



## LICENSING COMMITTEE

---

Meeting to be held in Civic Hall, Leeds on  
Friday, 24th May, 2024  
at 11.00 am

---

### MEMBERSHIP

#### Councillors\*

**\*Please Note - The Membership of this Committee will be confirmed following the Annual Meeting of Council to be held on Thursday 23<sup>rd</sup> May 2024**

# A G E N D A

Item No	Ward	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 15.2 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 15.2, 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	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>DECLARATION OF INTERESTS</b></p> <p>To disclose or draw attention to any interests in accordance with Leeds City Council's 'Councillor 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 12<sup>th</sup> March 2024.</p>	7 - 14
7			<p><b>LICENSING COMMITTEE - ANNUAL GOVERNANCE ARRANGEMENTS</b></p> <p>To consider the report of the City Solicitor which seeks to establish the governance arrangements for the Licensing Committee for the 2024/25 municipal year, namely:</p> <ul style="list-style-type: none"> <li>• Noting the terms of reference of the Licensing Committee.</li> <li>• To appoint licensing sub-committees for the 2024/25 municipal year.</li> <li>• To approve terms of reference for the licensing sub-committees.</li> <li>• To approve the delegation of relevant functions to Officers, as appropriate</li> </ul>	15 - 34

Item No	Ward	Item Not Open		Page No
8			<p><b>LICENSING COMMITTEE - LICENSING PROCEDURE RULES, THE CODE OF PRACTICE FOR DETERMINING LICENSING MATTERS AND PRESCRIBED LICENSING TRAINING</b></p> <p>To consider the report of the City Solicitor on the proposed procedure rules relating to meetings and hearings of the Licensing Committee and its sub-committees and seeking the approval of Members to the adoption of these to govern Committee procedure. The report also seeks consideration of the Code of Practice for the Determination of Licensing Matters and asks Members to approve and resolve to follow the Code. Finally, the report presents arrangements regarding the prescribed training programme.</p>	35 - 54
9			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>To note the date and time of the next meeting as Tuesday 2<sup>nd</sup> July 2024 at 10.00 am.</p> <p><b><u>Third Party Recording</u></b></p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <ol style="list-style-type: none"> <li>a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.</li> <li>b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.</li> </ol>	

Item No	Ward	Item Not Open		Page No
			<p>We strive to ensure our public committee meetings are inclusive and accessible for all. If you are intending to observe a public meeting in-person, please advise us in advance of any specific access requirements that we need to take into account by email (<a href="mailto:FacilitiesManagement@leeds.gov.uk">FacilitiesManagement@leeds.gov.uk</a>). Please state the name, date and start time of the committee meeting you will be observing and include your full name and contact details.</p>	

This page is intentionally left blank

## Licensing Committee

Tuesday, 12th March, 2024

**PRESENT:** Councillor J Gibson in the Chair

Councillors A Ali, N Buckley, E Carlisle,  
L Farley, S Hamilton, T Hinchcliffe,  
S Holroyd-Case, L Martin, A Smart and  
I Wilson

**37 Appeals Against Refusal of Inspection of Documents**

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

**38 Exempt Information - Possible Exclusion of the Press and Public**

The agenda contained no exempt information.

**39 Late Items**

No late items of business were added to the agenda.

**40 Declaration of Interests**

No declarations of interest were made.

**41 Apologies for Absence**

Apologies for absence were received from Councillors Downes, Firth, Hutchison and D Seary.

**42 Minutes**

**RESOLVED** – That the minutes of the previous meeting held 23<sup>rd</sup> January 2024 be agreed as a correct record.

**43 Licensing Annual Report 2023**

The Chief Officer, Elections and Regulatory, presented a report on the Licensing Annual Report 2023 which provided information relating to the granting of licences, enforcement action and proposed future work in relation to both the Entertainment Licensing Section and the Taxi and Private Hire Licensing Section. The Committee noted the Licensing Annual Report 2023 will be submitted to the 20<sup>th</sup> March 2024 Council meeting and was presented for information and discussion.

The following were in attendance:

- John Mulcahy, Chief Officer, Elections & Regulatory
- Nicola Raper, Section Head, Entertainment Licensing
- Sue Duckworth, Principal Licensing Officer, Entertainment Licensing
- Jason Singh – Head of Service for Taxi and Private Hire Licensing
- Valens Jacobs – Licensing & Finance Manager, Taxi and Private Hire Licensing
- Richard Perrett – Operations Manager, Taxi and Private Hire Licensing

In introducing the work of the Entertainment Licensing Section (ELS) included in the Annual Report, the Principal Officer (ELS) highlighted the following key issues:

- The city appeared to be returning to pre-Covid levels of activity, evidenced by the increased number of applications.
- The Annual Report now referenced Gambling Harms as recommended by Scrutiny Board (Environment, Housing and Communities) and outlined enforcement activity undertaken by the Gambling Commission which included action against the three land based operators with branches in Leeds - William Hill Group, Paddy Power & Betfair and Done Brothers.
- The “Clear, Hold, Build” strategy undertaken through multi-agency work with partners in the Harehills area had found large scale criminality including the sale of illegal tobacco, counterfeit alcohol and illegal vapes. Subsequently the Licensing Sub Committees had dealt with 12 Reviews of premises licences in Harehills which resulted in 7 revocations and modified conditions attached to 5 licences.

The Committee discussed the following matters:

The “Clear, Hold, Build” strategy -

- The Committee commended partners for their work in the Harehills area and sought to reassure them that the Committee was keen to play its part to ensure the law was upheld. Members expressed frustration that the current licensing regime permitted licences to be transferred during the period of representation prior to a Review Hearing.
- Recognition of the success of the strategy, noting a recent report stated that crime in Harehills had decreased 40%. The importance of the “build” element of the strategy was also acknowledged as being crucial for the communities of the area.
- In response, the Chair confirmed his intention to write to the Secretary of State with regards to the view that transfer of licence activity should be prevented during the process of Premises licence Review.

The Head of Service for Taxi and Private Hire Licensing (TPHL) introduced that part of the report relating to TPHL matters and highlighted that the Section had similarly seen business return to pre-Covid levels of activity with an increase in the number of licence applications.

The Licensing & Finance Manager reported that the Pilot Schemes for vehicle age criteria, tinted windows and to allow drivers to work for two operators had been welcomed by the trade. 1000 drivers had taken up the Scheme which allowed them to work for more than one operator. Overall, relationships had improved with the Hackney Carriage and Private Hire (HC/PH) trades and stakeholders. The following key issues were highlighted:

- Low emission vehicles now made up 77% of the HC/PH fleet, and although the distance range for Electric Vehicles (EVs) remained an issue for drivers and operators, the trade was identifying and proposing vehicles for HC/PH use.



- Over 4000 vehicle inspections had been undertaken during 2023, of those only 3 vehicles did not meet the required standards.
- 655 accidents involving HC/PH vehicles were reported in 2023, of those 228 required the team to carry out an inspection.
- Work with LCC Integrated Digital Services (IDS) had implemented E-Forms for applicants to use on-line for renewal and new licence applications.
- The vehicle conditions review had been completed and the consultation and engagement with different user groups had been successful. 1756 completed the on-line consultation. The Committee would receive a report in due course which would have regard to the Guidance issued by Government at the end of 2023.

The Operations Manager provided the following information:

- Enforcement – Ten enforcement officers carried out vehicle patrols. 31 joint operations were undertaken during 2023 with 1642 roadside vehicle checks. 207 vehicles found to be in a dangerous condition were immediately suspended. 1225 Leeds vehicles were inspected during 2023. 417 vehicles licensed by other authorities but operating in Leeds were also inspected with the findings reported back to the relevant licensing authority. 31 licences were revoked and 1 licence was refused during 2023.
- The Suitability Policy introduced in 2023 had been found to have an impact on the number of revocations – 9 licences were revoked for use of mobile phone whilst driving in 2023.
- The number of complaints received had increased from 579 in 2022 to 722 in 2023. Of particular concern was the rise in complaints of a sexual nature – from 15 in 2022 to 35 in 2023 – and work had been done to review how the complaints were reported and progressed.
- 9 appeals against revocation were heard at Magistrates Court, 4 were dismissed, 2 withdrawn and 1 appeal was upheld which the Licensing Authority intends to appeal. 2 further appeals heard at Crown Court were dismissed.

The Chair thanked the TPHL team for their work during 2023, particularly in relation to the vehicle conditions review, the consultation undertaken and the engagement with the trade and stakeholders.

The Committee welcomed the improved relationship between the Section and trade which had resulted in a safer service, and discussed the following matters:

- Complaints regarding HC/PH drivers use of mobile phones were often generated following the issue of a Fixed Penalty Notice by WYP or by members of the public. The amended Suitability Policy now addressed the use of mobile phones - should a driver use their mobile phone whilst driving, their licence could be revoked for 5 years.
- Members welcomed the dialogue undertaken with stakeholders and communities and received assurance that face 2 face dialogue would continue alongside use of regular trade bulletins.

