



WEST OXFORDSHIRE
DISTRICT COUNCIL

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Name and date of Committee	LICENSING COMMITTEE – 20 MAY 2026
Subject	APPOINTMENT OF LICENSING SUB-COMMITTEES
Wards affected	None
Accountable member	Chair of the Licensing Committee
Accountable officer	Andrew Brown, Head of Democratic and Electoral Services. Email: Andrew.Brown@westoxon.gov.uk
Report author	Anne Learmonth – Democratic Services Officer. Email: Anne.Learmonth@westoxon.gov.uk
Summary/Purpose	To invite the Licensing Committee to confirm the appointment of Sub-Committees for the 2026/27 civic year.
Annexes	Annex A – Miscellaneous Licensing Sub-Committee nominations (to follow)
Recommendation(s)	That the Licensing Committee resolves to: a) Appoint five members of the Licensing Committee to the Miscellaneous Licensing Sub-Committee in accordance with political proportionality and the wishes of political groups (2 Liberal Democrat, 2 Conservative, 1 Labour), as set out in Annex A. b) Note that Licensing Panel membership will comprise the Chair or Vice-Chair of the Licensing Committee and two other members of the Licensing Committee drawn on an alphabetical rota basis from the remaining members of the Licensing Committee (subject to their availability and completion of licensing training prior to participation in a Licensing Panel meeting), as detailed in paragraph 4.3.
Corporate priorities	<ul style="list-style-type: none">• Working Together for West Oxfordshire
Key Decision	NO

Exempt	NO
Consultees/ Consultation	Leaders of political groups that are entitled to seats on the sub-committee have been asked to nominate members.

1. BACKGROUND

- 1.1 The Council's Constitution provides that the Licensing Committee will have two Sub-Committees which have certain functions and responsibilities:
- Miscellaneous Licensing Sub-Committee
 - Licensing Panel
- 1.2 The power to appoint members to Sub-Committees lies with the parent committee i.e. the Licensing Committee.

2. LICENSING TRAINING

- 2.1 Members of the Council wishing to serve on the Licensing Committee, its Licensing Panel Sub-Committee or Miscellaneous Licensing Sub-Committee, are required to attend Licensing training prior to participating in a meeting. Licensing training is scheduled to take place on 7 July 2026 at 2.00pm.

3. MISCELLANEOUS LICENSING SUB-COMMITTEE

- 3.1 This Sub-Committee is responsible for determining taxi, private hire and street trading applications in certain circumstances e.g. where the applicant has previous convictions. The provisions of the Local Government Act 1972 relating to Sub-Committees apply to the Miscellaneous Licensing Sub-Committee, meaning the membership must be appointed for a specified period of time (usually the duration of a civic year), in accordance with political proportionality.
- 3.2 It is proposed that the Licensing Committee appoints five members of the committee (as in previous years) to the Miscellaneous Licensing Sub-Committee for the 2026/27 municipal year, in accordance with political proportionality, as set out in Table 1 below.

Table 1: Political proportionality on the Misc. Licensing Sub-Committee

Group	Liberal Democrat	Conservative	Labour	Green	Total
Real entitlement	2.04	1.63	0.82	0.41	4.9*
Rounded entitlement	2	2	1	0	5
Seats allocated	2	2	1	0	5

**This figure does not sum to 5 due to the impact of one non-grouped councillor on overall proportionality.*

3.3 Members of the Sub-Committee may be substituted by any member of their political group who has undertaken licensing training.

4. LICENSING PANEL

4.1 The Licensing Panel is responsible for determining Personal Licenses and Premises Licenses where representations are received, and for considering whether to grant Temporary Event Notices where objections are received from the Police or Environmental Health.

4.2 The Licensing Panel is a Sub-Committee which is governed by the provisions of the Licensing Act 2003 rather than the Local Government Act 1972. Under the Licensing Act 2003, a Licensing Committee must establish one or more Sub-Committees comprising three members of the Licensing Committee. Licensing Panels are not subject to political proportionality and the membership does not have to be fixed for a specified period of time. It is a requirement of the Council's Constitution that the members participating in Licensing Panel meetings have completed licensing training.

4.3 On 4 June 2014 the Licensing Committee resolved that the Licensing Panel will be appointed as follows and these provisions were more recently included in the Council's Constitution:

- The Chair or Vice-Chair of the Licensing Committee shall sit on and chair each meeting of the Panel.
- The other two members of each meeting of the Panel shall be drawn on an alphabetical rota basis from the remaining members of the Licensing Committee.
- In the event of a Member being unavailable or otherwise unable to sit for a particular hearing, the next Member on the rota be approached, with the former being eligible to sit at the next meeting instead.
- In the event of the Chair or Vice-Chair being unable to sit on a particular hearing the third member of the Panel shall be drawn from the membership of the Committee under the usual rota system and the Panel shall appoint a Chair for the hearing(s) from that membership as its first item of business.
- That no Member who has not attended appropriate training shall be permitted to sit at a meeting of the Licensing Panel.

5. CONCLUSIONS

5.1 The Licensing Committee is asked to confirm the appointment of members to the Miscellaneous Licensing Sub-Committee and note the membership arrangements for the Licensing Panel.

5. FINANCIAL IMPLICATIONS

5.1 There are no financial implications arising directly from the recommendations in this report.

6. LEGAL IMPLICATIONS

6.1 The legal issues relating to licensing sub-committees are detailed in the body of the report, specifically paragraphs 3.1 and 4.2.

7. RISK ASSESSMENT

7.1 Appointing sub-committees in accordance with the provisions of the law and the Constitution will help to ensure that licensing applications can be determined in a timely fashion and reduce the risk of challenge to decisions.

8. EQUALITIES IMPACT

8.1 The Committee is advised to have due regard to the need to promote equality when appointing sub-committees with responsibility for determining licensing applications.

9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

9.1 There are no climate or ecological implications arising directly from the recommendations in this report.

10. ALTERNATIVE OPTIONS

10.1 If the Licensing Committee wishes to change the size of the Miscellaneous Licensing Sub-Committee or membership arrangements for the Licensing Panel it could pass a resolution requesting that officers bring a report to a future meeting with alternative proposals.

11. BACKGROUND PAPERS

11.1 None

(END)