

AGENDA ITEM No. 2.2

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Subject: Training for Conveners of Licensing Forums/Chairpersons of Licensing boards and L.S.O.

Hi everyone.

I am putting forward the following dates for training of Conveners of Local Licensing Forums, Chairpersons of Licensing Boards and Licensing Standards Officers.

The dates are: January the 23rd for Highland and Islands in the Townhouse Inverness.

" " February 6th in Borders and East of Scotland venue TBA.

" " February 20th in Glasgow for Central Scotland at the Travel Inn in George St.

Training will be delivered by an outside agency and will be based on team building, management skills, networking, partnership working and group dynamics.

The training will be free of charge, but travel expenses, or overnight accommodation (if required) should be met by the Local Authority. AFS will pay for overnight accommodation for those travelling from the Islands only.

I have attached a booking form for those who do not already have the one we used for Forum training.

Could you please give the details of those who wish to be trained, their position and dates when they want to attend.

I would appreciate it if all Forums could endeavour to have all three people present at the training venues as this will help Forums

settle in during this transition stage. Please feel free to attend any of the venues if you cannot manage to your own area training.

Please do not send the training fee of £20 per person with the booking form as we will collect this from Local Authorities through invoicing the appropriate departments.

The aim of training is to achieve a closer understanding of each others role and to assist those involved to work in partnership to reduce the harm caused by alcohol.

I am keen to have your ideas on what form training should take and any ideas to enhance training will be considered.

Kind Regards.

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Alcohol Awareness Week, 5-11 October 2008. Will you take the challenge? Start now at www.alcoholawarenessweek.com

promoting responsibility, reducing harm, changing culture

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