- In response to comments regarding the time span of suspensions, the Committee heard that suspensions could have a financial impact on a driver who is unable to work. If the reported matter is serious, the Section would be reliant on other organisations to complete their reports, for example, if a case involved WYP the Section would have to wait for a criminal investigation to conclude.
- In response to an anecdotal report that some drivers had said they would not work in Leeds, it was felt that these comments could have been made prior to implementation of the Pilot Schemes, which the trade had welcomed i.e vehicles can now be licensed up to 15 years, and the introduction of on-line forms which had simplified the licensing process for applicants.
- Driver medical checks and the process of notification to the licensing authority by the DVLA once a GP had notified the DVLA that a driver should not be driving. It was noted that conditions of the licence require a driver to report when they are too unwell to drive.
- In respect of the reduced number of applications for vehicle age extensions (down from 1737 in 2023 to 1156 in 2023), this was due in part to an increase (by 400) in the number of drivers/operators purchasing new hybrid vehicles, particularly since Bradford introduced a Clean Air Zone.
- The impact of city centre highways works and access of the trade. It was noted that these issues were often discussed at the HC/PH forum meetings and feedback was provided to LCC Highways.
- The number of female HC/PH drivers and whether there were any measures available to encourage more female drivers in the trade. Members noted the Section was aware of the low numbers and some of the barriers to uptake, and work had been done to provide female only training, however there was an opportunity to work Jobs & Skills and the Communities team to further encourage take-up.

In conclusion, the Chair and the Committee thanked officers for their work during the 2023 reporting period. The Chair also passed on the thanks expressed by the representatives of the HC/PH trade in attendance at the meeting to officers of the TPHL Section.

#### **RESOLVED –**

- a) To note the contents of the Licensing Annual Report 2023 and the discussions held by Committee.
- b) To note that the Annual Report 2023 will be submitted to full Council on 20<sup>th</sup> March 2024.

#### **44 Leeds City Centre Evening and Night-Time Economy**

The Committee received a report from the Chief Officer, Elections and Regulatory, as an introduction to a presentation from the Head of Community Safety Services, Safer, Stronger Communities Team on the city centre and night-time economy (NTE). The report provided an overview of the partnership working to date, an outline of challenges faced, and opportunities moving forward. The report and presentation followed on from discussion on the City Centre Cumulative Impact Assessment at the Committee meeting held 23<sup>rd</sup> January 2024 (minute 35 refers).

The following were in attendance for this item:

- Seamus Kennedy, Principal Liaison & Enforcement Officer, Entertainment Licensing
- Simon Hodgson, Head of Community Safety Services

The presentation highlighted the following issues:

- Leeds had a strong City Centre Community Safety Partnership Board which included representatives of the responsible authorities, the Chair of Pub Watch, representatives of the night time economy and representatives of hotels and venues, and BACIL (Business Against Crime in Leeds). The Partnership also established a Tasking Group led by WYP and theme specific groups to tackle specific issues, such as the Violence Against Women and Girls (VAWG) tasking group.
- The statistics drawn from the 2023 Joint Strategic Assessment showed areas of service demand by day and time. People and businesses were encouraged to report incidents on the partnership portal –
  - both total crime and anti-social behaviour peaked afternoon to evening, with crime also showing a peak overnight at weekends.
  - Offences/incidents recorded as alcohol/drink related peaked during the late evening/overnight and at weekends.
  - The data showed that Violent/Sexual Offences generally occurred during the evening/overnight and two thirds of violent crime recorded in the city is male on male violence.
- Non-statutory measures undertaken by the Partnership provided added value to community safety in the night time economy with a focus on early intervention and prevention. These included the “Ask for Angela campaign” which had been successfully implemented in clubs and bars; Angels of Freedom who worked with LGBTQ community; Safe Zone/Safer travel funded by WYCA which funds safer travel PCSOs at Leeds Bus Station; Leeds Watch/CCTV; Night Street Marshalls; Outreach/Detached Work, Active Bystander training; #Stop the Spike/#No Regrets Leeds campaigns; a Walk Safe App launched in September 2023 which provides users with information on businesses which had signed up to be safe spaces in the city, the Women’s Night Safe Space and Night Safe Leeds.
- Challenges to the night time economy had been discussed with night time economy businesses to identify measures they could implement to address them, these included:
  - The shift in business - People seek to pre-drink alcohol before going out later in the evening and people sought more experience-led entertainment. The city had become increasingly weekend focussed and had an increased resident population.
  - Management of grey space – information was passed to Highways on taxi ranks and vehicle movements around the city.
  - Management of Social media – particularly it’s influence on people’s perceptions of the city and the fear of crime.

- Opportunities for additional measures to further improve the NTE experience were identified as including:
  - Development of a Leeds NTE Association.
  - Development of an On Street /In-Premise Code of Practice to provide training and development for staff of the NTE.
  - To give enforcement powers to Night Street Marshalls.
  - Expansion of the Women's Safe Space to provide another access point in the city.
  - To review and improve wayfaring, transport and access.

The Committee discussed the following issues:

- The uptake of the Ask for Angela initiative. The Committee noted that the Partnership received reports from premises and WYP on its use. The initiative aimed to challenge and change men's behaviour and this message had been successfully embedded. The Committee noted that two Members had attended a course for men focussing on how to help women and that course had been rolled out to larger premises in the city, however it was acknowledged that there was high turnover of NTE staff and this should be revisited.
- The diversification of the city centre offer, improved quality, a later more varied offer and a shift away from alcohol led high footfall premises. The shift to events-led/experiences has and will be crucial for the survival of some premises and Leeds compared favourably to other cities where some premises no longer opened later hours.
- How to encourage premises located outside of the city centre to join BACIL by further emphasising the benefits of the scheme.
- The development of an NTE Association which could be further promoted in discussions with the all Party Parliamentary Group and with businesses to take a lead.
- The background to Leeds' decision not to implement a Late Night Levy. The Committee noted that a Levy could not target a specific area and would apply across the whole of the Leeds Licensing Authority district. Additionally, a good proportion of the Levy would be ringfenced to the Police to be used at their discretion and not specific to licensing matters.
- Support for the expansion of the Women's Safe Space and/or the Night Safe scheme to include a mobile pop-up at the Valentines Fair or near to the Arena on events nights. It was noted that funding was guaranteed for Women Friendly Leeds to run the Women's Safe Space until September 2024 and future funding could be generated from local business support.
- The work undertaken with the operators of the three Sex Entertainment Venues in the city following the annual renewal of their licences which included close inspection of the premises, their licence conditions and links with agencies who could offer support and advice to dancers had been provided.

The Committee acknowledged and thanked the team for their work to keep the Leeds NTE safe and their efforts in securing funding to implement the intervention and prevention initiatives. The Committee also supported a

suggestion that a NTE walking site visit be arranged for Members to observe the NTE.

**RESOLVED –**

- a) To note the contents of the presentation which provided an overview of the partnership working and schemes within the City Centre night-time economy.
- b) To note the intention for the Committee to undertake a walking night-time economy site visit which will be arranged for a future date.

**45 Harehills and Burmantofts Cumulative Impact Assessment 2024**

The Committee considered the report of the Chief Officer, Elections and Regulatory, presenting a review of the Harehills element of the Harehills and Burmantofts Cumulative Impact Assessment which has been subject to public consultation in February. The report included a copy of the Harehills and Burmantofts Cumulative Impact Assessment (CIA) and outlined the consultation responses. The CIA would come into effect once it was approved by Licensing Committee.

The Principal Licensing Officer, Entertainment Licensing, introduced the report and provided the background to the review, highlighting the following key issues:

- The Harehills CIA had previously focused on alcohol dependent street drinkers and had not reflected problems currently experienced in the area, which included large family groups congregating in the street and consuming alcohol and causing a nuisance.
- Statistics from West Yorkshire Police (WYP) and Leeds Anti-Social Behaviour Team (LASBT) informed the CIA.
- There were 30 off licences in Harehills which meant alcohol was readily available.
- The “Clear Hold Build Strategy” had been successful – recently the Licensing Authority had dealt with 12 reviews of premises licence brought by WYP, resulting in 7 revocations.

During discussions, the following matters were considered:

- Displacement and concern that operators in Harehills were looking to move their business to the Burmantofts and Richmond Hill ward. The Committee noted the opportunity to establish a CIA for the ward.
- The nature of on-street drinking had changed from lone on-street drinkers to large groups of social drinkers, who could cause more nuisance to residents.
- The work undertaken by LASBT with communities in Harehills to address group drinking.

The Committee expressed thanks to officers and partners for the work undertaken to engage with the Harehills community and refresh the CIA. The Chair also expressed his thanks to the Committee for Members work and cross party approach throughout the year.

**RESOLVED** - That the Harehills and Burmantofts Cumulative Impact Assessment 2024 be approved.

**46 Date and Time of Next Meeting**

**RESOLVED** - To note the proposed date and time of the next meeting as Friday 24th May 2024 at 11.00 am.

## Licensing Committee – Annual Governance Arrangements

Date: 24 May 2024

Report of: City Solicitor

Report to: Licensing Committee

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

### What is this report about?

This report deals with the appointment of licensing sub-committees, approval of their terms of reference and approval of the delegation of functions to officers. No changes are proposed to the current terms of reference or to the officer delegations.

### Including how it contributes to the city's and council's ambitions

The licensing functions falling within the Licensing Committee and licensing sub-committee's respective terms of reference and those licensing functions exercised by officers under the Director of Communities, Housing and Environment's Officer Delegation Scheme contribute to:

- Inclusive growth in the city's economy by supporting business and employment.
- Safe, strong communities, culture and a child-friendly city by promoting the statutory objectives, including the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm.

### Recommendations

- a) That members of the Licensing Committee note its own terms of reference.
- b) That the Licensing Committee appoints licensing sub-committees for the 2024/2025 municipal year.
- c) That the Licensing Committee approves the licensing sub-committee's terms of reference.
- d) That the Licensing Committee approves the delegation of specified licensing functions to officers in accordance with the Officer Delegation Scheme (Council (Non-Executive) Functions) of the Director of Communities, Housing and Environment.

