

**To: Renfrewshire Licensing Forum**

**On: 23 May 2018**

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**Report by: Clerk**

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**Heading: Dates for Future Meetings**

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**1. Summary**

- 1.1 This report details proposed arrangements for meetings of the Renfrewshire Licensing Forum until May 2019.
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**2. Recommendations**

- 2.1 That the Forum considers and approves the dates for future meetings of the Forum as detailed in the report;
- 2.2. That it be delegated to the Clerk in consultation with the Conveners of the Forum and the Licensing Board to determine which of these meetings will be a Joint meeting with the Licensing Board; and
- 2.3. That members advise of their preferences in relation to the format and times of future meetings.
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**3. Background**

- 3.1 In terms of the Constitution approved at the meeting of the Forum held on 2 October 2007, there is a requirement for the Forum to meet no less than 4 times per year and for one of these meetings to be a joint meeting with Renfrewshire Licensing Board.

- 3.2. It has been the custom and practice that the Forum meet on a quarterly basis, with meetings being held during February or March, April or May, August or September and October or November.
- 3.3. It is proposed that meetings of the Forum be held on:-  
Wednesday 12 September 2018  
Wednesday 21 November 2018  
Wednesday 6 February 2019, and  
Wednesday 29 May 2019.
- 3.4 At previous meetings, during discussions regarding difficulties encountered in connection with the filling of vacancies on the Forum and the subsequent retention of members, reference has been made to the possibility of the format and times of meetings of the Forum being altered. Members are requested to advise of their preferences in relation to the format and times of meetings.
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### **Implications of the Report**

1. **Financial - None**
2. **HR & Organisational Development – None**
3. **Community Planning - None**
- 4 **Legal – None**
- 5 **Property/Assets**
- 6 **Information Technology - None**
7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website
8. **Health & Safety - None**
9. **Procurement - None**

- 10. **Risk - None.**
- 11. **Privacy Impact – None**
- 12. **CoSLA Position – n/a**

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