

Licensing Committee

Friday, 21st May, 2021

PRESENT: Councillor P Wray in the Chair

Councillors N Buckley, R Downes, B Flynn,
A Garthwaite, J Lennox, L Richards,
Gibson, Alderson, A Smart, Illingworth and
Martin

1 Chair's Opening Comments

The Chair introduced and welcomed Councillors: P Alderson, J Gibson, L Martin, and A Smart as new Members to the Licensing Committee. Councillor J Illingworth was welcomed back onto the Committee.

The Chair also paid tribute to the former Chair of the Licensing Committee, Councillor Ben Garner, who had held the position for a number of years and who had worked tirelessly in driving the Licensing agenda forward.

Members joined the Chair in expressing their thanks and appreciation to Ben Garner, the former Chair of the Committee.

2 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

3 Exempt Information - Possible Exclusion of the Press and Public

There were no late items identified where it was considered necessary to exclude the press or public from the meeting due to the nature of the business to be considered.

4 Late Items

There were no late items of business identified.

5 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests made at the meeting.

6 Apologies for Absence

Apologies for absence were received from Councillor: H Bithell and A Hutchison.

7 Minutes of the Previous Meeting

RESOLVED – That the minutes of the previous meeting held on 19th April 2021, were accepted as a true and correct record.

8 Matters Arising from the Minutes

There were no issues raised under Matters Arising.

9 Licensing Committee - Annual Governance Arrangements

The City Solicitor submitted a report which sought to establish the governance arrangements for the Licensing Committee for the 2021/22 Municipal Year, namely:

- To note the terms of reference of the Licensing Committee as shown at Appendix 1.
- To support the establishment of the five licensing sub-committees.
- To approve the Membership of each sub-committee as set out in Appendix 2 of the submitted report.
- To approve the terms of reference for the licensing sub-committees as set out in Appendix 3 of the submitted report.
- To approve the delegation of licensing functions to the Director of Communities, Housing and Environment as shown in Appendix 4 to this report.

Appended to the report were copies of the following documents:

- Licensing Committee Terms of Reference (Appendix 1 refers)
- Membership of each Licensing Sub-Committee (Appendix 2 refers)
- Licensing Sub-Committee Terms of Reference (Appendix 3 refers)
- The delegation of Licensing functions to the Director of Communities, Housing and Environment (Appendix 4 refers)

The Principal Legal Officer, Legal Services, presented the report providing a brief overview of its contents

RESOLVED –

- (i) To note the terms of reference of the Licensing Committee as shown at Appendix 1
- (ii) That the five Licensing Sub-Committees for hearings required under the 2003 and 2005 Acts be established with the following Memberships:
 - A Councillors: B Flynn, L Martin and one vacancy
 - B Councillors: N Buckley, H Bithell and P Wray

- C Councillors: P Alderson, A Garthwaite and J Lennox
- D Councillors: R Downes, J Gibson and L Richards
- E Councillors: A Hutchison, J Illingworth and A Smart

- (iii) That approval be given to the terms of reference for the Licensing Sub-Committees as set out in Appendix 3 of the report
- (iv) To approve the delegation of Licensing functions to the Director of Communities, Housing and Environment as shown in Appendix 4 of the report.

10 Licensing Procedure Rules, the Code of Practice for Determining Licensing Matters and Prescribed Licensing Training.

The City Solicitor submitted a report which set out draft procedure rules relating to meetings and hearings of the Licensing Committee and sub-committees and sought the approval of Members to the adoption of these to govern committee procedure.

The report also requested consideration of the Code of Practice for the Determination of Licensing Matters and sought the agreement of the Committee to approve and a resolution to follow the Code.

RESOLVED –

- (i) That the Licensing Procedure Rules as set out as Appendix 1 of the submitted report be approved
- (ii) To approve and resolve to follow the contents of the Code of Practice for the Determination of Licensing Matters as set out in Appendix 2 of the submitted report
- (iii) To note the arrangements for the prescribed training programme.
- (iv) To note that once approved the Code of Practice for the determination of Licensing Matters will be brought to the attention of all Elected Members

11 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Tuesday, 6th July 2021 at 10.00am in the Civic Hall, Leeds.