

## LICENSING COMMITTEE

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MEETING TO BE HELD IN CIVIC HALL, LEEDS ON  
FRIDAY, 21ST MAY, 2021 AT 11.00 AM

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### MEMBERSHIP

H Bithell	P Alderson	R Downes	A Hutchison
A Garthwaite	N Buckley		
J Gibson	B Flynn		
J Illingworth	R Richards		
J Lennox			
L Martin			
A Smart			
P Wray			
(1x Whips Nominee)			

(Please note the Membership of this Committee will be confirmed following the Annual Meeting of Council to be held on Thursday 20<sup>th</sup> May 2021)

This meeting will be held at the Civic Hall, Leeds. Due to current restrictions arising from the pandemic, there will be very limited capacity in the public gallery for observers of the meeting. This meeting will be webcast live via the link below, however if you would like to attend to observe in person, please email ([FacilitiesManagement@leeds.gov.uk](mailto:FacilitiesManagement@leeds.gov.uk)) to request a place, clearly stating the name, date and start time of the committee and include your full name and contact details, no later than 24 hours before the meeting begins. Please note that the pre-booked places will be allocated on a 'first come, first served' basis and once pre-booked capacity has been reached there will be no further public admittance to the meeting. On receipt of your request, colleagues will provide a response to you.

Please Note - Whilst the rates of infection have come down, Coronavirus is still circulating in Leeds. Therefore, even if you have had the vaccine, if you have Coronavirus symptoms: a high temperature; a new, continuous cough; or a loss or change to your sense of smell or taste, you should NOT attend the meeting and stay at home, and [get a PCR test](#) . For those who are attending the meeting, please bring a face covering, unless you are exempt.

Note to observers of the meeting: To remotely observe this meeting, please click on the 'View the Meeting Recording' link which will feature on the meeting's webpage (linked below) ahead of the meeting. The webcast will become available at the commencement of the meeting.

<https://democracy.leeds.gov.uk/ieListDocuments.aspx?CId=163&MId=11399&Ver=4>

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**Agenda compiled by:**  
**Tel No:**  
**Governance Services**  
**Civic Hall**  
**LEEDS LS1 1UR**

**John Grieve**  
**37 88662**

# A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 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>	

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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 DISCLOSABLE PECUNIARY INTERESTS</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive apologies for absence (If any)</p>	
6			<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>To consider and approve the minutes of the previous meeting held on 19<sup>th</sup> April 2021.</p> <p>(Copy attached)</p>	7 - 8
7			<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>To consider any matters arising from the minutes.</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
8			<p><b>LICENSING COMMITTEE - ANNUAL GOVERNANCE ARRANGEMENTS</b></p> <p>To consider a report by the City Solicitor which seeks to establish the governance arrangements for the Licensing Committee for the 2021/2022 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 2021/2022 municipal year.</li> <li>• To approve terms of reference for the licensing sub-committees.</li> <li>• To approve the delegation of functions to Officers as appropriate.</li> </ul> <p>(Report attached)</p>	9 - 32
9			<p><b>LICENSING PROCEDURE RULES, THE CODE OF PRACTICE FOR DETERMINING LICENSING MATTERS AND PRESCRIBED LICENSING TRAINING.</b></p> <p>To consider a report by the City Solicitor which requests Members' consideration to the draft procedure rules relating to meetings and hearings of the Licensing Committee and sub-committees and seeks the approval of Members to the adoption of these to govern committee procedure.</p> <p>To seek Members' consideration to the Code of Practice for the Determination of Licensing Matters and to ask Members to approve and resolve to follow the Code.</p> <p>(Report attached)</p>	33 - 54
10			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>To note that the next meeting will take place on Tuesday, 6<sup>th</sup> July 2021 at 10.00am in the Civic Hall, Leeds.</p>	

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2  a) b)				