

To: Licensing and Gambling Acts Committee
Date: 20 May 2024
Report of: Head of Law and Governance
Title of Report: Appointment of Licensing and Gambling Acts Sub-Committees

Summary and recommendations	
Purpose of report:	To establish licensing casework Sub-Committees for the 2024-25 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
Recommendations: That the Licensing and Gambling Acts Committee resolves to:	
<ol style="list-style-type: none"> 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 the Sub-Committees' powers and duties as set out in Appendix A to this report. 3. Agree the dates on which the Sub-Committees will meet if required. 	

Appendices	
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):

22 May 2024	16 Sep 2024	7 Jan 2025
17 Jun 2024	30 Sep 2024	4 Feb 2025
1 Jul 2024	28 Oct 2024	4 Mar 2025
29 Jul 2024	18 Nov 2024	31 Mar 2025
28 Aug 2024	16 Dec 2024	22 Apr 2025

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.

Report author	Celeste Reyeslao
Job title	Committee and Members Services Officer
Service area or department	Law and Governance
Telephone	01865 252946
e-mail	creyeslao@oxford.gov.uk