



**Resources Department  
Town Hall, Upper Street, London, N1 2UD**

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## **AGENDA FOR THE LICENSING COMMITTEE**

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A meeting of the Licensing Committee will be held in the Council Chamber on **25 May 2021 at 6.25 pm.**

Enquiries to : Jackie Tunstall  
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Despatched : 17 May 2021

### Membership

### Substitute Members

Membership to be confirmed at Annual Council on the 20 May 2021.

**Quorum: is 4 Councillors**



**A. Formal Matters** **Page**

1. Apologies for Absence
2. Declarations of Interest

If you have a **Disclosable Pecuniary Interest\*** in an item of business:

- if it is not yet on the council's register, you **must** declare both the existence and details of it at the start of the meeting or when it becomes apparent;
- you may **choose** to declare a Disclosable Pecuniary Interest that is already in the register in the interests of openness and transparency.

In both the above cases, you **must** leave the room without participating in discussion of the item.

If you have a **personal** interest in an item of business **and** you intend to speak or vote on the item you **must** declare both the existence and details of it at the start of the meeting or when it becomes apparent but you **may** participate in the discussion and vote on the item.

**\*(a) Employment, etc** - Any employment, office, trade, profession or vocation carried on for profit or gain.

**(b) Sponsorship** - Any payment or other financial benefit in respect of your expenses in carrying out duties as a member, or of your election; including from a trade union.

**(c) Contracts** - Any current contract for goods, services or works, between you or your partner (or a body in which one of you has a beneficial interest) and the council.

**(d) Land** - Any beneficial interest in land which is within the council's area.

**(e) Licences**- Any licence to occupy land in the council's area for a month or longer.

**(f) Corporate tenancies** - Any tenancy between the council and a body in which you or your partner have a beneficial interest.

**(g) Securities** - Any beneficial interest in securities of a body which has a place of business or land in the council's area, if the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or of any one class of its issued share capital.

This applies to **all** members present at the meeting.

3. Minutes of previous meeting 1 - 2

**B. Items for Decision** **Page**

1. Appointment of the Licensing Sub-Committees for Municipal Year 2021/2022 and Delegation of Licensing Functions. 3 - 12

**C. Urgent non-exempt items**

Any non-exempt items which the Chair agrees should be considered urgently by reason of special circumstances. The reasons for urgency will be agreed by the Chair and recorded in the minutes.

**D. Exclusion of press and public**

To consider whether, in view of the nature of the remaining items on the agenda, any of them are likely to involve the disclosure of exempt or confidential information within the terms of Schedule 12A of the Local Government Act 1972 and, if so, whether to exclude the press and public during discussion thereof.

**E. Urgent Exempt Items (if any)**

Any exempt items which the Chair agrees should be considered urgently by reason of special circumstances. The reasons for urgency will be agreed by the Chair and recorded in the minutes.

**WEBCASTING NOTICE**

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# Agenda Item 3

London Borough of Islington

## Licensing Committee - 1 October 2020

Minutes of the meeting of the Licensing Committee held by Zoom on 1 October 2020 at 5.45 pm.

**Present:**      **Councillors:**      Phil Graham (Chair), Nick Wayne (Vice-Chair), Sheila Chapman, Paul Convery, Troy Gallagher, Matt Nathan, Gary Poole and Michelline Safi-Ngongo.

### Councillor Phil Graham in the Chair

**21**      **APOLOGIES FOR ABSENCE (Item 1)**

Apologies were received from Councillors Vivien Cutler, Rakhia Ismail, Marian Spall and Joe Caluori.

**22**      **DECLARATIONS OF INTEREST (Item 2)**

There were no declarations of interest.

**23**      **MINUTES OF PREVIOUS MEETING (Item 3)**

**RESOLVED** that the minutes of the 3 October 2019 be confirmed as a correct record of proceedings and the Chair be authorised to sign them.

