensing and Gambling 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 three 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.

3. Meetings of the sub-committee have been programmed for approximately every three/four weeks. All the meetings are programmed to start at 6.00 pm although this time may be varied depending on the requirements of each hearing. A valid sub-committee will be convened and will meet when required.
4. The Licensing Manager will:
  - i. confirm if a meeting is required;
  - ii. confirm committee members' availability; and
  - iii. convene a valid sub-committee and confirm to that sub-committee's members the details of the cases to be heard at the meeting.
5. The powers and duties of the sub-committees (as contained in the Council's Constitution) are set out in Appendix A to this report.
6. The Committee is asked to note that the sub-committees will meet if required on the following dates (or on other dates as may be necessary):

30 May 2023	18 Sept 2023	09 Jan 2024
12 June 2023	09 Oct 2023	13 Feb 2024
03 July 2023	30 Oct 2023	05 Mar 2024
31 July 2023	20 Nov 2023	02 Apr 2024
22 Aug 2023	11 Dec 2023	30 Apr 2024

### Legal issues

7. The legal issues, including the Council's responsibilities under the Licensing Act 2003 and the Gambling Act 2005, are covered within the report.

### Finance issues

8. There are no financial issues arising from this report.

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