### Why are the proposals being put forward?

- 1 The Council is the Licensing Authority under the Licensing Act 2003 (“the 2003 Act”) and the Gambling Act 2005 (“the 2005 Act”).
- 2 In accordance with both the 2003 Act and the 2005 Act, with the exception of specified functions (which largely relate to the Authority’s statement of licensing policy), all matters relating to the discharge by the Authority of its licensing functions are automatically referred to the Licensing Committee. This discretion does not extend to any licensing function reserved to full Council or a licensing function where full Council has referred the matter to another committee.
- 3 The Licensing Committee is also authorised to create sub-committees and to delegate functions of the Licensing Authority to sub-committees (to be specified in the terms of reference of those sub-committees) and, subject to a number of statutorily excepted matters, to Officers.
- 4 Because the membership of the Licensing Committee is determined annually by full Council, it is necessary for the new Licensing Committee’s terms of reference to be noted by its members and for annual approval of the licensing sub-committees’ membership and its terms of reference and for the Officer Delegation Scheme (Council (Non-Executive) Functions) of the Director of Communities, Housing and Environment to be approved annually.

### What impact will this proposal have?

**Wards affected:** All

Have ward members been consulted?

Yes

No

- 5 The appointment of sub-committees to carry out the licensing functions and delegations to Officers as appropriate is consistent with good corporate governance arrangements.
- 6 Making members aware of the Licensing Committee’s terms of reference will help ensure that the Committee does not exceed its remit.
- 7 Approval of the licensing sub-committee’s terms of reference and the Director of Communities, Housing and Environment’s Officer Delegation Scheme clarifies responsibility for decision-making, reducing the risk of a successful legal challenge to a decision.

### What consultation and engagement has taken place?

- 8 This report and its appendices have been published on the Council’s website. No changes to the current governance arrangements are being proposed. The licensing functions are statutory and no public consultation has been conducted.

### What are the resource implications?

- 9 Adopting the recommendations of this report will ensure efficient decision making and reduce the risk of successful legal challenges. The 2003 Act requires licensing authorities to establish a Licensing Committee consisting of at least 10 but no more than 15 members. It is more cost



effective for the Licensing Committee to delegate the exercise of some functions to licensing sub-committees and, where appropriate and where permitted by legislation, to officers, rather than exercising all of its licensing functions itself.

### **What are the legal implications?**

10 A clear delegation framework should minimise the risk of a successful legal challenge to a licensing decision.

### **What are the key risks and how are they being managed?**

11 There are no risks associated with this report.

### **Does this proposal support the council's three Key Pillars?**

Inclusive Growth       Health and Wellbeing       Climate Emergency

12 Efficient and effective licensing governance supports business and therefore employment.

13 Clarity and consistency in decision-making helps promote the licensing objectives, including the prevention of crime and disorder, the prevention of public nuisance and the protection of children from harm.

### **Options, timescales and measuring success**

#### **What other options were considered?**

14 None. The Council's Constitution requires the licensing governance arrangements to be approved annually.

#### **How will success be measured?**

15 By the approval of the licensing sub-committee's terms of reference and the Officer Delegation Scheme (Council (Non-Executive) Functions) of the Director of Communities, Housing and Environment.

#### **What is the timetable for implementation?**

16 This report's recommendations are to be considered by the Licensing Committee at the meeting on 24 May 2024.

### **Appendices**

17 Appendix 1 – Licensing Committee Terms of Reference

Appendix 2 – Licensing Sub-Committee Memberships

Appendix 3 – Licensing Sub-Committee Terms of Reference

Appendix 4 – Officer Delegation Scheme for the Director of Communities, Housing and Environment

### **Background papers**

18 None

This page is intentionally left blank

## The Licensing Committee

With the exception<sup>1</sup> of

- any function of the licensing authority under the Licensing Act 2003 (the 2003 Act), the Gambling Act 2005 (the 2005 Act), or the Police Reform and Social Responsibility Act 2011 (the 2011 Act) reserved to full Council;<sup>2</sup> or
- any licensing function where full Council has referred a matter to another committee,<sup>3</sup>

the Licensing Committee is authorised to discharge<sup>4</sup> the following functions<sup>5</sup>:

1. to discharge the licensing functions of the licensing authority;<sup>6</sup>
- 2.1 to discharge any other function of the authority referred to it by full Council;<sup>7</sup>
- 2.2 pursuant to the provision in section 2.1 above full Council has delegated to the Licensing Committee the following functions:
  - 2.2.1 Hackney carriages and private hire vehicles<sup>8</sup>
  - 2.2.2 Sexual entertainment venues, sex shops and sex cinemas<sup>9</sup>
  - 2.2.3 Performances of hypnotism<sup>10</sup>
  - 2.2.4 Charitable collections<sup>11</sup>
  - 2.2.5 The late night levy<sup>12</sup>

---

<sup>1</sup> In accordance with Section 7(2) of the 2003 Act or s154 (2) (a) and (c) of the 2005 Act.

<sup>2</sup> Part 3, Section 2A of the Constitution sets out functions of the licensing authority reserved to full Council, as licensing authority under the 2003 Act, 2005 Act or 2011 Act.

<sup>3</sup> Under the provisions of Section 7(5)(a) of the 2003 Act.

<sup>4</sup> The Committee may arrange for any of its functions to be discharged by one or more sub-committees, or by an officer, subject to the exceptions set out in Section 10(4) of the 2003 Act; see also Section 154 of the 2005 Act.

<sup>5</sup> 'Functions' for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions.

<sup>6</sup> This includes the power to set fees under Section 212 of the 2005 Act

<sup>7</sup> Full Council may arrange for the Licensing Committee to discharge any function of the authority which relates to a matter referred to the Committee but is not a licensing function (Section 7(3)). It may also refer a matter to the Committee where a matter relates to both a licensing function and to a function of the authority which is not a licensing function and arrange for the Committee to discharge the other function (Section 7(5)(b) of the 2003 Act). Before exercising this power, the Council must consult with the Committee.

<sup>8</sup> Item 3 – 5 of Para. B of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 ("the 2000 Regulations")

<sup>9</sup> Item 15 of Para. B of Schedule 1 to the 2000 Regulations and Section 27 Policing and Crime Act 2009 and Schedule 3 Local Government (Miscellaneous Provisions) Act 1982

<sup>10</sup> Item 16 of Para. B of Schedule 1 to the 2000 Regulations

<sup>11</sup> Item 39 of Para. B of Schedule 1 to the 2000 Regulations

<sup>12</sup> In accordance with Chapter 2 of Part 2 of the 2011 Act including decisions in relation to the late night supply period, permitted exemption categories and permitted reduction categories in accordance with Sections 132 and 133 of that Act.

## *Council Committees' Terms of Reference*

- 3 in respect of any approval, consent, licence, permission, or registration which they may grant,
  - (a) To impose conditions limitations or restrictions;
  - (b) To determine any terms;
  - (c) To determine whether and how to enforce any failure to comply;
  - (d) To amend, modify, vary or revoke;
  - (e) To determine whether a charge should be made or the amount of such a charge.
4. to make recommendations to full Council in connection with the discharge of its functions as licensing authority;<sup>13</sup> and
5. to receive reports from, and to make recommendations and representations to other committees or bodies as appropriate.<sup>14</sup>

---

<sup>13</sup> Including recommendations arising from the monitoring of the operation and impact of the Licensing or Gambling Policy by the Licensing Committee.

<sup>14</sup> Where the licensing authority exercises its power under Section 7(5) (a) of the 2003 Act the other Committee must consider a report of the Licensing Committee. Where the Council does not make arrangements under Section 7(3), it must (unless the matter is urgent) consider a report of the Licensing Committee with respect to the matter before discharging the function (Section 7(4)).

**LICENSING COMMITTEE 2024/25**

**SUB-COMMITTEE MEMBERSHIP**

<b>A</b>			
<b>B</b>			
<b>C</b>			
<b>D</b>			
<b>E</b>			

Names to be added.

This page is intentionally left blank

## **Licensing Sub-Committees**

The Licensing Sub-Committees are authorised to discharge<sup>1</sup> the following functions<sup>2</sup> concurrently<sup>3</sup>:

1. functions<sup>4</sup> under:

- (a) section 18(3) of the 2003 Act (determination of application for premises licences where relevant representations have been made);
- (b) section 31(3) of the 2003 Act (determination of application for provisional statements where relevant representations have been made);
- (c) section 35(3) of the 2003 Act (determination of application for variation of premises licence where relevant representations have been made);
- (d) section 39(3) of the 2003 Act (determination of application to vary designated premises supervisors following the giving of a notice by the police pursuant to section 37(5) of the 2003 Act (police objection));
- (e) section 44(5) of the 2003 Act (determination of application for transfer of premises licences following the giving of a notice by the Police pursuant to section 42(6) and/or the giving of a notice by the Secretary of State pursuant to section 42(8) of 2003 Act (police and/or Secretary of State objection));
- (f) section 48(3) of the 2003 Act (consideration of police notice and/or notice given by the Secretary of State regarding (objection made to) an interim authority notice);
- (g) section 52(2) or (3) of the 2003 Act (determination of an application for review of a premises licence);
- (h) section 53A-D of the 2003 Act (summary (expedited) review hearings);
- (i) section 72(3) of the 2003 Act (determination of application for club premises certificates where relevant representations have been made);
- (j) section 85(3) of the 2003 Act (determination of application to vary club premises certificates where relevant representations have been made);
- (k) section 88(2) or (3) of the 2003 Act (determination of application for review of a club premises certificate);
- (l) section 105(2) (consideration of objection notice given by a relevant person relating to a standard temporary event notice);
- (m) section 120(7) of the 2003 Act (determination of application for the grant of a personal licence where an objection notice is given by the Police and/or an immigration objection notice is given by the Secretary of State (following police objection));
- (n) section 121(6) of the 2003 Act (determination of application for renewal of personal licences following police objection)

---

<sup>1</sup> With the exception of those functions set out in paragraphs 1 and 2 of these Terms of Reference, and subject to any direction given by the Licensing Committee, the Licensing Sub-Committees may arrange for any of these functions to be discharged by an officer (Section 10(2) and (5) of the Licensing Act 2003 (the 2003 Act) and s154 of the Gambling Act 2005 (the 2005 Act)).

