

# **LICENSING ACT COMMITTEE (AND SUB-COMMITTEES)**

## **Terms of Reference, Constitution, Rules and Procedures**

### **Role**

1. To periodically review and make recommendations to Executive Committee on Licensing Policy.
2. Through designated sub-committees, to consider applications and determine appeals under the Licensing Act 2003 in respect of:
  - Personal Licences
  - Premises Licences
  - Temporary Event Notices

### **Constitution**

3. The Committee will comprise 12 members.
4. The Chairman and two other members will be designated as Sub-Committee Chairmen in order to take account of the special training needs for this role. Ad-hoc sub-committees will be established as and when required and comprise a designated Chairman and two other members drawn from the committee by the Head of Legal and Governance.
5. Political balance will apply to the committee but not to the Sub-Committees.
6. The quorum of the Licensing Act Committee and its sub-committees will be 3 members.

### **Rules and Procedures**

7. The Licensing Act Committee and its sub-committees will be serviced by the Democratic and the Legal Services Sections.
8. The Committee will meet as and when required and meetings may be timed to follow consecutively with meetings of the Licensing and Appeals Committee.
9. Meetings will be held in public, with the full right of attendance for all Councillors, public and press, except during consideration of Exempt business.
10. In respect of sub-committee hearings, Procedure Rule 28(1) (Councillors right to speak) shall not apply.
11. An agenda, together with reports will be made available to all Members of the Council at least five clear working days before the meeting, with the exception of any confidential information relating to an applicant that will be circulated only to Members of the Committee.

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