

All questions carry 20 marks each.

Each student is required to answer any FIVE of the eight questions in this paper.

Question 1

- a) What are the licensing objectives of the Licensing Act 2003?
- b) What information must be included in a Club Operating Schedule?
- c) A club needs to meet certain general and additional conditions in order to be classified as a qualifying club. What are these conditions?
- d) What information must a club submit to the relevant licensing authority when applying for a Club Premises Certificate?

Question 2

- a) What must be contained in an employee's written statement of terms and conditions of employment?
- b) Describe fully an employee's entitlement to redundancy pay.

Question 3

- a) A committee has charged the club steward with violent conduct following a thorough investigation into an allegation that he physically assaulted a member on the club premises following an argument over the quality of beer at the club. Describe fully the procedure the committee must follow in dealing with the steward.
- b) What are the minimum periods of notice that must be given to a dismissed employee?

Question 4

- a) What action can an authorised officer of an Enforcing Authority take in circumstances where a club is found to be in breach of the Food Safety Act 1990 or Regulations made under the Act?
- b) Describe in detail the personal hygiene measures that a club should ensure are followed by persons working in a food handling area.

Question 5

- a) A club can operate only certain categories of gaming machines. What are these machine categories and what are the stakes and prizes of each category?
- b) Under what conditions can bingo be played in a club?

Question 6

A club president is concerned that some members of his club's committee are not fully aware of the correct steps to be followed when disciplining a member, so he has asked the secretary to prepare a detailed written procedure for the committee to follow in future disciplinary cases. Describe what you think are the main steps to be included in such a procedure and state in your answer the point in the proceedings at which the member's previous disciplinary record may be taken into account?

Question 7

- a) Describe the procedure a committee should follow when debating motions and amendments to motions using, as an example, a case where a motion is tabled which is then subject to two amendments.
- b) What are the powers and duties of a club secretary?

Question 8

- a) Draft a typical agenda for a club management committee meeting following the club's Annual General Meeting.
- b) In the conduct of an election for officers and committee members:
 - Is canvassing allowed?
 - Who may vote in such an election?
 - What are the duties of the election scrutineers?
 - Who should not act as a scrutineer?