<sup>2</sup> "Functions" for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions.

<sup>3</sup> Section 10(3) of the 2003 Act.

<sup>4</sup> Including agreeing whether a hearing is necessary.

- (o) section 124(4) of the 2003 Act (consideration of an objection notice given by the Police and/or an immigration objection notice given by the Secretary of State where convictions come to light after grant or renewal of personal licences);
  - (p) section 167(5) of the 2003 Act (review following closure order)
  - (q) section 20(3) of the 2003 Act (making recommendations for restricting the admission of children to the exhibition of any film)
  - (r) section 132A of the 2003 Act (consideration whether to suspend or revoke a personal licence where the licence holder has been (a) convicted of any relevant offence or foreign offence, or (b) required to pay an immigration penalty)
  - (s) section 162 and 163 (159) of the 2005 Act (determination of application for premises licences (where representations have been made)<sup>5</sup>)
  - (t) section 187 of the 2005 Act (determination of application for variation of premises licence (where representations have been made);<sup>5</sup>)
  - (u) section 188 of the 2005 Act (determination of application for transfer of premises licences following receipt of representations (objection));<sup>6</sup>
  - (v) section 195 of the 2005 Act (consideration of representations regarding (objection made to) an application for reinstatement); <sup>6</sup>
  - (w) section 201 of the 2005 Act (determination of review of a premises licence);
  - (x) section 204 of the 2005 Act (determination of application for provisional statements (where representations have been made);<sup>6</sup>);
  - (y) section 222 of the 2005 Act (determination of temporary use notice following receipt of a notice of objection);
  - (z) section 224 of the 2005 Act (decision to give counter notice following an objection to a temporary use notice);
  - (aa) schedule 10 of the 2005 Act (consideration of an application for a family entertainment centre permit);
  - (bb) schedule 14 of the 2005 Act (consideration of an application for a prize gaming permit);
  - (cc) schedule 13 of the 2005 Act (consideration of an application for an alcohol licensed premises gaming machine permit);
  - (dd) schedule 12 of the 2005 Act (consideration of an application for a club gaming permit or club machine permit);
2. Functions relating to any other hearings required under the 2003 Act or the 2005 Act that have not been reserved to the Licensing Committee.

---

<sup>5</sup> Including deciding whether representations are vexatious, frivolous, or will certainly not influence the authority's determination of the application

<sup>6</sup> Including deciding whether representations are vexatious, frivolous, or will certainly not influence the authority's determination of the application



3. The function of hearing appeals against the refusal to grant a contract driver permit.
4. The function of licensing performances of hypnotism<sup>7</sup> where an officer has considered they should not exercise their delegated authority and has referred the matter to the sub-committee for determination.
5. The function of licensing sex establishments<sup>8</sup> (sex shops, sex cinemas or sexual entertainment venues) where either the application is for the grant, renewal or transfer of a licence irrespective of whether objections have been received, or in any other case where an officer has decided not to exercise their delegated authority and has referred the matter to the sub-committee for determination.
6. The function of licensing persons to collect for charitable and other causes<sup>9</sup> where either objections have been received, or an officer has decided not to exercise their delegated authority and has referred the matter to the sub-committee for determination.
7. Hearing any appeal against an officer decision to refuse to recognise an applicant for the purposes of the constitution for the Hackney Carriage Trade Forum or the removal of recognition under the terms of that document.
8. To discharge any other function referred by the Licensing Committee, including making representations to the Licensing Committee in connection with the discharge of its functions.

### Exceptions

A Sub Committee is not authorised to discharge functions under paragraph 1 (a) to (e) above where the application relates to an event in the open air, in a temporary structure and where the proposed capacity of the event exceeds 30,000 people.

---

<sup>7</sup> The Hypnotism Act 1952

<sup>8</sup> s2 and schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982

<sup>9</sup> Section 5 of the Police, Factories etc (Miscellaneous Provisions) Act 1916 and section 2 of the House to House Collections Act 1939

This page is intentionally left blank

## Director of Communities, Housing and Environment

Subject to the exceptions listed below, the Director of Communities, Housing and Environment<sup>1</sup> is authorised to discharge the following Council (non-executive) functions:

### 1. Regulatory Functions

(a)	To approve premises for the solemnisation of marriages	Section 46A of the Marriage Act 1949 and the Marriages (Approved Premises) Regulations 1995(SI 1995/510)
(b)	To license premises for acupuncture, tattooing, ear-piercing and electrolysis	Sections 13 to 17 of the Local Government (Miscellaneous Provisions) Act 1982
(c)	To license premises for the breeding of dogs	Section 1 of the Breeding of Dogs Act 1973 and Section 1 of the Breeding and Sale of Dogs (Welfare) Act 1999
(d)	To license pet shops and other establishment where animals are bred or kept for the purposes of carrying on a business	Section 1 of the Pet Animals Act 1951, section 1 of the Animal Boarding Establishments Act 1963, the Riding Establishments Act 1964 and 1970, section 1 of the Breeding of Dogs Act 1973 and sections 1 and 8 of the Breeding and Sale of Dogs (Welfare) Act 1999
(e)	To register animal trainers and exhibitors	Section 1 of the Performing Animals (Regulation) Act 1925
(f)	To license zoos	Section 1 of the Zoo Licensing Act 1981

<sup>1</sup> The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However, the Director remains responsible for any decision taken pursuant to such arrangements.

*Officer Delegation Scheme (Council (non-executive) functions)*

(g)	To license dangerous wild animals	Section 1 of the Dangerous Wild Animals Act 1976
(h)	To grant consent for the operation of a loudspeaker	Schedule 2 to the Noise and Statutory Nuisance Act 1993
(i)	To issue licences for the movement of pigs	Article 12 of the Pigs (Records, Identification and Movement) Order 1995 (SI 1996/11)
(j)	To license the sale of pigs	Article 13 of the Pigs (Records, Identification and Movement) Order 1995
(k)	To license collecting centres for the movement of pigs	Article 14 of the Pigs (Records, Identification and Movement) Order 1995
(l)	To issue a licence to move cattle from a market	Article 5(2) of the Cattle Identification Regulations 1998 (SI 1998/871)
(m)	To sanction use of parts of buildings for storage of celluloid	Section 1 of the Celluloid and Cinematograph Film Act 1922
(n)	Duty to enforce Chapter 1 and regulations made under it	Section 10(3) of the Health Act 2006
(o)	Power to authorise officers	Section 10(5) of, and paragraph 1 of Schedule 2 to, the Health Act 2006
(p)	Functions related to fixed penalty notices	Paragraphs 13,15 and 16 of Schedule 1 to the Health Act 2006. Smoke-free (Vehicle Operators and

Officer Delegation Scheme (Council (non-executive) functions)

		Penalty Notices) Regulations 2007 (SI 2006/760)
(q)	Power to transfer enforcement functions to another enforcement authority	Smoke-free(Premises and Enforcement) Regulations 2006 (SI 2006/3368)
(r)	To license pleasure boats and pleasure vessels	Section 94 of the Public Health Acts Amendment Act 1907
(s)	To authorise erection of stiles etc on footpaths or bridleways <sup>2</sup>	Section 147 of the Highways Act 1980
(t)	To create footpath bridleway or restricted byway by agreement	Section 25 of the Highways Act 1980
(u)	To create footpaths bridleways and restricted byways	Section 26 of the Highways Act 1980
(v)	Duty to keep register of information with respect to maps, statements and declarations	Section 31A of the Highways Act 1980
(w)	To stop up footpaths bridleways and restricted byways	Section 118 of the Highways Act 1980
(x)	To determine application for public path extinguishment order	Sections 118ZA and 118C(2) of the Highways Act 1980
(y)	To make a rail crossing extinguishment order	Section 118A of the Highways Act 1980
(z)	To divert footpaths bridleways and restricted byways	Section 119 of the Highways Act 1980
(aa)	To make a public path diversion order	Sections 119ZA and 119C(4) of the Highways Act 1980
(bb)	To make a rail crossing diversion order	Section 119A of the Highways Act 1980
(cc)	To make a special diversion order	Section 119B of the Highways Act 1980
(dd)	To require applicant for order to enter into agreement	Section 119C(3) of the Highways Act 1980

<sup>2</sup> Functions (v) – (xx) are limited to areas contained within the Definitive Map of Public Rights of Way. Functions (u), (jj), (kk) and (ss) are also delegated to the Director of City Development whose powers are not limited to areas contained within the Definitive Map of Public Rights of Way.

