

LICENSING ACT COMMITTEE

Terms of Reference, Constitution, Rules and Procedures

Role

1. Through delegated authority, to consider applications and determine appeals under the Licensing Act 2003
 - Personal Licences
 - Premises Licences
 - Temporary Event Notices

Constitution

2. The Committee will comprise 12 members. Out of which 4 members will be designated as Sub-Committee/Panel Chairmen (to include the Chairman of the licensing Committee itself) in order to take account of the special training needs for this role. The Head of Legal & Governance is authorised to determine appointments to the Licensing Act Committee on the basis of the nominations of the Group Leaders.
3. Political balance will apply but not to the Sub-Committees/Panels.
4. The quorum of the Licensing Act Committee will be 3 members.

Rules and Procedures

5. The Licensing Act Committee will be serviced by the Democratic and the Legal Services Sections.
6. The Committee will meet as and when required.
7. Meetings will be held in public, with the full right of attendance for all Councillors, public and press, except during consideration of Exempt business.
8. 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.

November 2007