

**BRIDGEND COUNTY BOROUGH COUNCIL**

**22 May 2018**

**LICENSING ACT 2003 COMMITTEE**

**REPORT OF THE CORPORATE DIRECTOR OPERATIONAL AND  
PARTNERSHIP SERVICES**

**LICENSING ACT 2003 AND GAMBLING ACT 2005  
DELEGATION OF FUNCTIONS**

**1. Purpose of Report.**

- 1.1 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 2018.

**2. Connection to Corporate Improvement Plan / Other Corporate Priority.**

- 2.1 Approval is required so the authority may effectively discharge its functions under the Licensing Act 2003 and Gambling Act 2005.

**3. Background.**

- 3.1 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 16 May 2018 Council received a report establishing the membership of the Licensing Act 2003 Committee.
- 3.2 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. Authorisations have previously been approved by Committee but need to be updated to reflect changes to job titles following the establishment of the Shared Regulatory Service and change in the service department name.
- 3.3 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.
- 3.4 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.

**4. Current situation / proposal.**

- 4.1 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 Corporate Director Operational and Partnership Services, and to the Head of Regulatory and Partnership Services, and for the Corporate Director of Operational and Partnership Services to institute proceedings under those Acts.
- 4.2 It is also proposed that, where appropriate, the Corporate Director of Operational and Partnership Services, the Team Manager Licensing (Bridgend and Vale) and the Senior Licensing Officer (Technical) and Senior Licensing Enforcement Officer 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 Team Manager Licensing (Bridgend and Vale) and the Senior Licensing officer (Technical) 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.
- 4.3 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. The Committee is asked to note that approval of both the licensing and gambling policy statements must, by statute, be determined by Council. 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.
- 4.4 In the event that the Chair or Vice Chair are not able to attend their respective sub-committee meeting, a chair will be elected from those in attendance.

## **5. Effect upon Policy Framework & Procedure Rules.**

- 5.1 None

## **6. Equality Impact Assessment.**

- 6.1 A full Equality Impact Assessment has not been undertaken as there are no implications in relation to age; disability; gender and transgender; race; religion or belief and non-belief; sexual orientation on this matter.

## **7. Financial Implications.**

- 7.1 None

## **8. Recommendation.**

- 8.1 It is recommended that the Committee exercise its delegated authority to authorise the Corporate Director Operational and Partnership Services to institute proceedings under the above-mentioned Acts.
- 8.2 It is recommended that the Committee exercise its delegated authority to authorise the Corporate Director Operational Partnership Services, the Team Manager Licensing (Bridgend and Vale) and the Senior Licensing Officer (Technical), and Senior Licensing Enforcement Officer, 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).
- 8.3 It is recommended that the Committee exercise its delegated authority and approve the arrangements for the formation of Sub-Committees set out in paragraphs 4.3 and 4.4 above.

**P A Jolley**  
**Corporate Director - Operational and Partnership Services**

**16 May 2018**

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### **Background documents**

Report to Council 16 May 2018

Section 182 Guidance issued in association with the Licensing Act 2003 available at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)