*Officer Delegation Scheme (Council (non-executive) functions)*

(ee)	To make an SSSI diversion order	Section 12B of the Highways Act 1980
(ff)	To keep register with respect to applications under sections 118ZA, 118C, 119ZA and 119C of the Highways Act 1980	Section 121B of the Highways Act 1980
(gg)	To decline to determine certain applications	Section 121C of the Highways Act 1980
(hh)	To assert and protect the rights of the public to use and enjoyment of highways	Section 130 of the Highways Act 1980
(ii)	To apply for variation of order under section 130B of the Highway Act 1980	Section 130B(7) of the Highways Act 1980
(jj)	To authorise temporary disturbance of surface of footpath bridleway or restricted byway	Section 135 Highways Act 1980
(kk)	To divert footpath bridleway or restricted byway temporarily	Section 135A of the Highways Act 1980
(ll)	To extinguish certain public rights of way	Section 32 of the Acquisition of Land Act 1981
(mm)	To keep definitive map and statement under review	Section 53 of the Wildlife and Countryside Act 1981
(nn)	To include modifications in other orders	Section 53A of the Wildlife and Countryside Act 1981
(oo)	To keep register of prescribed information with respect to applications under section 53(5) of the Wildlife and Countryside Act 1981	Section 53B of the Wildlife and Countryside Act 1981
(pp)	To prepare map and statement by way of consolidation of definitive map and statement	Section 57A of the Wildlife and Countryside Act 1981
(qq)	To designate footpath as cycle track	Section 3 of the Cycle Tracks Act 1984
(rr)	To extinguish public right of way over land acquired for clearance	Section 294 of the Housing Act 1981
(ss)	To authorise stopping up or diversion of footpath bridleway or restricted byway	Section 257 of the Town and Country Planning Act 1990

(tt)	To extinguish public rights of way over land held for planning purposes	Section 258 of the Town and Country Planning Act 1990
(uu)	To enter into agreements with respect to means of access	Section 35 of the Countryside and Rights of Way Act 2000
(vv)	To provide access in absence of agreement	Section 37 of the Countryside and Rights of Way Act 2000

### Exceptions<sup>3</sup>

The Director of Communities, Housing and Environment is not authorised to discharge the function above where objections have been received.

## 2. Functions of the Licensing Authority delegated by Full Council

Subject to the exception set out below, the Director of Communities, Housing and Environment is authorised to discharge the functions of the licensing authority as set out below:-

(a)	Any function of a Licensing Authority <sup>4</sup>	Licensing Act 2003 and any regulations or orders made under that Act <sup>5</sup> .
(b)	Powers and functions relating to late night levy requirements	Chapter 2 of Part 2 of the Police Reform and Social Responsibility Act 2011 and any regulations made under that Chapter.

### Exceptions:

- any function of the Licensing Authority reserved to full Council<sup>6</sup>;

## 3. Functions of the Licensing Authority delegated by Licensing Committee

<sup>3</sup> Under this delegation scheme (Council functions). The General Purposes Committee may however arrange for the discharge of any of its functions by the Director of Communities, Housing and Environment - (Section 101(2) Local Government Act 1972.

<sup>4</sup> These functions will be carried out to support those matters which cannot be delegated by the Licensing Authority.

<sup>5</sup> Including functions which, by virtue of the Gambling Act 2005 Act are delegated to the Licensing Committee.

<sup>6</sup> Part 3, Section 2A of the Constitution sets out licensing functions reserved to full Council, as licensing authority under the 2011 Act.

Subject to the exceptions listed below, the Director of Communities, Housing and Environment is authorised to discharge the licensing functions<sup>7</sup> of the licensing authority as set out below:-

(a)	Any function of a Licensing Authority	Licensing Act 2003 and any regulations or orders made under that Act <sup>8</sup> .
(b)	Powers and functions relating to late night levy requirements	Chapter 2 of Part 2 of the Police Reform and Social Responsibility Act 2011 and any regulations made under that chapter
(c)	Duty to comply with requirement to provide information to Gambling Commission.	Section 29 of the Gambling Act 2005
(d)	Functions relating to the exchange of information	Section 30 of the Gambling Act 2005
(e)	Functions relating to occasional use notices	Section 39 of the Gambling Act 2005
(f)	Power to designate officer of a licensing authority as an authorised person for a purpose relating to premises	Section 304 of the Gambling Act 2005
(g)	Power to institute criminal proceedings	Section 346 of the Gambling Act 2005
(h)	Power to exchange information	Section 350 of the Gambling Act 2005
(i)	Functions relating to the registration and regulation of small society lotteries	Part 5 of Schedule 11 to the Gambling Act 2005

**Exceptions:**

- any function of the Licensing Authority<sup>9</sup> reserved to full Council<sup>10</sup>;
- any function of the Licensing Authority where full Council has referred a matter to a committee other than the Licensing Committee<sup>11</sup>;
- any function of the Licensing Authority reserved to the Licensing Committee;
- any function of the Licensing Authority within the terms of reference of the Licensing Sub-committees<sup>12</sup>;and
- to object when the Authority is consultee and not the relevant authority considering an application under the 2003 Act

<sup>7</sup> “Licensing functions” means functions under the Licensing Act 2003 Act, the Gambling Act 2005 2005 and the Police Reform and Social Responsibility Act 2011.

<sup>8</sup> Including functions which, by virtue of the 2005 Act are delegated to the Licensing Committee.

<sup>9</sup>“Licensing functions” - see footnote 6 above

<sup>10</sup> Part 3, Section 2A of the Constitution sets out licensing functions reserved to full Council, as licensing authority under the 2003 Act.

<sup>11</sup> Under the provisions of Section 7(5)(a) of the 2003 Act.

<sup>12</sup> Except where a Licensing sub-committee has arranged for the discharge of any of their functions by an Officer.



#### 4. Functions related to the Licensing Functions delegated by Licensing Committee<sup>13</sup>

Subject to the exceptions listed below, the Director of Communities, Housing and Environment is authorised to discharge the functions set out in the following table which are delegated to the Director by Licensing Committee<sup>14</sup>

(a)	To license hackney carriages and private hire vehicles	(a) As to hackney carriages, the Town Police Clauses Act 1847 as extended by section 171 of the Public Health Act 1875 and section 15 of the Transport Act 1985 and sections 47, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976 (b) As to private hire vehicles, sections 48, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976
(b)	To license drivers of hackney carriages and private hire vehicles	Section 51, 53, 54, 59, 61 and 79 of the Local Government (Miscellaneous Provisions) Act 1976
(c)	To license operators of hackney carriages and private hire vehicles	Sections 55 to 58, 62 and 79 of the Local Government (Miscellaneous Provisions) Act 1976
(d)	** To license sex shops and sex cinemas and sexual entertainment venues.	The Local Government (Miscellaneous Provisions) Act 1982, Section 2, Schedule 3, the Policing and Crime Act 2009, Section 27.
(e)	To license performances of hypnotism.	The Hypnotism Act 1952
(f)	*** To license persons to collect for charitable and other causes	Section 5 of the Police, Factories etc (Miscellaneous Provisions) Act 1916 and section 2 of the House to House Collections Act 1939

<sup>13</sup> These functions were delegated to the Licensing Committee by full Council on 14 July 2010.

<sup>14</sup> These delegations include functions where these have been delegated to Leeds City Council by any other Council.

--	--	--

**Exceptions**

The Director of Communities, Housing and Environment is not authorised to discharge those functions marked \*\* above where the application is for the grant, renewal or transfer of a sexual entertainment venue licence irrespective of whether objections have been received, or the grant of a sex shop or sex cinema licence irrespective of whether objections have been made, or renewal or transfer of a sex shop or cinema licence where objections have been received

The Director of Communities, Housing and Environment is not authorised to discharge those functions marked \*\*\* above where objections have been received.

## Licensing Committee – Licensing Procedure Rules, the Code of Practice for Determining Licensing Matters and Prescribed Licensing Training

Date: 24 May 2024

Report of: City Solicitor

Report to: Licensing Committee

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

### What is this report about?

This report concerns the proposed Rules of Procedure to be followed by the Licensing Committee and the licensing sub-committees in respect of all meetings and hearings including those held under the provisions of both the Licensing Act 2003 (“the 2003 Act”) and the Gambling Act 2005 (“the 2005 Act”). It is necessary for the Licensing Committee to re-affirm the Rules of Procedure each time the Committee is appointed.

This report also highlights the Code of Practice for the Determination of Licensing Matters for Members’ information.

Finally, the report sets out the arrangements for the prescribed Member Training on licensing under the provisions of Article 8A of the Constitution and the Code of Practice.

### Including how it contributes to the city’s and council’s ambitions

The licensing functions falling within the Licensing Committee and licensing sub-committee’s remit contribute to:

- Inclusive growth in the city’s economy by supporting business and employment.
- Safe, strong communities, culture and a child-friendly city by promoting the statutory objectives, including the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm.
- The Procedure Rules, and the licensing regime generally, contribute to ongoing engagement with communities and individuals and to the best use of the Council’s resources.

### Recommendations

- a) That Members approve the Licensing Procedure Rules as set out at **Appendix 1** to this report.

- b) That Members approve and resolve to follow the contents of the Code of Practice for the Determination of Licensing Matters as attached at **Appendix 2**.
- c) That Members note the arrangements for the prescribed training programme.
- d) That Members note that, once approved, the Code of Practice for the Determination of Licensing Matters will be brought to the attention of all elected Members.

