

## LICENSING COMMITTEE

---

MEETING TO BE HELD IN CIVIC HALL, LEEDS ON  
FRIDAY, 25TH MAY, 2012 AT 10.00 AM

---

### MEMBERSHIP

#### Councillors

S Armitage - Cross Gates and Whinmoor;  
K Bruce - Rothwell;  
R Downes - Otley and Yeadon;  
J Dunn - Ardsley and Robin Hood;  
B Gettings - Morley North;  
T Hanley - Bramley and Stanningley;  
G Hussain - Roundhay;  
G Hyde - Killingbeck and Seacroft;  
A Khan - Burmantofts and Richmond Hill;  
P Latty - Guiseley and Rawdon;  
B Selby - Killingbeck and Seacroft;  
C Townsley - Horsforth;  
G Wilkinson - Wetherby;  
2 vacancies

# A G E N D A

| Item No | Ward/Equal Opportunities | Item Not Open |  | Page No |
|---------|--------------------------|---------------|--|---------|
| 1       |                          |               | <p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)</p>   |         |
| 2       |                          |               | <p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p><b>RESOLVED</b> – That the press and public be excluded from the meeting during consideration of those parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information</p> |         |

| Item No | Ward/Equal Opportunities | Item Not Open |   | Page No |
|---------|--------------------------|---------------|---|---------|
| 3       |                          |               | <p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>  |         |
| 4       |                          |               | <p><b>DECLARATIONS OF INTEREST</b></p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct</p>   |         |
| 5       |                          |               | <p><b>APOLOGIES FOR ABSENCE</b></p>   |         |
| 6       |                          |               | <p><b>MINUTES</b></p> <p>To approve the minutes of the last meeting held on 10<sup>th</sup> April 2012 as a correct record</p> <p>(Copy attached)</p>   | 1 - 4   |
| 7       |                          |               | <p><b>LICENSING COMMITTEE - ANNUAL GOVERNANCE ARRANGEMENTS</b></p> <p>To consider the report of the City Solicitor setting out the annual governance arrangements for the Licensing Committee, including the Terms of Reference for the Committee, the establishment of the Licensing sub committees, the terms of reference for the sub committees and the delegation of functions to officers</p> <p>(Report attached)</p> <p>(Please note that Appendix 2 will be despatched once the membership of the Committee has been confirmed at the Annual Council meeting scheduled for 21<sup>st</sup> May 2012)</p> | 5 - 24  |

| Item No | Ward/Equal Opportunities | Item Not Open |   | Page No |
|---------|--------------------------|---------------|---|---------|
| 8       |                          |               | <p><b>LICENSING PROCEDURE RULES AND CODE OF PRACTICE FOR DETERMINING LICENSING MATTERS</b></p> <p>To consider the report of the City Solicitor setting out the proposed Rules of Procedure to be followed by the Licensing Committee and the Licensing sub committees in respect of those meetings held under the provisions of the Licensing Act 2003 and the Gambling Act 2005. The report also refers to the Code of Practice for the Determination of Licensing Matters for Members' information</p> <p>(Report attached)</p> | 25 - 56 |
| 9       |                          |               | <p><b>CHANGES TO SECTION 182 GUIDANCE</b></p> <p>To consider the report of the Head of Licensing and Registration on major changes to the Licensing Act 2003 which came into effect on 25<sup>th</sup> April 2012 and the subsequent amendments to the Section 182 Guidance</p> <p>(Report attached)</p>  | 57 - 60 |
| 10      |                          |               | <p><b>LICENSING ACT 2003 STATEMENT OF LICENSING POLICY REVIEW</b></p> <p>To consider the report of the Head of Licensing and Registration on the work required to update the Statement of Licensing of Licensing Policy following the changes made to the Licensing Act 2003 which came into effect on 25<sup>th</sup> April 2012</p> <p>(Report attached)</p>  | 61 - 66 |
| 11      |                          |               | <p><b>LICENSING WORK PROGRAMME 2012/13</b></p> <p>To consider the Licensing Work Programme for the 2012/13 Municipal Year</p> <p>(schedule attached)</p>  | 67 - 72 |

| Item No | Ward/Equal Opportunities | Item Not Open |   | Page No |
|---------|--------------------------|---------------|---|---------|
| 12      |                          |               | <p><b>DATES OF FUTURE MEETINGS</b></p> <p>To note the dates of the meetings for the 2012/13 Municipal Year as: 26 June 2012, 24 July 2012, 14 August 2012, 11 September 2012, 16 October 2012, 13 November 2012, 18 December 2012, 15 January 2013, 12 February 2013, 12 March 2013, 9 April 2013 and 14 May 2013. All meetings will be held on Tuesdays at 10.00 am in the Civic Hall, Leeds</p> |         |