

# **WEST DUNBARTONSHIRE LICENSING BOARD**

## **Report by the Clerk to the Licensing Board**

**14 February 2012**

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**Subject: Appointment of Deputy Clerk of the Licensing Board**

### **1. Purpose**

- 1.1** To further advise the Board of changes in the officer support to the Licensing Board and Licensing Forum.

### **2. Background**

- 2.1** A report to the Board of 8 February 2011 detailed changes which were being made to the officer support for licensing. These included the centralisation of all three Licensing Teams in Rosebery and the appointment of a Senior Solicitor to act as Deputy Clerk to the Board and to support the Forum. The intention was that the Deputy Clerk of the Board should be able to exercise all the powers of the Clerk and to also Clerk Board Meetings.

### **3. Proposals**

- 3.1** The Deputy Clerk requires to be either a qualified Solicitor or Advocate. In December, following competitive interview Raymond Lynch was appointed as Senior Solicitor, to include the role as Deputy Clerk of the Licensing Board. As the Licensing (Scotland) Act 2005 requires the Clerk of the Board to be formally appointed by the Council and as the Deputy Clerk can exercise all powers of the Clerk a report will go to February Council seeking formal appointment of Raymond Lynch to the post of Deputy Clerk of the Board.
- 3.2** It is intended that the Clerk will still be involved in the work of the Board, particularly in relation to the development of strategy and policy. However the Deputy Clerk post will take an increasing role in dealing with other work and will also Clerk some Boards. This provides a depth of cover which is presently lacking and provide extra capacity for the Board.

### **4. People Implications**

- 4.1** The post was appointed following competitive interview and there are no further people implications.

## **5. Financial Implications**

**5.1** There are no financial implications.

## **6. Risk Analysis**

**6.1** Demands on the Clerk's time through other pressures, particularly election work created a risk that at certain times of the year the Clerk would not be able to devote enough attention to the Board. The appointment of a Depute Clerk addresses this risk.

## **7. Equalities Impact Assessment (EIA)**

**7.1** There are no equalities impacts which require an Equalities Impact Assessment.

## **8. Conclusions and Recommendations**

**8.1** Subject to Council formally appointing Raymond Lynch as Depute Clerk of the Board, the Board is asked to note the position.



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**Andrew Fraser**  
**Clerk to the Licensing Board**

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**Appendices:** None

**Background Papers:** None

**Wards Affected:** ALL