

CENTRAL ABERDEENSHIRE LICENSING FORUM – 8 MARCH, 2017

ANNUAL GENERAL MEETING BUSINESS (CONVENER'S ANNUAL REPORT, APPOINTMENT OF OFFICE BEARERS, APPOINTMENT OF MEMBERS)

1 Recommendations

1.1 The Forum is recommended:-

1.1.1 to note Vice - Convener's Report 2016/17

1.1.2 formally appoint a Convener for 2017/18;

1.1.2 to decide on the arrangements for continued administration support to the Forum in 2017/18; and

1.1.3 formally agree the appointment of members for 2017/18.

2 Background

2.1 The purpose of this report is to advise Members of the formal business which has to be transacted at the Annual General Meeting of the Forum.

2.2 Section 9 of the Licensing Forum's constitution specifies that the Annual General Meeting of the Forum shall take place in March each year.

2.3 The business of the Annual General Meeting shall include:

- 2.3.1 an annual report from the Convener,
- 2.3.2 an appointment of the office bearers, and
- 2.3.3 an appointment of members.

2.3.1 Convener's Report – The annual report for 2016/17 prepared by the Vice - Convener, Bill Duncan will follow.

2.3.2 Appointment of Office Bearers – The office bearers are the Convener and a Secretary. At the last Annual General Meeting Business, Paul MacLennan was appointed as Convener. It was agreed not to appoint a Secretary, but to use an administrator provided by Aberdeenshire Council. Administrative support is being provided by Aberdeenshire Council's Committee Services, by the Committee Officer. Members are requested to formally appoint a Convener for 2017/18 and to decide whether they wish to appoint a Secretary or continue with the current arrangements for administrative support.

2.3.3 Appointment of Members – Members are requested to formally agree the appointment of members for 2017/18. An information chart setting out the possible and actual number of attendances of Forum members is attached to this report (item 4c).

3 Scheme of Governance

- 3.1 The Group is able to consider this item in terms of its remit to advise the Central Aberdeenshire Licensing Board on any matters of policy and other areas of concern in respect of the liquor licensing system, excepting individual licensing applications.

4 Equalities, Staffing and Financial Implications

- 4.1 An equality impact assessment is not required because this report does not have a differential impact on any protected characteristics.
- 4.2 There are no staffing implications and as yet, no financial implications.

Report prepared by Anna Ziarkowska, Assistant Committee Officer (Legal & Governance)
22nd February, 2017

**CENTRAL ABERDEENSHIRE LICENSING FORUM -
ATTENDANCE MARCH 2016 TO JANUARY 2017**

Name	Date of Joining Forum	Maximum Possible Attendances	Actual Attendances
William Duncan	10/01/08	30	22
Paul MacLennan	28/06/07	32	22
Robin Philp	30/07/15	3	3
Licensing Standards Officer	04/06/08	28	25
Dawn Tuckwood	08/03/13	9	5
ADP	01/10/08	26	19
Community Safety	22/06/11	13	3
Grampian Police	28/06/07	32	25
Licensing Board Convener	28/06/07	32	26

Name	Meetings March, 2016 – January, 2017			
	March 2016	June 2016	Oct 2016	Jan 2017
William Duncan	Meeting cancelled		v	v
Paul MacLennan			x	x
Robin Philp			v	v
Licensing Standards Officer			v	v
Dawn Tuckwood			v	v
ADP			v	v
Grampian Police			v	v
Licensing Board Convener			x	v

March meeting had been cancelled due to the unavailability of Members.