**24**      **APPOINTMENT OF LICENSING SUB-COMMITTEES AND DELEGATION OF LICENSING FUNCTIONS (Item 1)**

**RESOLVED**

- a) that four Licensing Sub-Committees be established for the year 2020/2021 with the terms of reference as set out in Appendix 1 of the report and that all functions falling within their terms of reference be delegated to them;
- b) That the following members, Chairs and Vice-Chairs be appointed for the municipal year 2020/2021 or until successors are appointed;

#### Licensing Sub A

<b>Members</b>	<b>Substitutes</b>
Councillor Sheila Chapman (Chair) Councillor Marian Spall (Vice-Chair) Councillor Alice Clarke-Perry	All other members of the Licensing Committee.

#### Licensing Sub B

<b>Members</b>	<b>Substitutes</b>
Councillor Phil Graham (Chair) Councillor Vivien Cutler (Vice-Chair) Councillor Matt Nathan	All other members of the Licensing Committee.

## Licensing Committee - 1 October 2020

### Licensing Sub C

<b>Members</b>	<b>Substitutes</b>
Councillor Michelline Safi-Ngongo (Chair) Councillor Troy Gallagher (Vice-Chair) Councillor Gary Poole	All other members of the Licensing Committee.

### Licensing Sub D

<b>Members</b>	<b>Substitutes</b>
Councillor Nick Wayne (Chair) Councillor Paul Convery (Vice-Chair) Councillor Joe Caluori	All other members of the Licensing Committee.

- c) That it be noted that the following are members of the Licensing Committee and are substitutes for all of the Licensing Sub-Committees;
- Councillor Rakhia Ismail
- d) That the Terms of Reference for the Licensing Committee, as set out in Appendix 2, be noted.

The meeting ended at 5.55 pm

**CHAIR**



**Governance and Human Resources  
Town Hall  
Upper Street,  
London, N1 2UD**

**Report of: Acting Director of Law and Governance and Monitoring Officer**

<b>Meeting of:</b>	<b>Date:</b>	<b>Ward(s):</b>
Licensing Committee	25 May 2021	All

## **SUBJECT: Appointment of the Licensing Sub-Committees for Municipal Year 2021/2022 and Delegation of Licensing Functions.**

### **1. Synopsis**

This report proposes the appointment of the Licensing Sub-Committees, the approval of their terms of reference and the delegation of licensing functions to the Licensing Sub-Committees and to officers.

### **2. Recommendations**

- a) That four Licensing Sub-Committees be established for the municipal year 2021/2022 with the terms of reference set out in Appendix 1 of the report and that all functions falling within the terms of reference be delegated to them;
- b) That the following members, Chairs and Vice-Chairs, be appointed for the municipal year 2021/2022 or until successors are appointed.

#### **Licensing Sub-Committee A:**

<b>Members:</b>	<b>Substitute:</b>
Councillor - To be confirmed Councillor Councillor	All other members of the Licensing Committee.

### **Licensing Sub-Committee B:**

<b>Members:</b>	<b>Substitute:</b>
Councillor To be confirmed Councillor Councillor	All other members of the Licensing Committee.

### **Licensing Sub-Committee C:**

<b>Members:</b>	<b>Substitute:</b>
Councillor To be confirmed Councillor Councillor	All other members of the Licensing Committee.

### **Licensing Sub-Committee D:**

<b>Members:</b>	<b>Substitute:</b>
Councillor To be confirmed Councillor Councillor	All other members of the Licensing Committee.

- c) That, it be noted that, the following are members of the Licensing Committee and are substitutes for all of the Licensing Sub-Committees:-
- d) That the Terms of Reference for the Licensing Committee as set out in Appendix 2 be noted.

