

To: Licensing and Gambling Acts Committee

Date: 27 May 2026

Report of: Director of Law, Governance and Strategy (Monitoring Officer)

Title of Report: Appointment of Licensing and Gambling Acts Casework Sub-Committees

Summary and recommendations	
Decision being taken:	To establish Licensing and Gambling Casework Acts Sub-Committees for the 2026-27 Council Year to deal with the casework flowing from the Committee’s own responsibilities.
Key decision:	No
Cabinet Member:	N/A
Corporate Priority:	A Well Run Council
Policy Framework:	None

Recommendation(s):	That the Licensing and Gambling Acts Committee resolves to:
	<ol style="list-style-type: none"> 1. Appoint as many Licensing and Gambling Acts 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 for alcohol, entertainment and late-night refreshment licenses and gambling licences as set out in Appendix 1 to this report. 3. Agree the dates on which the Sub-Committees will meet if required.

Information Exempt from publication	
N/A	N/A

Appendix No.	Appendix Title	Exempt from Publication
Appendix 1	Powers and Duties of the Licensing and Gambling Acts Casework Sub-Committee	No

Introduction and background

1. All licensing authorities must establish a Licensing Committee under the Licensing Act 2003. The Council have previously established the Licensing and Gambling Acts Committee under the act, and it 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.
2. The Sub-Committees must consist of three members and under the two Acts, they 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.
3. 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. Members must complete the compulsory training, scheduled for Tuesday, 2 June 2026 in order to sit or substitute on the Sub-Committee.
4. Meetings of the Sub-Committee have been programmed for approximately every three to four weeks. All the meetings are scheduled 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.
5. The Licensing Manager will:
 - confirm if a meeting is required;
 - confirm committee members' availability;
 - convene a valid sub-committee and confirm to that sub-committee's members the details of the cases to be heard at the meeting.
6. The powers and duties of the Sub-Committees (as contained in the Council's Constitution) are set out in Appendix 1 to this report.
7. The Committee is asked to note that the Sub-Committees will meet if required on the following dates listed in Table 1. Additional Sub-Committees can be called as and when required, upon consultation with the Director of Law, Governance and Strategy and the Chair of the Committee under the Special committee provision listed at 14.6 (c) of the Council's Constitution.

Table 1: Schedule of sub-committees for the 2026-2027 municipal year

8 June 2026	12 October 2026	1 February 2027
29 June 2026	9 November 2026	8 March 2027
27 July 2026	30 November 2026	12 April 2027
7 September 2026	11 January 2027	

Alternative Options Considered

8. The Committee can agree to appoint fixed sub-committees, however, this would not be considered to be appropriate as while there is a schedule for sub-committees, these are used as and when required, and some Members would not sit a sub-committee for the entire municipal year.

Implications of Local Government Reorganisation

9. There are no implications arising from Local Government Reorganisation arising from this report.

Financial implications

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

Legal issues

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

Level of risk

12. If the Committee doesn't appoint any sub-committees as listed within the recommendations, then there is a risk that no applications can be determined.
13. Under legislation, substitutes are not allowed for the Licensing and Gambling Acts Committee, then the requirement for all Members appointed need to have received the training. If any Member fails to attend the training, then the number of suitable members able to attend the sub-committees would be reduced.

Equalities impact

14. No equalities issues are arising from this report.
15. All Members are required to approach each application with a fair and open mind, with no pre-determined bias.

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Background Papers:	
1	Licensing Act 2003 (Section 9) Licensing Act 2003
2	Oxford City Council Constitution Part5WhocarriesoutCouncilresponsibilities2025.pdf
3	Oxford City Council Constitution Part7Rolesofdecisiontakingcommittees2025.pdf
4	Oxford City Council Constitution Part14OtherCommitteecedures2025.pdf
5	Oxford City Council Constitution Part26Councillorsallowances2025.pdf