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Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr
Bridgend County Borough Council

Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB / Civic Offices, Angel Street, Bridgend, CF31 4WB



Rydym yn croesawu gohebiaeth yn Gymraeg. Rhwch wybod i ni os mai Cymraeg yw eich dewis iaith.

We welcome correspondence in Welsh. Please let us know if your language choice is Welsh.



Cyfarwyddiaeth y Prif Weithredwr / Chief Executive's Directorate
Deialu uniongyrchol / Direct line /: 01656 643148 / 643694 / 643513
Gofynnwch am / Ask for:

Ein cyf / Our ref:
Eich cyf / Your ref:

Dyddiad/Date: Thursday, 15 May 2025

Dear Councillor,

LICENSING ACT 2003 COMMITTEE

A meeting of the Licensing Act 2003 Committee will be held remotely - via Microsoft Teams on
Wednesday, 21 May 2025 at 09:45.

AGENDA

1 Apologies for Absence

To receive apologies for absence from Members.

2 Declarations of Interest

To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members Code of Conduct adopted by Council from 1 September 2008.

3 Approval of Minutes

3 - 4

To receive for approval the minutes of The Licensing Act 2003 meeting of 22/05/2024

4 Licensing Act 2003 and Gambling Act 2005 Delegation Of Functions

5 - 8

By receiving this Agenda Pack electronically you will save the Authority approx. £00.16 in printing costs

5 Urgent Items

To consider any other item(s) of business in respect of which notice has been given in accordance with Rule 4 of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

Note: This will be a Remote meeting and Members and Officers will be attending Remotely via Microsoft Teams. The meeting will be recorded for subsequent transmission via the Council's internet site which will be available as soon as practicable after the meeting. If you would like to view this meeting live, please contact cabinet_committee@bridgend.gov.uk or tel. 01656 643148 / 643694 / 643513 / 643159.

Yours faithfully

K Watson

Chief Officer, Legal and Regulatory Services, HR and Corporate Policy

Councillors:

H T Bennett

A R Berrow

S J Bletsoe

RJ Collins

O Clatworthy

C Davies

S Easterbrook

H Griffiths

RM James

P W Jenkins

M Lewis

J Llewellyn-Hopkins

J E Pratt

R Williams

MINUTES OF A VIRTUAL MEETING OF THE LICENSING ACT 2003 COMMITTEE HELD REMOTELY - VIA MICROSOFT TEAMS ON WEDNESDAY, 22 MAY 2024 AT 10:00

Present

Councillor M Lewis – Chairperson

A R Berrow
P W Jenkins

S J Bletsoe
J Llewellyn-Hopkins

H Griffiths
J E Pratt

RM James
R Williams

Apologies for Absence

H T Bennett, S Easterbrook and MJ Kearn

Officers:

Nick Dennison
Mark Galvin
Michael Pitman

Solicitor
Senior Democratic Services Officer - Committees
Technical Support Officer – Democratic Services

Declarations of Interest

2. Declarations of Interest

| | |
|--------------------|----------------------------------------------|
| Decision Made | There were no declarations of interest made. |
| Date Decision Made | 22 May 2024 |

Licensing Act 2003 and Gambling Act 2005 Delegation of Functions

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|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Decision Made | <p><u>RESOLVED:</u></p> <p>That having regard to the report, the Committee exercise its delegated authority to:-</p> <p>i) Authorise the Chief Officer – Legal and Regulatory Services, HR and Corporate Policy to institute proceedings under the Licensing Act 2003 and Gambling Act 2005.</p> <p>ii) Authorise the Chief Officer – Legal and Regulatory Services, HR and Corporate Policy, the Team Manager Licensing (Bridgend County Borough Council and Vale of Glamorgan Council) and the Senior Licensing Officer (Technical) to acknowledge and issue Notices relating to Temporary Event Notices; to issue, refuse, suspend licences, registrations, certificates, permits and notices, to implement the relevant provisions in respect of offences, reviews or other requirements; pursuant to any of the rules, regulations and/or Orders made under the Licensing Act 2003 and Gambling Act 2005 (as amended).</p> <p>iii) Approve the arrangements for the formation of Sub-Committees as set out in paragraph 3.3 of the report</p> |
| Date Decision Made | 22 May 2024 |

4. Urgent Items

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|--------------------|----------------------------|
| Decision Made | There were no urgent items |
| Date Decision Made | 22 May 2024 |

The meeting closed at 10:18.