**Why are the proposals being put forward?**

- 1 The Committee has previously approved one set of Licensing Committee and Sub-Committee Procedure Rules, which apply to proceedings under both the 2003 Act and the 2005 Act and which cross-refer to the relevant regulations. The Rules proposed for adoption by the Licensing Committee are at **Appendix 1**.
- 2 In relation to hearings held under the 2003 or 2005 Acts before a licensing sub-committee, these must comply with the Licensing Act 2003 (Hearings) Regulations 2005 (“the 2005 Regulations”). A legal adviser is present at all hearings of the sub-committee and will provide advice as required.
- 3 The Code of Practice provides clarity for Members and, where applicable, to officers, to ensure that in the licensing process there are no grounds for suggesting that a decision has been predetermined, biased, partial or not well founded in any way.
- 4 Members will note from paragraph 8 of the Code of Practice at **Appendix 2** that Members on the Licensing Committee are required to attend a Licensing Update training session to receive guidance in relation to regulations and procedures in each municipal year.
- 5 In addition, Article 8A of the constitution provides that Members of the Licensing Committee must complete all compulsory training and shall not sit as a member of the committee or its sub-committees unless such training has been undertaken in accordance with the Council’s prescribed training programme.
- 6 Members are asked to note that the prescribed training programme consists of a training session for new members appointed to the Licensing Committee. There will be a licensing update session each year for all members, usually at the November committee meeting.

**What impact will this proposal have?**

<b>Wards affected:</b> All		
Have ward members been consulted?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

- 7 Following the Licensing Committee and Sub Committee Procedure Rules and the Code of Practice for the Determination of Licensing Matters will assist in preventing claims that decisions have been predetermined, biased, partial or not well founded, reducing the risk of a successful legal challenge to a decision.

**What consultation and engagement has taken place?**

- 8 This report and its appendices have been published on the Council’s website. No changes to the Procedure Rules, the Code of Practice or training requirements are being proposed and no public consultation has been conducted.

### **What are the resource implications?**

- 9 Adopting the recommendations of this report will ensure procedurally robust, efficient and sound decision making and reduce the risk of successful legal challenges.

### **What are the legal implications?**

- 10 A clear procedure and decision-making framework should minimise the risk of a successful legal challenge to a licensing decision.

### **What are the key risks and how are they being managed?**

- 11 There are no risks associated with this report.

### **Does this proposal support the council's three Key Pillars?**

- Inclusive Growth       Health and Wellbeing       Climate Emergency

- 12 Efficient and effective licensing decision making supports business and therefore employment.
- 13 Clarity, procedural fairness and consistency in decision-making helps promote the licensing objectives, including the prevention of crime and disorder, the prevention of public nuisance and the protection of children from harm.

### **Options, timescales and measuring success**

#### **What other options were considered?**

- 14 None. The Council's Constitution mandates a training programme for members of the Licensing Committee and the licensing authority is obliged to comply with the 2005 Regulations and to have a procedure for hearings.

#### **How will success be measured?**

- 15 By the outcome of any challenges to licensing decisions.

#### **What is the timetable for implementation?**

- 16 This report's recommendations are to be considered by the Licensing Committee at the meeting on 24 May 2024.

### **Appendices**

- 17 Appendix 1 – Licensing Committee and Sub-Committee Procedure Rules  
Appendix 2 – Code of Practice for the Determination of Licensing Matters

### **Background papers**

- 18 None

This page is intentionally left blank

**LICENSING COMMITTEE AND SUB COMMITTEE PROCEDURE RULES****1. INTERPRETATION**

‘The Chair’ means the Chair of the Licensing Committee.

‘The Committee’ means the Licensing Committee or Licensing Sub Committee.

‘The Relevant Regulations’ means the Licensing Act 2003 (Hearings) Regulations 2005 SI 2005/44 (as amended) and the Gambling Act 2005 (Proceedings of Licensing Committees and Sub Committees) (Premises Licences and Provisional Statements) (England and Wales) Regulations 2007 SI 2007/173

‘The 2003 Act’ means the Licensing Act 2003

‘The 2005 Act’ means the Gambling Act 2005

**2. SCOPE**

These Procedure Rules will apply in respect of all matters which are dealt with by the Committee under either the 2003 Act or the 2005 Act.

**3. APPLICATION OF COUNCIL PROCEDURE RULES/ACCESS TO INFORMATION PROCEDURE RULES**

Except where the Relevant Regulations provide differently, the Council Procedure Rules and Access to Information Procedure Rules (in so far as they apply to committees and sub-committees) will be followed for all meetings of the Committee.

**4. APPLICATION OF THE RELEVANT REGULATIONS**

The provisions of the Licensing Act 2003 (Hearings) Regulations 2005 shall apply to any hearings conducted under the provisions of the Licensing Act 2003<sup>1</sup> and in the event of any conflict between the Relevant Regulations and the Council Procedure Rules/Access to Information Procedure Rules in relation to such hearings the provisions of the Relevant Regulations shall prevail.

The provisions of the Gambling Act 2005 (Proceedings of Licensing Committees and Sub Committees) (Premises Licences and Provisional Statements) (England and Wales) Regulations 2007 shall apply to the exercise of functions under Section 162 (1) and (2) and Section 201 (4) of the Gambling Act 2005 and in the event of any conflict between the Relevant Regulations and the Council Procedure Rules/Access to Information Procedure Rules in relation to the exercise of such functions the provisions of the Relevant Regulations shall prevail.

---

<sup>1</sup> Hearings are defined as those matters referred to in column 1 of schedule 1 to the Regulations.

## 5. APPOINTMENT OF CHAIR

The Authority shall appoint the Chair of the Licensing Committee at its AGM.

The Chair of each Licensing Sub-Committee shall be elected by the Sub-Committee at the start of each meeting.

## 6. QUORUM

Five Members (including the Chair) shall form a quorum for meetings of the Licensing Committee.

Three Members shall normally form a quorum for meetings of a Licensing Sub-Committee.

In exceptional circumstances, such as illness or unanticipated non availability of a Sub-Committee Member, it shall be possible for a sub-committee to conduct a hearing with only two Members present provided that

- Attempts have been made to identify a Member who can substitute for the Member who is not available without success and
- The parties present agree to a quorum of two and
- The resultant decision is unanimous

The Large Casino Sub-committee and the Sexual Entertainment Venues (SEVs) Sub-committee may not operate to a quorum of less than 3 Members present.

Except where authorised by statute, business shall not be transacted at a meeting unless a quorum is present.

## 7. SUBSTITUTE MEMBERS

### Allocation

No substitute Members are appointed for the Licensing Committee.

In relation to each ordinary business Licensing Sub-Committee, the Licensing Committee has appointed substitute Members, comprising all other Members of the Licensing Committee.



### Substitution

A substitute Member shall be entitled to attend in place of a regular Member provided that the Committee Clerk has been notified of this before the meeting begins. Once the meeting has begun, the regular Member in respect of whom notification has been received, shall no longer be entitled to attend that agenda item as a Member of the Licensing Sub-Committee concerned.

### Powers and duties

A substitute Member will have all the powers and duties of any regular Member of the Licensing Sub-Committee but will not be able to exercise any special powers or duties exercisable by the person for whom s/he is substituting.

A substitute Member shall be for all purposes a duly appointed Member of the Licensing Sub-Committee to which s/he is appointed as a substitute Member for the meeting in question and shall have the like duties, powers and responsibilities as the member whom s/he is replacing.

## **8. MEETINGS OF THE COMMITTEE**

The Chair of the Committee or the Chief Executive may call a meeting at any time.

A special meeting of the Committee may be called on the requisition of any 3 Members of the Committee delivered in writing to the Chief Executive. The summons to such a special meeting shall set out the business to be considered and no business other than that set out in the summons shall be considered at that meeting.

This page is intentionally left blank

**CODE OF PRACTICE FOR THE DETERMINATION OF LICENSING MATTERS****1.0 INTRODUCTION****1.1 This Code applies** to all licensing decisions including:

- Decisions of the Licensing Committee.
- Decisions of any Licensing Sub-Committee.
- Delegated decisions within the terms of reference of the above bodies.

All decisions made by the above bodies will be referred to within this Code as decisions of the licensing authority.

**1.2** This Code also applies at all times when Members are involved in the licensing process. This includes taking part in decision making meetings of the Council in exercising the functions of the licensing authority and on less formal occasions such as meetings with Officers or the public and consultative meetings. It applies as equally to licensing enforcement matters, reviews, or site specific issues as it does to licensing applications.**1.3** This Code of Practice applies as follows:

- Sections 1-2 apply to all Members.
- Sections 3-8 apply particularly to Members of the Licensing Committee.
- Sections 9-10 apply to Officers.
- Sections 11-13 deal with monitoring and review

**1.4 The aim of this Code** of Practice is to ensure that in the licensing process there are no grounds for suggesting that a decision has been biased, partial or not well founded in any way.**1.5 If you have any doubts** about the application of this Code, you should seek early advice, preferably well before any meeting takes place, from the Monitoring Officer.**1.6** If you do not abide by this Code you may put the Council at risk of proceedings on the legality or maladministration of the related decision.**1.7** If you make or are involved in a licensing application, you should:

- Notify the Monitoring Officer in writing of your own application (or that of a relative or employer where known) or where you are employed as an agent.
- Consider whether it is advisable to employ an agent to act on your behalf in dealing with Officers and any public speaking at a licensing hearing.
- Ensure that you have arranged for a substitute to attend the hearing in your place.

