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Date 29 August 2012

Councillor Alex King
Angus Council
5 The Cross
FORFAR
DD81BX

Dear Councillor King

INVITATION TO JOIN THE FOCUS ON ALCOHOL ANGUS BOARD

I am writing to you in my capacity as Chair of Focus on Alcohol Angus (FoAA) to invite you or someone else from the Licensing Board to become a member of the Focus on Alcohol Angus Board.

As a Board, we have recently commissioned a review of the impact of FoAA and also reviewed who we would like to sit on the Board. We feel that you or an appropriate representative from the Licensing Board would be able to make a significant contribution to the work of FoAA. I have attached a copy of the FoAA role and remit for your information.

The final two board meetings of 2012 will take place on 27 September and 13 November, both at 2.00pm at the Police headquarters in Forfar. Please respond to Thane Lawrie, Senior Planning Officer, Angus Alcohol and Drugs Partnership to confirm if you are willing to become a member of the FoAA Board. Thane can be contacted by telephone on 01307474878 or by e-mail at lawriet@angus.gov.uk to help answer any queries you may have.

Yours sincerely

Kevin Lynch
Superintendent, Tayside Police
Chair, Focus on Alcohol Angus

Enc.

Angus Alcohol and Drugs Partnership Focus on Alcohol Sub Group

Purpose

The purpose of Focus on Alcohol Angus (FoM) is to facilitate and co-ordinate a range of actions that will seek to promote culture change amongst the population of Angus in regards to alcohol consumption. FoM will work to promote positive and sensible attitudes towards alcohol consumption in Angus.

Objectives

The Focus on Alcohol Angus will;

- Deliver a range of activities in our communities aimed at challenging people to consume alcohol at sensible levels
- Work with ADP partners to agree upon messages on alcohol to be promoted within the community
- Engage and empower local communities to address the issues associated with alcohol use and misuse;
- Support, test and promote new innovative approaches to reducing the harm associated with the use and misuse of alcohol;

Membership of Focus on Alcohol Angus Project Board (April 2011)

Chair, Superintendent, Eastern Division, Tayside Police
Vice-Chair, Principal Planning Officer, Directorate Support Unit, Social Work and Health
Community Safety Manager, Joint Service Team, Community Safety
Education, Strategic Support Officer, Angus Council
Community Safety Manager, Tayside Fire and Rescue
Community Safety Inspector, Tayside Police
Health Improvement Manager, Angus Community Health Partnership
Senior Planning Officer, Angus Alcohol and Drugs Partnership
Principal Corporate Planning Manager, Angus Council, Community Planning Partnership
Children's Services Manager, Tayside Council on Alcohol
Suggested new members
Principal Planning Officer, Trading Standards, Angus Council
Senior representative from Tayside Alcohol Problem Service (TAPS), NHS Tayside
Senior Public Health Representative
Licensing Standards Officer
Licensing Board

Role of Members

Each member to use their expertise to contribute towards the development of FoM work.

Each member must be willing to take on pieces of work from the group when required.

Each member should be willing to commit members of their staff to taking forward pieces of work around the FoAA agenda.

Each member to consider how the resources of their own organisation could be used to help promote FoM in Angus

Ex Officio Members

FoAA chair may invite representatives from the public or other groups or any other individual to attend any, or all meetings, or any part of a meeting where members consider that this will enable them to conduct their business effectively.

Chairperson

Appointment of the chair will be decided by the FoAA sub group members and must then be ratified by the ADP Strategy Group.

Nominees for the position of chair require being at senior management level.

All nominees must be able and willing to meet the time commitment and the responsibility that is inherent with the role.

The Chair will play a proactive role within the ADP Strategy Group.

The chair will use their expertise and experience to guide and direct the work of the FoAA sub group.

The tenure of the chair will be on a three yearly basis, though the chair can stay on for a further three years if they wish and this is agreed by members and ratified by the ADP Strategy group.

Vice Chair

Appointment of the vice - chair will be decided by the FoAA sub group members and must then be ratified by the ADP Strategy Group.

Nominees for the position of vice-chair require being at team leader level.

All nominees must be able and willing to meet the time commitment and the responsibility that is inherent with the role .

. The vice-chair is expected to chair the meeting when the chair is unable to attend and deputise for the chair at the ADP strategy group when the chair can not attend.

The tenure of the vice-chair will be on a three yearly basis, though the vicechair can stay on for a further three years if they wish and this is agreed by members and ratified by the ADP Strategy group.

Accountability

The FoAA sub group is held accountable by the ADP strategy group. This accountability will be around locally agreed outcomes that will be included in the ADPs local outcome targets and delivery plan.

Conduct of meetings

The FoAA sub group will meet quarterly. Members can decide to change the frequency of the meetings as long as a majority of members are in favour of this change.

Meetings will be quorate when at least five full members are present.

Meetings will be chaired by the chairperson or vice-chairperson.

In the absence of both the chair and vice-chair, the chair will elect a temporary chair who will be responsible for chairing the meeting. In the event that this happens the chair must take responsibility for briefing the person elected as temporary chair.

Role of FoAA Senior Planning Officer

The senior planning officer will offer strategic support to the group and will assist the chair and vice chair in developing the work plan for the group and in monitoring its progress.

Role of ADP Administrative support

The ADP administrative assistant will send out a call for agenda items two weeks prior to meetings. Agenda items will be passed to the senior planning officer who will liaise with the chair to set the agenda. The administrative assistant will minute the meeting and circulate to the group once completed. The administrative assistant will arrange the groups meeting a year in advance and book rooms on the chair's behalf.