## **3. Background**

- 3.1 Licensing Sub-Committees are established under the Licensing Act 2003. They may exercise licensing functions (as defined by the Licensing Act 2003 and licensing functions under the Gambling Act 2005) other than functions specifically reserved to the Council, which are delegated to them by the Licensing Committee
- 3.2 The Licensing Committee may also delegate its functions to officers of the Council, subject to restrictions set out in the Act where relevant representations or police objections are received.
- 3.3 Functions under schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended are the responsibility of the Council. Under section 101 of the Local Government Act 1972, the Council may arrange for the discharge of these responsibilities by a committee or sub-committee of the Council.



- 3.4 The Licensing Committee is asked to appoint a number of Sub-Committees to determine applications in respect of the Licensing Act 2003, schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended and the Gambling Act 2005. The Licensing Committee is asked to approve the detailed terms of reference for the Sub-Committees contained in Appendix 1.
- 3.5 The Committee is asked to note the terms of reference for the Licensing Committee set out at Appendix 2.
- 3.6 A list of dates for each of the Sub-Committees is attached at Appendix 3 for information.

#### **4. Implications**

##### **Financial implications:**

None.

##### **Legal Implications:**

The Licensing Act 2003 requires that each licensing authority establish a licensing committee of between ten and fifteen members. A licensing committee may form one or more sub-committees, each comprising three members of the committee.

The licensing committee may sub-delegate its functions to one or more sub-committees, or to an officer of the licensing authority.

A licensing sub-committee when dealing with an application for a sex establishment licence will not be acting as a sub-committee under the Licensing Act 2003 but would instead be exercising their functions under schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982.

#### **4.3 Environmental Implications**

There are no environmental impacts arising from this report.

#### **4.4 Resident Impact Assessment:**

The council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it (section 149 Equality Act 2010). The council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life. The council must have due regard to the need to tackle prejudice and promote understanding.

A resident impact assessment has not been carried out as the contents of the report relate to a purely administrative function and will not impact on residents.

#### **5. Conclusion and reasons for recommendations**

Approval of the recommendations is needed to ensure the Sub-Committees are properly constituted.

## Appendices

- Appendix 1 – Terms of Reference of the Sub-Committees
- Appendix 2 – Terms of Reference of the Licensing Committee
- Appendix 3 – Licensing Sub-Committee meeting dates 2021/2022.

## Background papers:

None.

Final report clearance:

A handwritten signature in black ink, appearing to read 'P Feltham', is centered on the page.

Signed by Acting Director of Law and Governance and Monitoring Officer

Report Author: Jackie Tunstall  
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Legal Implications Author: Marina Lipscomb, Chief Litigation Lawyer  
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## **LICENSING SUB COMMITTEES**

### **Composition**

The sub-committees shall comprise three members.

### **Quorum**

The quorum of the sub-committee shall be three members.

### **Terms of Reference**

#### **Licensing Act 2003**

1. To determine applications for personal licences where the police have served an objection notice or the applicant has an unspent conviction.
2. To determine applications for premises licences, club premises certificates and provisional statements where a relevant representation is made.
3. To determine applications to vary premises licences and club premises certificates where a relevant representation is made.
4. To determine applications to vary a designated premises supervisor where a police objection is received.
5. To determine applications for transfer of a premises licences where a police objection is received.
6. To determine applications to review premises licences and club premises certificates.
7. To determine applications for interim authorities where a police objection is received.
8. To determine an objection to a temporary event notice.
9. Decision to object when the Council is a consultee and not the relevant authority considering the application.
10. Determination of applications to vary premises licences at community premises to include an alternative licence condition if there is a police objection.

#### **Gambling Act 2005**

10. To determine applications for premises licences and provisional statements where representations have been made and not withdrawn.
11. To determine applications for variation of premises licences where representations have been made and not withdrawn.
12. To determine applications for transfer of premises licences where representations from the Gambling Commission or responsibility authority are received.

13. To review a premises licence.
14. Application for club gaming/club machine permits where objections have been made and not withdrawn.
15. Cancellation of club gaming/club machine permits.
16. Decision to give a counter notice to a temporary use notice.