## **2.0 BIAS AND PREDETERMINATION IN THE LICENSING PROCESS**

- 2.1 Section 25(2) of the Localism Act 2011 sets out that a decision maker is not to be taken to have had, or to have appeared to have had, a closed mind when making a decision just because –
- (a) the decision maker had previously done anything that directly or indirectly indicated what view the decision maker took, or would or might take in relation to a matter, and
  - (b) the matter was relevant to the decision.
- 2.2 The above section was enacted to clarify that predetermination occurs where someone has a closed mind, with the effect that they are unable to apply their judgement fully and properly to an issue requiring a decision. The section makes it clear that if a councillor has given a view on an issue, this does not show that the councillor has a closed mind on that issue, so that if a councillor has campaigned on an issue or made public statements about their approach to an item of council business, he or she will be able to participate in discussion of that issue in the council and to vote on it if it arises in an item of council business requiring a decision.
- 2.3 Having said this, the words ‘just because’ in Section 25 suggest that other factors when combined with statements made etc. can still give rise to accusations of predetermination so care still needs to be taken.
- 2.4 Given the requirement that Members of the Licensing Committee or Sub-Committee should exercise an independent mind and decide proposals in accordance with the relevant licensing considerations, Members must not favour any person, company, group or locality or commit themselves to a particular point of view on a licensing decision prior to its full consideration at the Licensing Committee or Sub-Committee.
- 2.5 **Do not** make up your mind or give the impression of making up your mind (particularly in relation to an external interest or lobby group) prior to the decision making meeting and of your hearing the officer’s presentation and the evidence and arguments on both sides.
- 2.6 **Do** be aware that you are likely to be biased or pre-determined where the Council is the landowner or applicant **if** you have been or are perceived as being, a chief advocate for the proposal. This will not necessarily arise from being a member of the proposing board or the Executive but through a significant personal involvement in preparing or advocating the proposal by which you may be perceived as being unable to act impartially or determine the proposal purely on its licensing merits and in the public interest.
- 2.7 **Do remember** that you are, of course, free to listen to a point of view about a licensing proposal, give procedural advice and agree to forward any comments, but should then refer the person to the appropriate licensing officer.
- 2.8 **Do not** use any political group meetings prior to the Licensing Committee or Sub-Committee meeting to determine how you or other Councillors should vote. There

is no objection to a political group having a predisposition, short of predetermination, for a particular outcome or for you to begin to form a view as more information and opinions become available, but decisions can only be taken after full consideration of the Licensing Officer's report and documents and information considered at the Hearing.

### **3.0 MEMBERSHIP OF PARISH COUNCILS, AREA COMMITTEES AND OUTSIDE BODIES**

3.1 This section concerns the position of Members of Leeds City Council who are also Parish Councillors or members of an outside body.

3.2 **Do** consider yourself able to take part in a licensing debate and vote on a proposal at a meeting of the Parish Council or outside body where it is a consultee provided:

- You make it clear that that you are keeping an open mind and may vote differently at the licensing hearing when full details are available.
- You do not commit yourself so far to a particular point of view that you cannot be considered as open to persuasion at a licensing hearing when the proposal is decided.

### **4.0 SPOUSE/PARTNER COUNCILLORS**

4.1 There may be occasions when the spouse or partner of a Member, usually a member for the same Ward, is also a Member of the Licensing Committee or Sub-Committee. That Member might quite properly refer constituents who wish to make representations to his or her spouse or partner rather than be directly lobbied. Generally the fact that the spouse or partner Councillor has been approached will not affect your ability to speak and vote at a licensing hearing.

4.2 **Consider** if your spouse or partner is so closely involved with the support for, or opposition to, an application that a member of the public might reasonably think that the involvement is such that you must be biased or have predetermined the application.

### **5.0 CONTACT WITH APPLICANTS AND OBJECTORS**

5.1 In order to maintain impartiality, it is preferable that Members are not involved in pre-application discussions but there will be occasions when this can be unavoidable. The following guidance is given.

- **Do not** agree to any formal meeting with applicants, or groups of objectors where you can avoid it. Where you feel that a formal meeting would be helpful in clarifying the issues, you should not arrange it yourself, but request the Licensing Officer to do so. The officer will then ensure that those present are aware that any discussion will not bind the Council and maintain a written file record of the meeting.

## Code of Practice for Determining Licensing Matters

- **Do** refer those who approach you for advice to Officers.
- **Do** follow the rules on lobbying.
- **Do** report any significant contact with the applicant or other parties to the Monitoring Officer explaining the nature and purpose of the contacts and your involvement and ensure that this is recorded on the licensing file.
- **Do not** attend a presentation by an applicant unless an officer is present and/or it has been arranged by an officer.
- **Do** ask relevant questions for the purpose of clarifying your understanding of the proposals but do not express any strong view or state how you or other members might vote.
- **Do** make it clear that the presentation is not part of the formal decision-making process and any view is both personal and provisional since not all relevant information will be to hand and the views of interested parties will not have been obtained.

### 6.0 MEMBERSHIP OF A LOBBY GROUP

- 6.1 Lobbying by Councillors is a legitimate activity but in the case of Members of the Licensing Committee or Sub-Committee significant care needs to be taken to avoid any challenge of bias or predetermination or an allegation of bringing the Council into disrepute.
- 6.2 **You may** take part in a matter that involves issues upon which your lobby group has simply campaigned as long as your involvement has not resulted in you being biased and/or predetermining the matter.
- 6.3 **Do** weigh up the following factors where your lobby group has expressed a public view on a matter and consider whether a reasonable member of the public, knowing the relevant facts, would think that you are biased or have pre-determined a matter. The factors are:
- the nature of the matter to be discussed
  - the nature of your involvement with the lobby group
  - the publicly expressed views of the lobby group
  - what you have said or done in relation to the particular issue
- 6.4 **Do not** lead, be part of the management of, or represent an organisation whose primary purpose is to promote or oppose licensing proposals. If you do, you may have fettered your discretion (be biased/pre-determined) and have to withdraw.
- 6.5 **Do not** become a member of an organisation whose primary purpose is to promote or oppose specific licensing proposals or those within a limited geographical area as you may be perceived as having fettered your discretion (be biased/pre-determined).

- 6.6 **Do** join general interest groups which reflect your areas of interest and which concentrate on issues beyond particular licensing proposals such as a local Civic Society but where that organisation has made representations on a particular proposal, you should make it clear to both the organisation and the Committee that you have not made up your mind on each separate proposal.
- 6.7 **Do** remember that if the local branch of a general interest group has been vociferous or active on a particular issue or you are closely associated with the management or decision making process of that organisation such as being the Chairperson or a member of the Board or Committee, it will become increasingly difficult to demonstrate your ability to judge the matter with an open mind and you may consider that you are biased and/or pre-determined and should withdraw from the meeting.
- 6.8 **Do not** excessively lobby fellow members regarding your concerns or views or attempt to persuade them that they should decide how to vote in advance of the hearing at which the decision is to be made. It is difficult to define 'excessively' but you need to consider whether a member of the public, knowing the facts, would think that, through your representations, the lobbied member was no longer able to take a view on the matter in the public interest but had predetermined it.
- 6.9 **Do not** publicly support a particular outcome on a proposal or actively campaign for it if you wish to take part in the decision making process. It would be very difficult for you to demonstrate that you had the necessary degree of impartiality to properly weigh the arguments presented and the decision would be open to challenge. Again it is a question of maintaining the fine balance between a predisposition where your mind is not totally made up and a predetermination. This would, however, not prevent you from expressing the views of your constituents provided you are capable of determining the application in accordance with the law.

## **7.0 SITE VISITS**

- 7.1 Site Visits can play a legitimate part in the decision-making exercise but must be limited to inspections by viewing and as a fact finding exercise. They are not to be used to determine a proposal prior to a hearing. Due to the tight timescales involved in licensing decisions, site visits must be viewed as an exception rather than the rule.
- 7.2 When undertaking a site visit Members should also have regard to the following paragraphs of the Code of Practice for Determining Licensing Matters:
- ❖ Paragraph 2 - Bias and Predetermination in the Licensing Process.
  - ❖ Paragraph 5 - Contact with Applicants and Objectors.

## **7.3 THIS SECTION APPLIES TO MEMBERS REQUESTS FOR A SITE VISIT**

## *Code of Practice for Determining Licensing Matters*

- 7.3.1 If a Member feels, on receipt of the report on an application, that a site visit would be beneficial, s/he should first discuss their concerns with a Principal Licensing Officer. Officers have powers to request additional information from parties, which can then be discussed at the hearing. This information may resolve the issues without the need for a site visit. If a Member still feels that a site visit is necessary then, in the interest of fairness, it is preferable that concerns should be expressed at the scheduled hearing since Members may find that the applicant, interested parties or responsible authorities can provide verbal information to the satisfaction of the Members present.
- 7.3.2 Views of the parties present must be canvassed and considered before a site visit is agreed since that is likely to result in a delay to the decision making.
- 7.3.3 In the case of a Sub Committee hearing, three Members or a 2:1 majority must be in favour of a site visit for arrangements to be made. The same three Members will be expected to undertake the requested site visit and attend the hearing for the application, which may be re-convened at a later date.
- 7.3.4 In the case of a meeting of the Licensing Committee, a majority of the Members present must be in favour of a site visit.
- 7.3.5 The same Members will be expected to undertake the requested site visit and be able to attend the re-convened meeting which will consider the application subsequent to the site visit.
- 7.3.6 **DO** raise the need for a site visit at a hearing and be prepared to give reasons why it is of real benefit. The reason will be recorded in the Minutes.
- 7.3.7 **DO NOT** request a site visit unless there is a real benefit from viewing the site. This might arise where:-
- Particular site factors are significant in terms of the weight attached to them relative to other factors or the difficulty of their assessment in the absence of a site inspection.
  - There are significant policy or precedent implications and specific site factors need to be carefully addressed.
  - Relevant factors cannot be fully ascertained from any supporting information or the plans submitted to the Licensing Officer and available at the hearing, to Members satisfaction.

