

## ABERDEEN CITY COUNCIL

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<b>COMMITTEE</b>	Council
<b>DATE</b>	1 October 2025
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Licensing Board Vacancy
<b>REPORT NUMBER</b>	CORS/25/219
<b>EXECUTIVE DIRECTOR</b>	Andy MacDonald
<b>CHIEF OFFICER</b>	Jenni Lawson
<b>REPORT AUTHOR</b>	Sandy Munro
<b>TERMS OF REFERENCE</b>	8

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### 1. PURPOSE OF REPORT

- 1.1 To inform the Council in terms of s2(4) of Schedule 1 to the Licensing (Scotland) Act 2005 ("the 2005 Act") of a vacancy in the membership of the Licensing Board, and to seek the appointment of a Member to fill the vacancy.

### 2. RECOMMENDATION

That Council:-

- 2.1 elect a Member to fill the vacancy on the Licensing Board.

### 3. CURRENT SITUATION

- 3.1 A Licensing Board is to consist of such number (not fewer than 5 and not more than 10) of members as may be determined by the relevant council. Aberdeen City Council has agreed that the Licensing Board comprise 9 members. The members of a Licensing Board are to be elected by the council from among its councillors.
- 3.2 A member of the Licensing Board may resign by giving notice to the clerk of the Board and the clerk must give the relevant council a copy of any such notice received.
- 3.3 Where there is a vacancy in the membership of a Licensing Board, the Council must, at their first meeting after the vacancy arises, hold an election to fill the vacancy.
- 3.4 Councillor Fairfull intimated her resignation by email on 28 August 2025. A copy of the notice is attached as Appendix 1 to this report. Accordingly there is a

vacancy in the membership of the Board and Council is requested to elect a member to fill that vacancy.

- 3.5 Each Member of a Licensing Board is required to comply with statutory training requirements before he or she is permitted to take part in any proceedings of the Board. Accordingly, the member elected to fill the vacancy will require to undertake the training and obtain the statutory qualification prior to attending any Board meetings.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 There will be financial implications from the training requirements but expenditure related to the Licensing Board is required to be funded from licensing income and should not therefore affect any existing budgets.

#### **5. LEGAL IMPLICATIONS**

- 5.1 The procedure detailed in section 3 of the report is stipulated in the 2005 Act. Failure to follow that procedure would therefore breach licensing legislation.

#### **6. ENVIRONMENTAL IMPLICATIONS**

- 6.1 There are no direct environmental implications arising from the recommendations of this report.

#### **7. RISK**

<b>Category</b>	<b>Risks</b>	<b>Primary Controls/Control Actions to achieve Target Risk Level</b>	<b>*Target Risk Level (L, M or H)</b>  <small>*taking into account controls/control actions</small>	<b>*Does Target Risk Level Match Appetite Set?</b>
<b>Strategic Risk</b>	N/A			
<b>Compliance</b>	Breach of licensing legislation	Recommendation in report is to ensure compliance	L	Yes
<b>Operational</b>	N/A			
<b>Financial</b>	Training Costs	Met from licensing income	L	Yes
<b>Reputational</b>	N/A			
<b>Environment / Climate</b>	N/A			

## 8. OUTCOMES

8.1 The proposals in this report have no impact on the Council Delivery Plan.

## 9. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Integrated Impact Assessment</b>	No assessment required. I confirm this has been discussed and agreed with Jenni Lawson, Chief Officer Governance on 28 August 2025.
<b>Data Protection Impact Assessment</b>	Not Required
<b>Other</b>	N/A

## 10. BACKGROUND PAPERS

10.1 None

## 11. APPENDICES

11.1 Notice of Resignation

## 12. REPORT AUTHOR CONTACT DETAILS

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