

To: General Purposes Licensing Committee
Date: 20 May 2024
Report of: Head of Law and Governance
Title of Report: Appointment of General Purpose Licensing Sub-Committees

Summary and recommendations	
Purpose of report:	To establish four Sub-Committees for the 2024-25 Council Year to deal with the casework flowing from the Committee's own responsibilities.
Corporate Priority	None
Recommendations: That the General Purposes Licensing Committee resolves to:	
<ol style="list-style-type: none"> 1. Agree 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. 2. Establish four politically-balanced sub-committees of three members, and agree 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"> • Sub-Committee A: GPL Chair (Councillor 1), Councillor 3, Councillor 4 • Sub-Committee B: GPL Vice Chair (Councillor 2), Councillor 5, Councillor 6 • Sub-Committee C: GPL Chair (Councillor 1), Councillor 7, Councillor 8 • Sub-Committee D: GPL Vice Chair (Councillor 2), Councillor 9, Councillor 10 3. Agree that substitution is permitted on each of the four Sub-Committees but that substitutes must be from the General Purposes Licensing Committee. 4. Agree the meeting dates and time listed below. 	

Appendices	
Appendix A	Powers and Duties of General Purposes Licensing Casework 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 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 1 member from the largest group (Labour), 1 member from the second largest group (Liberal Democrats) and 1 member from the third largest group (Green).

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 10 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. Members must complete the compulsory training in order to sit or substitute in the Sub-Committee.

Sub-Committee	Chair	Membership
A	GPL Chair (Councillor 1)	Councillor 3 Councillor 4
B	GPL Vice-Chair (Councillor 2)	Councillor 5 Councillor 6
C	GPL Chair (Councillor 1)	Councillor 7 Councillor 8
D	GPL Vice-Chair (Councillor 2)	Councillor 9 Councillor 10

5. The Sub-Committee is chaired by the Chair (Councillor A) and Vice-Chair (Councillor B) of the GPL Licensing Committee in turn. In the absence of the Chair or Vice-Chair, one of the three Sub-Committee Members chosen by the Sub-Committee will act as Chair.
6. 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.
7. Meetings of the sub-committees are scheduled to start at 6.00pm on:

Date	Sub-Committee	Date	Sub-Committee	Date	Sub-Committee
28 May 2024	A	2 Sep 2024	A	13 Jan 2025	A
3 June 2024 (extraordinary)	B	14 Oct 2024	B	18 Feb 2025	B
10 Jun 2024	C	26 Nov 2024	C	10 Mar 2025	C
22 Jul 2024	D	17 Dec 2024	D	14 Apr 2025	D

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