

The Renfrewshire Licensing Forum has been established in accordance with the requirements of the Licensing (Scotland) Act 2005.

Name of the Forum

The Forum shall be known as Renfrewshire Licensing Forum.

Purpose of the Forum

The general functions of the Forum are:-

- (a) to keep under review:-
 - (i) the operation of the Licensing (Scotland) Act 2005 in Renfrewshire; and
 - (ii) in particular, the exercise by the Renfrewshire Licensing Board of its functions.
- and
- (b) to give such advice and make such recommendations to the Renfrewshire Licensing Board in relation to those matters as the Forum considers appropriate.

The Forum is not permitted to review, give advice or make recommendations in relation to the exercise by the Board of its functions in respect of a particular case.

Membership of the Forum

Membership of the Forum shall be 18.

All applicants to be eligible must be:-

- aged 16 years or above
- able to demonstrate an interest in the licensing system
- currently employed in or be a duly appointed representative of the undernoted groups.
 - (i) Holders of premises licences and personal licences in Renfrewshire;
 - (ii) The Chief Constable;
 - (iii) Persons having functions relating to health, education and social work;
 - (iv) Young people
 - (v) Persons resident in Renfrewshire
 - (vi) The Scottish Fire & Rescue Service
 - (vii) A representative from the Alcohol & Drugs Forum

Membership of the Forum shall be for a period of up to 4 years, or such shorter period as considered appropriate by the Council. Forum membership will require to be approved by the Head of Legal & Democratic Services.

Duties of the Licensing Board in relation to the Forum

The Licensing Board must:-

- (a) in exercising any function, have regard to any advice given, or recommendation made, to them in relation to the function by the Forum;
- (b) where the Board decides not to follow the advice or recommendation, give the Forum reasons for the decision.

At the request of the Forum, the Board must provide to the Forum copies of such relevant statistical information as the Forum may reasonably require for the purposes of the Forum's general functions.

Meetings of the Forum

1. The Forum shall meet no less than 4 times a year, one of these meetings being a joint meeting with the Renfrewshire Licensing Board.
2. Notice of the place, date and time of Forum meetings will be given to every member not later than 10 days before the meeting.
3. Forum members unable to attend any meeting should intimate their apologies to the Head of Legal & Democratic Services prior to that meeting. Any member unable to attend in person may appoint a substitute to attend on their behalf who can express their views.
4. Public notice of Forum meetings will be given by posting a notice at the Council Headquarters, Cotton Street, Paisley, and on the Council website, at least one week prior to the meetings.
5. Notice of meetings will include the date, time and place of meeting, information on the availability of the agenda for the meeting and accompanying reports.
6. A special meeting of the Forum can be called at any time by the Convener or by requisition of 2/5ths of the Forum membership. Such a request to hold a special meeting will be in writing and the Convener will determine the date and place of the meeting.

Quorum

1. The quorum for a meeting of the Forum is 9. No business shall be conducted at a meeting unless the meeting is quorate.
2. If after 10 minutes from the appointed start time for a meeting a quorum is not present, the convener will adjourn the meeting to a time he or she may then or afterwards fix, in discussion with the clerk. It will be recorded that owing to a lack of the necessary quorum no business would be transacted.

Press and Public

1. Members of the press and public will be entitled to attend Forum meetings.

Convener

1. Forum members will elect a Convener at their first meeting in each calendar year.
2. The Convener shall hold office until the next election. The retiring Convener shall be entitled to put themselves forward for re-election.
3. Meetings of the Forum shall be chaired by the Convener.
4. If the office of Convener is vacant, or if for any reason the Convener so appointed is unable to attend a meeting, the Forum may be chaired by any other member present.
5. It shall be the duty of the Convener to:-
 - Preserve order and ensure fairness in debate.
 - Decided all matters of order, competency and relevancy
 - Ensure that all Forum members are involved in discussions and debate.

The decision of the Convener on all matters within his/her responsibility shall be final and shall not be open to question or discussion.

Obstructive and Offensive Conduct

1. Any member disregarding the authority of the Convener or obstructing the meeting or conducting him/herself offensively shall be suspended from the remainder of the meeting if a resolution for suspension, moved and seconded, is carried out. There shall be no discussion on such a motion. The member concerned shall forthwith leave the meeting place. Repeated behaviour of this

nature is unacceptable and may lead to the withdrawal of the Forum membership.

Minutes

1. The Head of Legal & Democratic Services will be responsible for providing the secretariat for the Forum, including the production of agendas and reports for meetings, and preparing minutes of Forum meetings.
2. The names of those present at each meeting, as well as those who have submitted apologies for absence, will be recorded in the Minutes of the meeting. These minutes will be circulated to each Forum member prior to the following meeting.
3. Minutes of the Forum meetings shall be submitted to the next meeting of the Forum for approval.

Business at Forum Meetings

1. An agenda specifying the business to be considered at each meeting shall be issued to each Forum member by the Head of Legal & Democratic Services at least 10 days prior to the appropriate meeting. Forum members are able to have matters placed on the agenda for consideration. In order for a matter to be placed on the agenda, written notice of the item must be received by the Head of Legal & Democratic Services at least 21 days prior to the meeting.

Restriction on Business

1. For the purpose of ensuring prior notice of items to be discussed at a meeting, no business other than that identified on the agenda shall be discussed except where the Convener considers it necessary to discuss an additional matter on grounds of urgency, which reason shall be recorded in the Minute of the meeting.

Voting

1. All matters arising before the Forum shall be decided by a majority of the members present and voting thereon. The numbers voting for and against any motion will be recorded in the Minute. In case of an equality of votes, the person presiding at the meeting shall have a casting vote. Voting shall normally be by a show of hands unless the meeting decided voting shall be by roll call.
2. All motions require to be moved and seconded. The proposer and seconder shall be recorded in the minutes. If no counter-motion is tabled, the motion is to be put to the meeting. Numbers voting for and against or abstaining will be minuted. If there is no opposition, the motion is minuted as carried.

3. During debate on a motion, the mover may, with the consent of the seconder, modify or withdraw the motion.
4. Each member of the Forum may only move or second one motion or amendment at a time.
5. Motions and amendments moved but not seconded will not be put to the meeting or recorded in the Minutes unless so required by the member.
6. If there is only one motion, the vote will be taken between the motion and the amendment, and whichever is carried shall be the decision of the meeting.
7. If there is more than one amendment, then unless the Convener decided otherwise, the last amendment is out against that immediately preceding, and whichever is carried is put against the next preceding and so on until one amendment remains and this is then put against the motion with the amendment voted on first, and whichever is carried shall be the decision of the meeting.
8. Each member present at a meeting will be entitled to one vote.
9. In the case of an equality of voting, the Convener shall have a casting vote except where the subject of the vote relates to the appointment of (a) new or additional members where if there is no clear majority, the application to become a new member will be taken to have failed; or (b) to any particular office, when the decision shall be by lots.

Alterations to Constitution and Powers to Make or Amend Rules

1. The Forum shall have the power to alter the constitution of the Forum and to make or amend rules relating to the conduct and administration of the Forum of any of its meetings, or at a special meeting convened for the purpose at the requisition of 2/5th of the Forum membership, provided due intimation of such proposed alteration shall have been sent to each member at least 7 days before such meeting. All such alterations require to be approved by a 2/3rds majority of those present and voting. The Forum shall not be permitted to alter the constitution if such alteration would conflict with the terms of the Act.

Attendance at Forum Meetings

1. In the event a Forum member neither attends two consecutive meetings of the Forum, nor sends a substitute on their behalf, membership of the Forum shall be withdrawn.