

Meeting of:	LICENSING COMMITTEE
Date of Meeting:	20 MAY 2026
Report Title:	APPOINTMENT OF LICENSING SUB-COMMITTEE(S) AND DELEGATIONS TO OFFICERS
Report Owner / Responsible Chief Officer / Cabinet Member:	CHIEF OFFICER – LEGAL AND REGULATORY SERVICES, HR AND ELECTORAL
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:	To propose the membership of the Licensing Committee and Sub-Committees following the Annual Meeting of Council 2026.

1. Purpose of Report

- 1.1 The purpose of this report is to propose the membership of the Licensing Committee Sub-Committees following the Annual Meeting of Council 2026.

2. Background

- 2.1 At the annual general meeting of Council on 13 May 2026 they will determine the membership of the Licensing Act 2003 and the Licensing Committees for the municipal year 2026/2027. At the date of publication of this report the membership has not been confirmed.

3. Current situation / proposal

- 3.1 The range of functions is set out within the Council's Constitution in Part 3 - Responsibility for Functions, relating to the Licensing Committee and Sub-Committees. These functions include taxi licensing, street trading, and other general licensing regimes as required. A separate report is being submitted in respect of the authority's Licensing Act 2003 and Gambling Act 2005 functions.

3.2 It is proposed that the Licensing Committee continues with the existing arrangements and approves the formation of two panels sitting on a rota basis, each consisting of seven Members of the Licensing Committee and chaired by the Chairperson and Vice Chairperson of the Licensing Committee where possible.

3.3 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.

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 or Nature Implications

6.1 There are no climate change or nature 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 The Committee is recommended to:

- Approve the formation of two panels sitting on a rota basis, each consisting of seven Members of the Licensing Committee and chaired by the Chairperson and Vice Chairperson of the Licensing Committee where possible. 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. These Licensing Sub-Committees will undertake licensing functions, including taxi licensing and street trading as set out in the Council's Constitution.

Background documents

None.