

**LOCAL LICENSING FORUM**  
**WEDNESDAY, 23 APRIL 2014**

Members Present: Sandy Kelman, Convener; and Dave Bliss, William Christie, Ken Eddie, Tara-Erin Gilchrist, Emily Queen, Linda Smith and Sergeant Gill Flett (as substitute for Inspector Jim Hume).

Also present: Heather Wilson and Shamini Omnes, NHS Grampian; Jane Blake, Samaritans (on behalf of Craig Cole), Steph Dunsmuir.

Apologies: Inspector Jim Hume, Craig Cole, Bob Westland, Piotr Teodorowski.

	Item Title	Discussion	Action / Decisions	To be actioned by
1	<u>Minute of Meeting of 12 February 2014</u>		The minute was approved as a correct record.	

	Item Title	Discussion	Action / Decisions	To be actioned by
2	<b><u>Matters Arising</u></b>	<p><u>Benchmarking against other Local Authorities</u> The Forum heard that Grace Ball and Tara-Erin Gilchrist had been in attendance at the last Licensing Board meeting. With regard to the suggestion that the Forum might wish to organise a separate event / meeting with the Licensed Trade, the Forum agreed to defer the item and to note that Sandy Kelman and Steph Dunsmuir would discuss the matter separately in relation to how to take this forward.</p> <p><u>National Policy Unit workshop – 28 February</u> The Forum heard that Tara-Erin Gilchrist had attended the workshop on behalf of the Forum. Gill Flett explained that part of the session had been about how the Police dealt with licensing processes, particularly around action taken where problematic premises had been identified. There was a national standardised operating procedure, as well as a practical guidance toolkit. Sandy Kelman suggested that this could be part of the Forum training presentation from the Police. Emily Queen noted that Jim Hume had suggested a more local workshop/event being run for the licensed trade and advised that this could be done through the Community Safety Hub.</p>	<p>Noted</p> <p>Defer for a future meeting. Convener and Clerk to discuss a future meeting with the Licensed Trade.</p> <p>Noted. To suggest that the Forum training presentation from the Police incorporate some information on the national standardised operating procedure / practical guidance toolkit.</p>	<p>S Kelman / S Dunsmuir</p> <p>G Flett / J Hume</p>

	Item Title	Discussion	Action / Decisions	To be actioned by
		<p><u>Pre Referral Screening</u> Dave Bliss advised the Forum that there was no update at present on the review of PRS, but a further meeting was due to be held next week.</p> <p><u>Community Engagement</u> Linda Smith and Sandy Kelman advised that they had met with Kincorth and Leggart Community Council on 11 February to give a presentation on the work of the Forum. The Convener of the Community Council Forum had also contacted Linda and she and Sandy would attend a meeting of the Forum on 1 October.</p> <p><u>Door Supervisors Working Group</u> The Forum agreed to defer this item to the next meeting when Bob Westland was in attendance to provide an update on the meeting which had been held between Bob, Russell Davidson and Inspector Hume.</p>	<p>Noted. Dave Bliss to keep the Forum updated on the review.</p> <p>Noted. Sandy Kelman and Linda Smith to attend Community Council Forum in October.</p> <p>Bob Westland to provide an update at the next Forum meeting.</p>	<p>D Bliss</p> <p>S Kelman / L Smith</p> <p>B Westland</p>

	Item Title	Discussion	Action / Decisions	To be actioned by
3	<p><b><u>Membership Updates – Education Representative / Vice Convener</u></b></p>	<p><u>Education Representative</u></p> <p>The Clerk advised that Andrew Jones had been nominated by the Education, Culture and Sport Service to replace David Wright on the Forum. Andrew would attend meetings once he took up post in May.</p> <p><u>Vice Convener</u></p> <p>The Forum heard that that Russell Davidson was no longer with UNIGHT and therefore there would need to be a discussion with UNIGHT about an alternative member, and a further discussion as to whether they would take up the position of Vice Convener.</p>	<p>Noted.</p> <p>It was agreed that the Clerk would contact UNIGHT to establish whether they would retain the place on the Forum.</p>	<p>S Dunsmuir</p>
4	<p><b><u>Local Licensing Forum - Website</u></b></p>	<p>The Clerk advised that she had set up a draft webpage for the Forum, and sought feedback from members as to what they wished to see included on the page.</p> <p>At present, the webpage provided background information on the Forum membership, and linked to its agendas and meeting papers.</p> <p>The Forum suggested that Community Councils could use the generic <a href="mailto:locallicensingforum@aberdeencity.gov.uk">locallicensingforum@aberdeencity.gov.uk</a> address to submit any issues for the Forum.</p>	<p>The Forum noted the webpage and suggested that there could also be further engagement with the Civic Forum, and the ACVO bulletin could be used to circulate information.</p> <p>It was suggested that once the content of the webpage was more detailed, a meeting could be arranged for a future date between the Convener, the Clerk, Tara-Erin Gilchrist and Karen Riddoch, the Community Council Liaison Officer to discuss how best to establish a link between the Forum and Community Councils.</p>	<p>S Kelman / T-E Gilchrist / S Dunsmuir (over summer period)</p>

