

# **LICENSING COMMITTEE**

## **Chairs of Licensing Sub-Committees**

**12 June 2025**

### **Report of the Licensing Manager**

#### **PURPOSE OF REPORT**

To enable the Committee to make arrangements for the chairing of Licensing Sub-Committees during the forthcoming municipal year.

**This report is public.**

#### **Recommendation**

- (1) That the Committee appoints, for the municipal year 2025/26, the Chair and Vice-Chair of the Licensing Committee and two further Councillors, who are members of the Licensing Committee, to act as Chairs of the ad hoc Sub-Committees established to hear individual applications under the Licensing Act 2003 and the Gambling Act 2005.

#### **1.0 Introduction**

- 1.1 The procedure for establishing sub-committees to deal with hearings under the Licensing Act 2003 was agreed at the former Licensing Act Committee's meeting on the 14th February 2005.
- 1.2 Each Sub-Committee must comprise three members of the Licensing Committee. The Sub-Committees are convened by the Democratic Services Manager, as and when required, from the Licensing Committee's ten members.

#### **2.0 Proposal Details**

- 2.1 The Committee is requested to appoint the Chair and Vice-Chair of the Licensing Committee and two further Councillors, who are members of the Licensing Committee, to act as Chairs of the ad hoc Sub-Committees.

#### **3.0 Details of Consultation**

- 3.1 None

#### **4.0 Options and Options Analysis (including risk assessment)**

- 4.1 There is a need for the Licensing Committee to appoint Sub-Committee Chairs to chair the ad hoc Licensing Sub-Committee hearings.

#### **5.0 Conclusion**

- 5.1 The Committee is recommended to appoint its Chair, Vice-Chair and two further Councillors, who are members of the Licensing Committee, to act as Chairs of the ad hoc Sub-Committee hearings.

**CONCLUSION OF IMPACT ASSESSMENT**

(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

None.

**FINANCIAL IMPLICATIONS**

The Independent Remuneration Panel (IRP) has made provision for special responsibility allowances to be paid to each Sub-Committee Chair, in addition to the special responsibility allowance that is paid to the Chair of the Committee, and the budgetary provision reflects this. The fact that a Councillor is only entitled to receive one special responsibility allowance means that it is impossible to estimate the actual budget cost in advance and generally gives leeway within the budgetary provision.

**LEGAL IMPLICATIONS**

The proposal is in accordance with the provisions of the Licensing Act 2003, which provides for the establishment of one or more Sub-Committees consisting of two members of the Committee, but makes no further provision as to how this should be arranged.

**OTHER RESOURCE IMPLICATIONS****Human Resources:**

None

**Information Services:**

None

**Property:**

None

**Open Spaces:**

None

**S151 OFFICER'S COMMENTS**

None.

**MONITORING OFFICER'S COMMENTS**

None.

**BACKGROUND PAPERS**

None

**Contact Officer:** Jennifer Curtis

**Telephone:** 01524 582732

**E-mail:** jcurtis@lancaster.gov.uk

**Ref:** JC/Sub25