

## **Licensing Committee**

**Friday, 24th May, 2024**

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

Councillors A Ali, J Bowden, E Carlisle,  
R Downes, L Farley, K Haigh, S Hamilton,  
T Hinchcliffe, S Holroyd-Case, L Martin and  
D Seary

- 1 Appeals Against Refusal of Inspection of Documents**  
There were no appeals against refusal of the inspection of documents.
- 2 Exempt Information - Possible Exclusion of the Press and Public**  
The agenda contained no exempt information.
- 3 Late Items**  
No formal late items of business were added to the agenda, however a supplementary document relating to Item 7 “Licensing Committee – Annual Governance Arrangements” was tabled at the meeting presenting the updated Sub Committee membership schedule following confirmation of the Committee membership by Annual Council on 23<sup>RD</sup> May 2024. (Minute 7 refers)
- 4 Declaration of Interests**  
No declarations of interest were made.
- 5 Apologies for Absence**  
Apologies for absence were received from Councillor Buckley and Councillor Senior.
- 6 Minutes**  
**RESOLVED** – That the minutes of the previous meeting held on 12<sup>th</sup> March 2024 be agreed as a correct record.
- 7 Licensing Committee - Annual Governance Arrangements**  
The City Solicitor submitted a report which sought to establish the governance arrangements for the Licensing Committee for the 2024/2025 Municipal Year. The Principal Legal Officer presented the report providing a brief overview of its contents:
  - Licensing Committee Terms of Reference as set out in Appendix 1 of the report,
  - Membership of each Licensing Sub-Committee as set out in amended Appendix 2 tabled at the meeting,
  - Licensing Sub-Committee Terms of Reference as set out in Appendix 3 of the report,

- The delegation of Licensing functions to the Director of Communities, Housing and Environment as contained in Appendix 4.

Members noted that the Committee had 14 seats for 2024/25 and that Sub Committee E would only contain two Members, with a proposal that Members from Sub Committees A to D attend E on rotation. Comments made about the importance of the work of the Licensing Sub Committees were noted, along with the need for three Members to attend each Sub Committee meeting to ensure business could be transacted. Members concerns over the membership being one Member short were noted and it was agreed that the matter would be raised at the appropriate level. The Committee also noted the offer made by Councillor Holroyd-Case to attend Sub Committee E in addition to the Sub Committee he was proposed to be appointed to and it was agreed that, should a third Member on rotation not be available, then Councillor Holroyd-Case would be called upon.

**RESOLVED –**

- a) To note the terms of reference of the Licensing Committee as shown at Appendix 1.
- b) To appoint the memberships of the five Licensing Sub-Committees for the 2024/25 Municipal Year as follows:
  - A Councillors: A Ali, K Haigh and E Carlisle
  - B Councillors: N Buckley, L Martin and S Holroyd-Case
  - C Councillors: R Downes, S Hamilton and L Farley
  - D Councillors: J Gibson, J Bowden and D Seary
  - E Councillors: T Hinchcliffe, J Senior and one Member in rotation from Sub Committees A to D
- c) That approval be given to the terms of reference for the Licensing Sub-Committees as set out in Appendix 3 of the report.
- d) That approval be given to 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 as shown in Appendix 4 of the report.

**8 Licensing Committee - Licensing Procedure Rules, the Code of Practice for Determining Licensing Matters and Prescribed Licensing Training**

The City Solicitor submitted a report seeking approval of draft procedure rules relating to meetings and hearings of the Licensing Committee and it's Sub Committees which apply to proceedings under both the Licensing Act 2003 and the Gambling Act 2005 and which cross-refer to the relevant regulations and sought the approval of Members to the adoption of these to govern committee procedure.

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

In addition, the Chair noted a proposal to arrange an informal “Clear Hold Build” strategy session with West Yorkshire Police, details would be provided to Members in due course.

**RESOLVED –**

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

**9 Date and Time of Next Meeting**

**RESOLVED –** To note the date and time of the next meeting as Tuesday 2<sup>nd</sup> July 2024 at 10.00 am.