
Report to Clackmannanshire Council

Date of Meeting: 26 March 2026

**Subject: Proposed Changes to Scheduled Meetings of the
Clackmannanshire Licensing Board**

Report by: Clerk to the Clackmannanshire Licensing Board

1.0 Purpose

- 1.1. The purpose of this report is to seek Licensing Board approval of proposed changes to the list of scheduled meetings.

2.0 Recommendations

- 2.1. That the Licensing Board agree to make the changes to the scheduled meeting dates as set out In Appendix 1.

3.0 Considerations

- 3.1. Clackmannanshire Licensing Board is made up of eight elected members with a quorum of four for any meeting.
- 3.2. At meetings of the Board, while the quorum has been met, meetings are regularly run with the minimum number of members in attendance. There has only been one occasion, in November 2022, when all members of the Board were present at the meeting.
- 3.3. It has been brought to the attention of the Clerk that there are a few Board meeting dates that clash with meetings of the NHS Forth Valley Board and its sub committees to which an elected member of the Board has been appointed to by Council. A request has been submitted to the Clerk of the Board for consideration of changes to the scheduled dates to accommodate this elected member of the Board's attendance at both meetings.

4.0 Sustainability Implications

- 4.1. None

5.0 Resource Implications

5.1. *Financial Details*

5.2. The full financial implications of the recommendations are set out in the report. This includes a reference to full life cycle costs where appropriate. N/A

5.3. Finance have been consulted and have agreed the financial implications as set out in the report. N/A

5.4. *Staffing*

6.0 Exempt Reports

6.1. Is this report exempt? Yes (please detail the reasons for exemption below) No

7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) Our Priorities

Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all

Our families; children and young people will have the best possible start in life

Women and girls will be confident and aspirational, and achieve their full potential

Our communities will be resilient and empowered so that they can thrive and flourish

(2) Council Policies

Complies with relevant Council Policies

8.0 Impact Assessments

8.1 Have you attached the combined equalities impact assessment to ensure compliance with the public sector equality duty and fairer Scotland duty? (All EFSIAs also require to be published on the Council's website)

Yes

8.2 If an impact assessment has not been undertaken you should explain why:

The report only seeks to change scheduled dates of the Licensing Board meetings.

9.0 Legality

9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

10.0 Appendices

10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

None.

11.0 Background Papers

11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes (please list the documents below) No

Author(s)

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Dale Bell	Solicitor	2086

Approved by

NAME	DESIGNATION	SIGNATURE
Lee Robertson	Senior Manager, Legal and Governance	

Appendix 1

Proposed Changes to Licensing Board Dates			
Original Date of Board	Proposed Action	New Date	New Time
Tuesday 21/04/2026 @ 9.30 am	NO ACTION (No alternative date available)		
Tuesday 19/05/2026 @ 9.30 am	NO ACTION		
Tuesday 16/06/2026 @ 9.30 am	Move meeting to new date.	Tuesday 23/06/2026	1.30 pm
Tuesday 01/09/2026 @ 9.30 am	Combine into new date	Tuesday 22/09/2026	9.30 am
Tuesday 29/09/2026 @ 9.30 am			
Tuesday 03/11/2026 @ 9.30 am	NO ACTION		
Tuesday 01/12/2026 @ 9.30 am	NO ACTION		