

<b>LICENSING COMMITTEE</b>	<b>DATE</b> 22 May 2024	<b>ITEM NO.</b> 5
<b>TITLE</b> Appointment of Licensing Sub-Committees 2024/25	<b>WARDS</b> n/a	
<b>CHIEF OFFICER</b> Chief Executive	<b>CABINET MEMBER</b> [to be announced]	
<b>DECISION CLASSIFICATION</b> Non exempt report  Non exempt appendices	<b>IS THE FINAL DECISION ON THE RECOMMENDATIONS IN THIS REPORT TO BE MADE AT THIS MEETING?</b> Yes	

I. Decisions Required

The Committee is requested -

1.1 To establish Licensing Sub-Committees and approve the Terms of Reference for 2024/25 (Appendix 1).

1.2 To appoint Members to serve on the Licensing Sub-Committees (Appendix 2).

2. Appointments and delegations

2.1 Under the Licensing Act 2003 the Council is obliged to appoint a Licensing Committee to discharge its function as a Licensing Authority. The Committee is not subject to the requirement of political balance.

2.2 The Licensing Committee may delegate functions to Sub-Committees or Officers. The delegation and the terms of reference of the Licensing Sub-Committees are set out in Appendix 1.

2.3 Licensing Sub-Committees must consist of three Members.

2.4 Only Members of the Licensing Committee may be appointed to a Licensing Sub-Committee.

2.5 Members must have received appropriate training in order to enable them to consider applications.

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Legal</b> including Human Rights Act	The legal requirement for a Licensing Committee is set out in the Licensing Act 2003.  Sections 6, 9 and 10 of that Act defines Licensing Committees and Sub-Committees, the size of their membership, and that they may regulate their own procedures.	Azuka Onuorah, Interim Director of Legal Services, 13 May 2024
<b>Finance</b> and other resources including procurement implications	There are no financial implications arising from this report.	Damon Cook, Director of Finance 14 May 2024
<b>Equalities</b>	The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no apparent equality impact on end users.	Veronica Johnson, Head of Corporate Governance and Democratic Services 8 May 2024
<b>Climate change</b>	Not applicable as this is an administrative decision	Veronica Johnson, Head of Corporate Governance & Democratic Services 8 May 2024

### 3. **Report Appendices**

3.1 The following documents are to be published with and form part of the report:

- Appendix 1 terms of reference
- Appendix 2 membership

Background papers

None

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