

**REPORT TO ABERDEENSHIRE DIVISIONAL LICENSING BOARDS**  
**SOUTH – 4 December 2019**  
**CENTRAL 11 December –2019**  
**NORTH – 20 December 2019**

**BOARD DATES APRIL 2020-APRIL 2021**

**1 Reason for Report / Summary**

- 1.1 This report seeks the approval of each Board for the proposed meeting dates for the period from April 2020 to April 2021.

**2 Recommendations**

**It is recommended that each Board approves the meeting dates for their area as listed in Appendix 1 to this Report.**

**3 Purpose and Decision Making Route**

- 3.1 An initial list of Board dates were circulated to Members at the October Board meetings for comment. Following one or two adjustments a proposed final list of dates has now been produced. Once agreed the list of Board dates will be published on the Boards' website

**4 Discussion**

- 4.1 Board meetings take place every two months and they have traditionally been scheduled for Wednesdays. Wherever possible two Boards do not sit on the same date. This is mainly for the benefit of partner agencies such as the police. Every effort is made to avoid clashes with Council and Committee meetings.
- 4.2 Central Board meets in Gordon House, Inverurie and North Board meets in Peterhead. The South Board normally meets in Viewmount, Stonehaven but has been using other venues whilst Viewmount is refurbished.

**5 Governance**

- 5.1 The Boards can approve meeting dates in terms of Part 1 of the Boards' Combined Scheme of Delegation as these are matters reserved to the Board.

**6 Board policy, Implications and Risk**

- 6.1 Board policy does not specify meeting dates but practice has been to hold meetings every two months in February, April, June, August, October and December .

6.2 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed.

<b>Subject</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Financial		<b>x</b>	
Staffing		<b>x</b>	
Equalities		X	
Fairer Scotland Duty		x	
Town Centre First		x	
Sustainability		x	
Children and Young People's Rights and Wellbeing		x	

6.3 An equality impact assessment is not required because the agreement of Board dates will not have a differential impact on the protected characteristics of any person.

6.4 There are no financial, staffing, sustainability and children and young people's rights and wellbeing implications.

**Ritchie Johnson**  
**Director of Business Services**

Report prepared by Peter Robertson, Depute Clerk, Aberdeenshire Licensing Boards  
Date 18 Nov 2019

**List of Appendices**

*Appendix 1 – Proposed Board Meeting Dates*

## Appendix 1 –

### South Divisional Licensing Board

(all Wednesdays)

5 February 2020  
1 April 2020  
3 June 2020  
26 August 2020  
7 October 2020  
2 December 2020  
3 February 2021  
7 April 2021

### CENTRAL DIVISIONAL LICENSING BOARD

(all Wednesdays)

**Wednesday 12<sup>th</sup> February 2020 (already approved)**  
**Wednesday 22<sup>nd</sup> April 2020 (already approved)**  
**Wednesday 10<sup>th</sup> June 2020**  
**Wednesday 19<sup>th</sup> August 2020**  
**Wednesday 28<sup>th</sup> October 2020**  
**Wednesday 9<sup>th</sup> December 2020**  
**Wednesday 10<sup>th</sup> February 2021**  
**Wednesday 28<sup>th</sup> April 2021**

### NORTH BOARD

Friday 28<sup>th</sup> February 2020  
Wednesday 20<sup>th</sup> April 2020  
Friday 3<sup>rd</sup> July 2020 [June Board to avoid clashes]  
Friday 4<sup>th</sup> September 2020 [August Board to avoid clashes]  
Friday 23<sup>rd</sup> October 2020  
Friday 11<sup>th</sup> December 2020  
Wednesday 24<sup>th</sup> February 2021  
Friday 23<sup>rd</sup> April 2021