| | |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Meeting of: | LICENSING ACT 2003 COMMITTEE |
| Date of Meeting: | 21 MAY 2025 |
| Report Title: | LICENSING ACT 2003 AND GAMBLING ACT 2005 DELEGATION OF FUNCTIONS |
| Report Owner / Corporate Director: | CHIEF OFFICER – LEGAL AND REGULATORY SERVICES, HR AND CORPORATE POLICY |
| Responsible Officer: | KIRSTY EVANS TEAM MANAGER LICENSING |
| Policy Framework and Procedure Rules: | The report content has no direct effect upon the policy framework and procedure rules. |
| Executive Summary: | <ul style="list-style-type: none"> • Section 9 of the Licensing Act 2003 provides that a licensing committee may establish one or more sub-committees consisting of three members of the committee. • At their meeting on 14 May 2025 Council received a report establishing the membership of the Licensing Act 2003 Committee. • This reports seeks to set out proposed arrangements for the authorisation of officers under the Licensing Act 2003 and Gambling Act 2005 and to confirm arrangements for the formation of sub-committees following the Annual Meeting of Council 2024. |

1. Purpose of Report

The purpose of this report is to set out proposed arrangements for the authorisation of officers under the Licensing Act 2003 and Gambling Act 2005 and to confirm arrangements for the formation of sub-committees following the Annual Meeting of Council 2025.

2. Background

- 2.1 Section 10 of the Licensing Act 2003 allows for the sub-delegation of functions by a licensing committee to a sub-committee established by it, or subject to certain restrictions, to officers.
- 2.2 The delegation of functions for the Gambling Act 2005 is delegated to the Licensing Act 2003 Committee established for the purposes of the Licensing Act 2003.
- 2.3 The legislation and statutory guidance set out those circumstances where decisions may not be undertaken by officers and these are generally where representations or objections have been made in respect of personal or premises licence applications.

3. Current situation / proposal

- 3.1 In the interests of effective performance it is proposed to delegate the responsibility for authorising officers to administer the requirements of the Licensing Act 2003 and Gambling Act 2005, to the Chief Officer – Legal and Regulatory Services, HR and Corporate Policy and for the Chief Officer – Legal and Regulatory Services, HR and Corporate Policy to institute proceedings under those Acts.
- 3.2 It is also proposed that, where appropriate, the Chief Officer – Legal and Regulatory Services, HR and Corporate Policy, the Team Manager Licensing (Bridgend County Borough Council and Vale of Glamorgan Council) and the Senior Licensing Officer (Technical) be authorised to acknowledge and issue Notices relating to Temporary Event Notices; to issue, refuse, suspend licences, registrations, certificates, permits and notices, to implement the relevant provisions in respect of offences, reviews or other requirements; pursuant to any of the rules, regulations and/or Orders made under the Licensing Act 2003 and Gambling Act 2005 (as amended). The authorisation in respect of the licensing officers will only take effect when they are made available to Bridgend County Borough Council in accordance with section 113 of the Local Government Act 1972.
- 3.3 The Committee is asked to approve the existing arrangement of the formation of further Sub-Committees consisting of three Members of the Licensing Act 2003 Committee to determine applications under the Licensing Act 2003 and Gambling Act 2005. It is proposed that the Licensing Act 2003 Sub-Committees are chaired by the Chairperson or Vice Chairperson of the Licensing Act 2003 Committee where possible. In the event that the Chair or Vice Chair are not able to attend, a chair person will be elected. The Committee is asked to note that approval of both the licensing and gambling policy statements must, by statute, be determined by the Council.

4. Equality implications (including Socio-economic Duty and Welsh Language)

- 4.1 An initial Equality Impact Assessment (EIA) screening has identified that there would be no negative impact on those with one or more of the protected characteristics, on

socio-economic disadvantage or the use of the Welsh Language. It is therefore not necessary to carry out a full EIA on this policy or proposal.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

- 5.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

6. Climate Change Implications

- 6.1 There are no climate change implications arising from this report.

7. Safeguarding and Corporate Parent Implications

- 7.1 There are no safeguarding and corporate parent implications arising from this report.

8. Financial Implications

- 8.1 There are no financial implications arising from the report.

9. Recommendations

- 9.1 It is recommended that the Committee exercise its delegated authority to:
- i) authorise the Chief Officer – Legal and Regulatory Services, HR and Corporate Policy to institute proceedings under the Licensing Act 2003 and Gambling Act 2005.
 - ii) authorise the Chief Officer – Legal and Regulatory Services, HR and Corporate Policy, the Team Manager Licensing (Bridgend County Borough Council and Vale of Glamorgan Council) and the Senior Licensing Officer (Technical) to acknowledge and issue Notices relating to Temporary Event Notices; to issue, refuse, suspend licences, registrations, certificates, permits and notices, to implement the relevant provisions in respect of offences, reviews or other requirements; pursuant to any of the rules, regulations and/or Orders made under the Licensing Act 2003 and Gambling Act 2005 (as amended).
 - iii) approve the arrangements for the formation of Sub-Committees as set out in paragraph 3.3 above.

Background documents

None.