**APPENDIX**

# GLASGOW CITY COUNCIL LOCAL LICENSING FORUM

# CODE OF CONDUCT FOR MEETINGS

## 1. Meetings

1.1. The Licensing (Scotland) Act 2005 provides that there shall be at least four meetings of the Local Licensing Forum in each calendar year.

1.2. In addition to the meetings referred to at 1.1, the Local Licensing Forum must hold a joint meeting with the Licensing Board at least once in each calendar year.

1.3. Notice of the place, date and time of each meeting of the Local Licensing Forum will be given to every Member, together with an agenda of business and any accompanying reports, not later than 1 week before the meeting.

1.4. Any Member who is unable to attend any meeting should intimate their apologies to the Clerk to the Local Licensing Forum prior to the meeting.

1.5. Any Member who is a representative of an organisation and is unable to attend in person may arrange for a substitute to attend on their behalf who can express the views of that organisation. If, however, any Member is there in his or her capacity as an individual, for example a Councillor or a Community Resident, no substitute can be appointed.

1.6. Notice of a meeting of the Local Licensing Forum will be posted on the Council's Website at least 1 week prior to the date of the meeting, together with a copy of the agenda of business.

1.7. Meeting dates of the Local Licensing Forum will be fixed in consultation with the Convener and the Council to ensure support and accommodation is available.

## 2. Quorum

2.1. The quorum for a meeting of the Local Licensing Forum is one half of the number of Members (but in any case no fewer than 5). No business will be conducted at any meeting of the Local Licensing Forum unless that meeting is quorate.

2.2. If fewer members are present 10 minutes after the time appointed for the start of the meeting than are needed to constitute a quorum the meeting will be adjourned. After a meeting has started if the number of members present falls below the quorum the Clerk will draw this to the attention of the Chair and if after a lapse of 2 minutes a quorum cannot be found the meeting will be adjourned immediately.

## 3. Election and Role of the Convener

3.1. As required by the Licensing (Scotland) Act 2005, members of the Local Licensing Forum will elect a Convener from one of their number at the first meeting in each calendar year.

3.2. The Convener will hold office until the next election at the first meeting of the Local Licensing Forum in the following calendar year.

3.3. Meetings of the Local Licensing Forum will be chaired by the Convener.

3.4. If the office of the Convener is vacant or for any reason the Convener is unable to act, a meeting of the Local Licensing Forum may be chaired by any other Member present.

## 4. Business to be dealt with at the Meeting

4.1. At a meeting of the Local Licensing Forum no business other than that specified in the agenda for the meeting will be considered. Business which has not been specified in the agenda may be intimated to the Clerk at the start of the meeting and considered at the end of the meeting, provided that in the opinion of the Convener it is relevant, competent and urgent.

## 5. Public

5.1. Members of the public will be entitled to attend meetings of the Local Licensing Forum.

## 6. Order of Business

The Order of business will be as follows:-

6.1 The Convener, or in his absence a Member of the Local Licensing Forum chosen by the Members present, will take the Chair.

6.2 The names of those present at each meeting, as well as those who have submitted apologies, will be recorded by the Clerk.

6.3 Minutes of the previous meeting and of any special meeting convened, having been circulated prior to the meeting, will be submitted, held as read and corrected if necessary.

6.4 Items of business as per the agenda of business will be dealt with.

6.5 Items of business that the Convener has accepted for consideration as a matter of urgency will be dealt with.

## 7. Conduct of Business

7.1 The Convener has the responsibility for making sure that all Members are involved in discussions.

7.2 Voting - all decisions arising at the Local Licensing Forum shall be decided by a majority of the Members present and voting thereon. The number of Members voting for any motion or amendment will be recorded in the minutes. Voting shall be by a show of hands. In the case of an equality of votes, the Convener or the person chairing the meeting shall have a casting vote.

## 8. Declaration of Interest

8.1 While the remit of the Local Licensing Forum is to discuss general licensing matters and not specific cases, if any Member has a direct financial or non-financial interest in any matter to be considered at a meeting of the Local Licensing Forum and is present at the meeting at which the matter is to be considered, he or she must as soon as practicable after the meeting starts disclose that he or she has an interest. That Member is then precluded from

taking part in the consideration of that matter and he or she must leave the meeting while the matter is under discussion.

8.2 Where a Member declares an interest and leaves the meeting, the fact will be recorded in the minutes of the meeting.