

Subject: Dates of Licensing Forum Meetings
Meeting: Licensing Forum
Date: 4 December 2017
Author: Chief Governance Officer

1. Purpose of Report

- 1.1 This report presents a draft timetable of Licensing Forum meetings for 2018.

2. Recommendation

- 2.1 The Licensing Forum is asked to agree the dates and times of meetings for 2018.**

3. Background

- 3.1 The Licensing (Scotland) Act 2005 sets out that in each calendar year, Licensing Forums must meet at least 4 times and, in addition, requires that the Licensing Board holds a joint meeting with the Local Licensing Forum during this period.

4. Consideration

- 4.1 The previous Licensing Forum held its meetings on Tuesdays and Thursdays commencing at 2.00 p.m. and 6.00 p.m. respectively in order to accommodate members' work/home commitments.
- 4.2 Car parking charges are in place at the Municipal Buildings until 3.00 p.m. and it is therefore proposed that afternoon meetings commence at 3.30 p.m. to allow members to park free of charge.
- 4.3 The undernoted proposed dates and times are for consideration by the Forum, namely:
- Tuesday 13 February (6.00 p.m.)
Thursday 26 April (3.30 p.m.)
Tuesday 28 August (6.00 p.m.)
Thursday 1 November (3.30 p.m.)
- 4.4 The proposed date for the joint meeting between the Licensing Board and Licensing Forum has been suggested as Tuesday 23 January at 3.30 p.m.

5. Consultation

- 5.1 There has been consultation with Licensing Section on the proposed timetable.

6. Implications

Financial

6.1 There are no financial implications arising from the report.

Resources

6.2 There are no resource implications arising from the report.

Legal

6.3 There are no legal implications arising from the report.

Risk

6.4 There are no risk implications arising from the report.

Equalities

6.5 An equality and poverty impact assessment was not carried out.

Sustainability/Environmental Impact

6.6 No sustainability assessment has been completed as part of compiling the report.

7. Conclusions

7.1 The Forum is asked to approve its timetable of meetings for 2018, while having consideration that it must meet at least 4 times a year and also hold a joint meeting with the Licensing Board.

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Chief Governance Officer

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Appendices

None

List of Background Papers

No papers were relied on in the preparation of this report.