

ANGUS LOCAL LICENSING FORUM

CONSTITUTION

The following sets out the Constitution for the ANGUS LOCAL LICENSING FORUM (hereinafter referred to as "the Forum").

NAME

The name of the organisation shall be the ANGUS LOCAL LICENSING FORUM.

GEOGRAPHICAL BOUNDARY OF FORUM

The geographical boundary of matters that the Forum shall deal with shall coincide with the boundaries of Angus.

TERMS OF REFERENCE

The terms of reference of the Forum are as follows:-

- (i) to keep the liquor licensing system in Angus under regular review and to respond to consultation exercises undertaken by the Angus Licensing Board and the Scottish Government as appropriate;
- (ii) to consider the implications of relevant local data and statistics provided by the local police force and the local Health Board; and any other relevant organisation;
- (iii) to meet Angus Licensing Board at least once per year; and
- (iv) to advise Angus Licensing Board on any matters of policy and other areas of concern, excepting individual licensing applications.

MEMBERSHIP

In terms of the Licensing (Scotland) Act 2005 ("the Act"), the Forum shall consist of not fewer than five and not more than twenty members from the various representative groups specified in the Act.

In order to be eligible for membership of the Forum, a person must be:-

- a) aged 18 years or above; and
- b) able to demonstrate an interest in the licensing system.

The Forum shall comprise the following categories and numbers of persons:-

- holders of premises licences and personal licences (6).
- Licensing Standards Officer (1)
- Chief Constable (1)
- persons having functions relating to health, education or social work (3)
- young people (2)
- persons resident within the Forum's area (3)

The Forum will endeavour to reflect in its premises representatives as wide a spectrum of types of premises as possible. To ensure representation, Forum members will be permitted to send substitutes, provided they represent the interest group and notice has been given in advance of the relevant meeting.

Any vacancy occurring in membership of the Forum shall be filled by the Council from the appropriate category as soon as possible after it occurs.

Unless otherwise determined by the Council, members of the Forum shall retire at the next Local Government Election and be eligible for re-election.

MEETINGS

The Forum shall meet quarterly at a date and time agreed by the AGM. Meetings will be held in public.

At least seven days notification, in writing, of the date, time and place of such meetings shall be given to all members of the Forum.

ADMINISTRATIVE SUPPORT

The Council shall provide the Forum with such staff, property and services as the Council considers are required for the Forum's purposes.

ANNUAL GENERAL MEETING

The Annual General Meeting of the Forum shall take place in November each year at which a Chairperson, Vice-Chairperson and timetable of meetings for the following year shall be approved.

SPECIAL MEETINGS

A Special Meeting of the Forum may be called at any time by the Chairperson or by written request by eight members of the Forum. The Chairperson will determine the date and place of the Special Meeting.

QUORUM

The quorum for a meeting shall be one half of the number of members (but in any case not fewer than 3).

VOTING

Each member present at a meeting shall be entitled to one vote. The Chairperson shall have a casting vote, except in cases of appointment of a member to any particular office in which case the decision will be by lot.

ALTERATIONS TO CONSTITUTION AND POWERS TO MAKE OR AMEND RULES

The Council 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. All such alterations require to be the subject of consultation with the Forum. The Council shall not alter the Constitution if such alteration would conflict with the terms of the Act.