

**Subject: Dates of Licensing Forum Meetings**  
**Meeting: Licensing Forum**  
**Date: 1 November 2018**  
**Author: Chief Governance Officer**

**1. Purpose of Report**

- 1.1 This report presents a draft timetable of Licensing Forum meetings for 2019.

**2. Recommendation**

- 2.1 The Licensing Forum is asked to agree the dates and times of meetings for 2019.**

**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 Licensing Forum hold its meetings on Tuesdays at 3.30 p.m. and Thursdays at 6.00 p.m. in order to accommodate members' work/home commitments.
- 4.2 The undernoted proposed dates and times are for consideration by the Forum, namely:
- Tuesday 19 February (6.00 p.m.)  
Thursday 25 April (3.30 p.m.)  
Tuesday 27 August (6.00 p.m.)  
Thursday 31 October (3.30 p.m.)
- 4.3 The date for the joint meeting between the Licensing Board and Licensing Forum will be confirmed early in 2019.

**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 2019, 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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Date: 11 October 2018

## **Appendices**

None

## **List of Background Papers**

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