

## **Licensing Act Committee - Terms of Reference**

### Composition:

Between 10 and 15 members who undertake relevant training in regulatory matters.

Membership to be balanced to political proportions on the Council

The quorum for the Committee shall be in accordance with Council Procedure Rule 8 (i.e. one-quarter of the membership or 2 members whichever is the greater).

Substitutes will not be allowed.

### Terms of reference:

(1) To undertake all the Council's functions as Licensing Authority under the Licensing Act 2003 and to do so with a view to promoting the Act's licensing objectives (the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm) and with regard to the Council's Statement of Licensing Policy and any guidance issued by the Secretary of State under S. 182 of the Act.

(2) To delegate its functions to sub-committees or officers subject to the restrictions imposed under the Act and the Guidance and Regulations made thereunder.

(3) To appoint sub-committees of 3 members chosen from the membership of the Committee to carry out those functions. Sub-committees need not be politically balanced. Sub-committee quorum to be 3.

(4) To appoint up to 5 of its membership to act as standing chairmen who will be entitled to chair meetings of the licensing sub-committees.

(5) To keep the Council's Statement of Licensing Policy under review in each of the 3 years for which the Policy is current and to make recommendations to the Council in relation to the revision of the Policy.

(6) To receive summary reports on determinations made by the licensing sub-committees and decisions made by officers and generally monitor workloads and performance.

(7) To encourage partnership working between the Council and all other relevant agencies and interests including local people and business with a view to promoting the licensing objectives of the Act.

(Note: If not quorate, the Committee is required, by virtue of Section 7(9) of the Licensing Act 2003, to refer any of the above matters which it is unable to deal with to the full Council for determination).

The Committee's proceedings (and that of its sub-committees) shall be in accordance with Regulations made under the Licensing Act 2003.