

NORTH ABERDEENSHIRE LICENSING FORUM – 15 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 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 Convener, Norma Thomson will provide her annual report for 2016/17 at the meeting.

2.3.2 Appointment of Office Bearers – The office bearers are the Convener and a Secretary. At the first meeting of the Forum, Norma Thomson 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 4b).

3 Scheme of Governance

- 3.1 The Group is able to consider this item in terms of its remit to advise the North 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)
1st March, 2017

**NORTH ABERDEENSHIRE LICENSING FORUM -
ATTENDANCE FROM MARCH 2016 TO FEBRUARY 2017**

Name	Date of Joining Forum	Maximum Possible Attendances	Actual Attendances
Norma Thomson	17/08/07	33	30
John Clark	17/08/07	33	27
Alannah Comerford (y.p.)	02/07/14	5	2
Douglas Driver	17/08/07	33	24
David Fusco	17/10/07	31	23
Lesley Muir	20/01/10	22	14
Stuart Pratt	17/08/07	33	19
Community Safety	15/06/11	16	4
Brian Topping	07/11/12	11	7
LSO	18/06/08	29	25
Public Health	16/01/13	10	9
ADP	21/10/09	23	16
Grampian Police	17/10/07	32	25

Name	Meetings April, 2015 – January, 2016			
	March 2016	June 2016	Nov 2016	Feb 2017
Norma Thomson	v	Meeting cancelled	v	Meeting cancelled
Shahid Ali	v			
Alannah Comerford	x			
John Clark	v			
Douglas Driver	v			
David Fusco	x			
Lesley Muir (Education)	v			
Licensing Board Convener (Stuart Pratt)	v			
Brian Topping	x			
Public Health (Calvin Little)	v			
Sarah Ward (LSO)	x			
Lauren Eastwood (LSO)	v			
ADP (Wayne Gault)	x			
Carol Muir				
Grampian Police (Kenneth McGeough)	x			