## **7.4 THIS SECTION APPLIES TO SITE VISITS AS PROPOSED BY OFFICERS**

- 7.4.1 The Principal Licensing Officer may suggest the Committee or a Sub Committee undertake a Site Visit without prior discussion at a hearing, where in the professional opinion of the Officer there is a real benefit from viewing the site.
- 7.4.2 In such cases, Officers will approach Members seeking a date for the site visit and hearing – usually in the form of an e-mail in the first instance.



- 7.4.3 The e-mail should set out the proposal for a site visit, the reasons behind the request; the projected benefit for Members; the address of the premise; the type of application and set out the arrangements for the visit.
- 7.4.4 Some site visits can only be conducted at night in order to gauge an accurate impression of the proposal being discussed. On occasion the site visits will also include a viewing of the site 'in performance'.
- 7.4.5 In other cases it is usual for the site visit on an application to commence at 9.30 am (departing from the Civic Hall) and for the formal meeting to commence at 11.00 am in the Civic Hall to determine the application. As such it is anticipated that hearings will not conclude until the afternoon.
- 7.4.6 Having made proposals for a site visit, Officers will seek confirmation from the Members able to attend that they are happy to undertake the propose site visit.

## **7.5 ON THE SITE VISIT**

- 7.5.1 **DO** ensure that any information gained from the site visit is reported back at the subsequent hearing.
- 7.5.2 **DO** ensure that you treat the site visit as an opportunity to seek information and to observe the site. It is not to be used to determine a matter prior to the hearing.
- 7.5.3 **DO** ask the Officers at the site visit questions or seek clarification from them on matters which are relevant to the site inspection.
- 7.5.4 **DO** be prepared to listen to and ask questions of fact from the Applicant or other parties.
- 7.5.5 **DO** be aware that Officers will make all parties aware of the site visit. All parties may attend subject to being granted access by the owner (see below). If only one party is present be particularly careful only to obtain information and ensure that that information is repeated at the public meeting where the other parties have a right to comment on it.
- 7.5.6 **DO** be aware that access to the site is at the discretion of the owner. The owner can legitimately refuse access to objectors and even Members. If access is to be refused consider whether it is still appropriate to undertake the visit.
- 7.5.7 **DO NOT** be drawn into arguments or detailed discussions on the individual merits of an application or give the impression that you have made up your mind.
- Note that** the decision can only be made at the Licensing Hearing and you should make this clear to any applicant or other party.
- 7.5.8 **DO** note comments of the applicant or other parties which are made solely for the purpose of making members aware of any specific local circumstances and issues relevant to the application site.

- 7.5.9 **DO NOT** express opinions or views to anyone which can suggest bias or predetermination. As indicated above, you should make it clear that formal consideration of the proposal will take place in public at the subsequent hearing/meeting.
- 7.5.10 **DO NOT** enter a site which is subject to an application otherwise than on a formal site visit although this does not prevent you from viewing the site from the highway or other publicly accessible area.

## **8.0 TRAINING**

- 8.1 Members making licensing decisions must attend a Licensing Update training session to receive guidance in relation to regulations and procedures each and every year.
- 8.2 Failure to undertake a Licensing Update session will result in the Elected Member being unable to sit on the Licensing Committee or Sub Committee. Therefore, **do not** participate in decision making on licensing matters if you have not undertaken mandatory training.
- 8.3 **Do** try to attend any other specialised training session provided, since these will be designed to extend your knowledge of licensing law, regulations, procedures and Policies beyond the minimum required and assist you in carrying out your role properly and effectively.
- 8.4 **Do** revisit a sample of implemented licensing decisions to assess the quality of the decisions. Such a review should improve the quality and consistency of decision-making, thereby strengthening public, confidence in the licensing system, and can help with reviews of planning policies.
- 8.5 Members are required to keep themselves up to date in relation to Governance and Conduct matters. Members are referred to the quarterly email from Governance Services and are reminded to review regularly their register of interests.

## **9.0 OFFICERS**

- 9.1 Councillors and Officers have different but complementary roles. Both serve the public but Councillors are responsible to the electorate whilst Officers are responsible to the Council as a whole. Officers are employed by the Council and not by individual Councillors and instructions to Officers can only be given through a decision of the Council, the Executive or a Panel or Committee or through appropriate delegation schemes. A successful relationship can only be based on mutual respect, trust, courtesy and understanding of each other's positions.
- 9.2 The role of the Legal Officer is to assist the committee in gathering evidence and understanding all relevant issues in order for Members to make a decision, and to advise on the sub-committees' legal duties under the relevant legislation and on the admissibility of evidence.

## *Code of Practice for Determining Licensing Matters*

- 9.3 As and when appropriate legal advice should be given or repeated in open session for all parties to be made aware of.
- 9.4 The role of the Governance Officer is to facilitate the smooth running of the hearing; advise on the Rules of Procedure and Regulations relating to hearings; make notes of the proceedings and reasons for granting or refusing applications; and ensure that decision letters are sent to all parties as soon as possible after the hearing.
- 9.5 The role of the Licensing Officer attending the hearing is neutral. They will make no recommendations to the Committee and attend hearings only to provide a summary report of the application, giving details of the representations received and any relevant legislative or policy considerations. However there is a separate but distinct officer role which is exercised by Liaison and Enforcement Officers from Entertainment Licensing (and occasionally by the Section Head and/or Principal Licensing Officers) who may make representations on applications or seek reviews. The roles of these Officers and the Licensing Officer processing applications and hearing reports are (and must remain) separate.
- 9.6 **Do not** put pressure on Licensing Officers to make any recommendations.
- 9.7 **Do** recognise that Officers are part of a management structure and only discuss an application, outside of any arranged meeting with those Officers who are authorised to deal with the application at Member level.
- 9.8 **Do** recognise and respect that Officers involved in the processing and determination of a licensing application must act in accordance with the Council's Employee Code of Conduct. As a result, Officers' reports will be presented on the basis of their overriding obligation of professional independence.

### **10.0 RELATIONSHIP WITH THE EMPLOYEE CODE OF CONDUCT**

- 10.1 The Council has an Employee Code of Conduct. That Code applies at all times when Officers are involved in the licensing process. This includes decision making by Officers under delegated powers and attendance at meetings whether those are formal decision making meetings or informal meetings with members or the public.
- 10.2 Officers must apply the rules in the Employee Code of Conduct at all times. If they do not they may put the Council at risk of proceedings on the legality of any related decision, and may put themselves at risk of disciplinary action.
- 10.3 Generally Entertainment licensing Officers have limited discretion in making licensing decisions. However there may be situations where they are called upon to exercise discretion such as deciding whether an objection and/or representation is relevant. Other Officers such as those employed by Environmental Health or Development have discretion on whether to object. Legal Officers and committee clerks remain in the room with Members when decisions are made.

## *Code of Practice for Determining Licensing Matters*

10.4 In all cases Officers must avoid any improper conduct or occasion for suspicion of the appearance of improper conduct and should:-

- Ensure that they have given notice of any financial interest in any contract which has been or is proposed to be entered into by the Council.
- Not accept gifts, entertainment, hospitality or any benefits in kind as set out in the Employee Code of Conduct.
- Declare to their Director by completing the Register of Interests Form any personal interests which may conflict with licensing applications such as:
  - any involvement with an outside organisation which has an interest in any licensing application;
  - any financial interest in any licensing application; and
  - any other interest where others may think that a conflict of interest may arise. Examples of such situations include where the officer lives adjacent to any licensed premises or visits the premises in a personal capacity on a regular basis.

10.5 Officers should also consider whether their spouse, partner or close relative has a financial or other interest in a licensing application which may give rise to the suspicion of the appearance of improper conduct and where the officer may therefore need to declare an interest.

10.6 Where an officer has declared an interest he or she should not participate in the processing of a licensing application but should instead refer the matter to his or her Manager who will arrange for another officer to discharge the duties.

### **11.0 PROCEDURES AT LICENSING HEARINGS**

11.1 The Licensing Committee and Sub Committee Procedure Rules (Part 4(I) of the Constitution), set out the procedure for hearings before the Licensing Committee and Sub Committees.

### **12.0 MONITORING AND REVIEW**

12.1 The Monitoring Officer shall monitor the following, and will report annually to the Corporate Governance and Audit Committee in relation to these matters:-

- the number of appeals upheld;
- any external inspection reports in respect of relevant issues; and
- any ombudsman complaints or reports in respect of relevant issues.

### **13.0 BREACHES OF THE CODE OF PRACTICE**

13.1 Failure to comply with this code of practice may lead to a finding of maladministration by the Ombudsman or could lead to a decision being challenged in the courts.

- 13.2 Allegations of a breach of this code of practice by Officers will be referred to the relevant Director for consideration under the Council's Disciplinary Procedure.

This page is intentionally left blank