**Schedule 3 Local Government (Miscellaneous Provisions) Act 1982 as amended**

17. To determine applications for first grant of a sex establishment licence.
18. To determine renewal applications for a sex establishment licence if objections are received and not withdrawn.
19. To determine transfer applications for a sex establishment licence if objections are received and not withdrawn.

**General**

20. To determine any application or variation which is capable of being determined by officers but which the Director of Environment and Regeneration considers appropriate for the Sub-Committee to consider.

**Delegation to Officers**

21. All functions under the Licensing Act 2003, the Gambling Act 2005 and schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended not within the terms of reference of the Licensing Sub-Committees or reserved to the Council at Part 3 Section 7 of the Constitution, other than the fixing of fees under the Gambling Act 2005, are delegated to officers as detailed in Part 3 and Appendix 2 of the Constitution.

## **LICENSING COMMITTEE**

### **Composition**

The Licensing Committee shall comprise at least ten, but no more than fifteen members of the Council.

### **Quorum**

The quorum of the committee shall be four members.

### **Terms of Reference**

1. To discharge all of the licensing functions of the Council as the licensing authority under the Licensing Act 2003 and the Gambling Act 2005, except the determination of the Council's Statement of Licensing Policy and the publication of that Statement under either Act, the making of a resolution not to issue a casino premises licence under section 166 of the Gambling Act 2005 and the fixing of fees under the Gambling Act 2005.
2. To discharge the functions of the Council under schedule 3 Local Government Miscellaneous Provisions) Act 1982, as amended.
3. To establish and appoint to sub-committees to :
  - a. determine matters under the Licensing Act 2003 regarding personal licences, premises licences, club premises certificates, provisional statements, variation of the designated premises supervisor, interim authorities, police objections to temporary event notices and any applications requiring a hearing under the Act; and
  - b. determine matters under the Gambling Act 2005 regarding premises licences, provisional statements, variations of premises licences, transfers of premises licences, reviews of premises licences and any applications requiring a hearing under the Act.
4. To arrange for the discharge of the functions governed by the Licensing Act 2003 and the Gambling Act 2005 by its sub-committees or by officers in accordance with section 10 of the Licensing Act and section 232 of the Gambling Act.
5. To arrange for the discharge of any other of the Committee's functions by its sub-committees.
6. To receive and consider annual reports, where appropriate, on any matter directly related to the licensing functions in the borough.
7. To exercise the functions of the Licensing Sub-Committees during the period between the election and the Annual Meeting of the Council, if necessary.

8. To determine the amount of any fees and charges to be made for any approval, consent, licence, permit or registration within the terms of reference of the Committee.

**Licensing Committee Dates 2021/22**

Tuesday 25 May 2021 – 6.25pm  
Tuesday 13 July 2021 – 6.30pm  
Tuesday 9 November 2021 – 6.30pm  
Thursday 17 March 2022 – 6.30pm

**Licensing Sub-Committee Dates 2021/22 – 6.30 pm**

**Licensing Sub-Committee A**

Tuesday 6 July 2021  
Thursday 9 September 2021  
Thursday 18 November 2021  
Tuesday 25 January 2022  
Thursday 24 March 2022

**Licensing Sub-Committee B**

Tuesday 25 May 2021  
Tuesday 20 July 2021  
Tuesday 21 September 2021  
Thursday 2 December 2021  
Thursday 10 February 2022  
Thursday 7 April 2022

**Licensing Sub-Committee C**

Thursday 3 June 2021  
Tuesday 3 August 2021  
Tuesday 12 October 2021  
Thursday 16 December 2021  
Thursday 24 February 2022  
Thursday 21 April 2022

**Licensing Sub-Committee D**

Tuesday 15 June 2021  
Thursday 26 August 2021  
Tuesday 2 November 2021  
Thursday 6 January 2022  
Thursday 10 March 2022  
Tuesday 3 May 2022

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