

LICENSING COMMITTEE

MEETING TO BE HELD IN CIVIC HALL, LEEDS ON
FRIDAY, 24TH MAY, 2019 AT 10.30 AM

MEMBERSHIP

Councillors

N Buckley - Alwoodley;
R Downes - Otley and Yeadon;
B Flynn - Adel and Wharfedale;
B Gettings - Morley North;
M Harland (Chair) - Kippax and Methley;
G Wilkinson - Wetherby;
A Garthwaite - Headingley and Hyde Park;
K Groves - Middleton Park;
H Bithell - Kirkstall;
P Drinkwater - Killingbeck and Seacroft;
B Garner - Ardsley and Robin Hood;
J Heselwood - Bramley and Stanningley;
C Knight - Weetwood;

A G E N D A

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1			APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS 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) (*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)	
2			EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC 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. 2 To consider whether or not to accept the officers recommendation in respect of the above information. 3 If so, to formally pass the following resolution:- RESOLVED – 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	

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3			LATE ITEMS To identify items which have been admitted to the agenda by the Chair for consideration (The special circumstances shall be specified in the minutes)	
4			DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS 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.	
5			APOLOGIES FOR ABSENCE To receive apologies for absence (If any)	
6			MINUTES OF THE PREVIOUS MEETING To consider and approve the minutes of the previous meeting held on 2 nd April 2019. (Copy attached)	1 - 4
7			MATTERS ARISING FROM THE MINUTES To consider any Matter Arising from the Minutes	

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8			LICENSING COMMITTEE - ANNUAL GOVERNANCE ARRANGEMENTS To consider a report of the City Solicitor which seeks to establish the governance arrangements for the Licensing Committee for the 2019/20 Municipal Year; namely: • Noting the terms of reference of the Licensing Committee as agreed at the annual Council meeting on 22nd May 2019. • To appoint Licensing Sub-Committees for the 2019/2020 municipal year. • To approve terms of reference for the Licensing Sub-Committees. • To approve the delegation of functions to Officers as appropriate. (Report attached)	5 - 28
9			LICENSING PROCEDURE RULES, THE CODE OF PRACTICE FOR DETERMINING LICENSING MATTERS AND PRESCRIBED LICENSING TRAINING To consider a report by the City Solicitor which sets out the draft procedure rules relating to hearings and other meetings of the Licensing Committee and it's Sub Committees and to seek Members approval to the adoption of these Procedure Rules. The report also requests consideration of the Code of Practice for Determination of Licensing Matters and seeks Members agreement to approve and resolve to follow the Code. (Report attached)	29 - 50

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10			LICENSING COMMITTEE WORK PROGRAMME To note the contents of the Licensing Committee Work Programme for 2019/20. (Report attached)	51 - 52
11			DATE AND TIME OF NEXT MEETING To note that the next meeting will take place on Tuesday, 2nd July 2019 at 10.00am in the Civic Hall, Leeds. Third Party Recording Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda. Use of Recordings by Third Parties– code of practice a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.	
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