	Item Title	Discussion	Action / Decisions	To be actioned by
5	<b><u>Joint Meeting between Licensing Board and Licensing Forum</u></b>	<p>The Clerk advised the Forum that she had contacted the Convener of the Licensing Board and the proposed date for the joint meeting was 10am on Thursday 3 July 2014.</p> <p>The Convener asked that all members consider what they might like to raise with the Board at the joint meeting, and these suggestions could then be discussed at the next Forum meeting on 18 June.</p>	<p>The Forum agreed the joint meeting date of 10am on Thursday 3 July.</p> <p>All members to bring forward issues for discussion with the Board – for the next LLF meeting on 18 June.</p>	<p>S Dunsmuir to advise Clerk to the Licensing Board</p> <p>All members – for 18 June meeting</p>

	Item Title	Discussion	Action / Decisions	To be actioned by
6	<p><b><u>Statement of Licensing Policy - Finalised</u></b></p>	<p>The Forum had before it the finalised Statement of Licensing Policy, as well as the response from the Clerk to the Licensing Board in relation to the suggestions made by the LLF.</p> <p>The Forum noted the comments from the Clerk to the Licensing Board in relation to their suggestions, and noted that while the LLF did not agree with all the decisions taken in relation to their comments, there would be the opportunity to revisit any outstanding concerns in a couple of years. It was particularly noted that the Forum would have preferred to see the document move beyond legislation in certain areas – for example, in relation to vulnerable adults. The Forum also noted the implications of the new Children &amp; Young People (Scotland) Act 2014 in terms of a duty of wellbeing, and the impact of the Act in relation to GIRFEC.</p> <p>Dave Bliss suggested that the responsibilities to children were not simply confined to the Licensing Objective: Protecting Children from Harm, and the Forum agreed that the issue of moving beyond the bounds of restricted policy (in relation to child protection and other issues) could be discussed at the joint meeting with the Board in July.</p> <p>Separately, Ken Eddie discussed the recent non-alcohol event held at The Garage. Heather Wilson advised that there was a commitment from The Garage to run a similar event in future.</p>	<p>To raise the issue of moving beyond the bounds of restricted policy (for example, responsibilities to children were not simply confined to the Licensing Objective: Protecting Children from Harm) at the joint meeting with the Licensing Board on 3 July.</p>	<p>S Dunsmuir – for agenda</p>

	Item Title	Discussion	Action / Decisions	To be actioned by
7	<b><u>Training Programme - Legislation - for discussion</u></b>	<p>Tara-Erin Gilchrist sought clarification from the Forum on the content of the Legislation training. She advised that the LSOs had a Powerpoint presentation which could be provided to the Forum. Sandy Kelman suggested that the LSO presentation could provide information to the Forum on the role of the LSO to help members understand the ongoing work undertaken.</p> <p>It was agreed that the LSO presentation would be postponed until the September meeting of the Forum, and the Police presentation would be given at the June meeting.</p>	<p>LSO presentation to inform the Forum of the role of the LSO and ongoing work.</p> <p>The Forum agreed that the LSO presentation would be heard in September, with the Police presentation heard at the June meeting.</p>	<p>T-E Gilchrist / D Sande</p> <p>G Flett</p>

	Item Title	Discussion	Action / Decisions	To be actioned by
8	<b><u>Update from Police Scotland</u></b>	<p>Sergeant Flett sought clarification from the Forum on the type of information they wished to have presented at future meeting. It was suggested that the Forum should receive information on how many objections were made in respect of licensing applications.</p> <p>The Forum considered how the statistical information presented to it could be monitored so it could be used to challenge the Licensing Board on its decisions where necessary. Dave Bliss agreed to lead a workshop session (possibly in September) to discuss in more detail. Sandy Kelman, Dave Bliss and Steph Dunsmuir to meet separately outwith the meeting to discuss how to take the matter forward.</p> <p>The Convener asked if the Samaritans recorded when they felt a caller had been drinking, and Jane Blake advised that this did not happen at present, but could possibly be considered in future.</p> <p>The Forum discussed the duty of care which door security had towards people on their premises and Sergeant Flett advised that the police used a training video (Who are You?) for premises where there had been incidents in the past. She suggested that the video link could be circulated to the Forum for information.</p>	<p>To note that the Police would amend the statistical information presented to the Forum to reflect how many objections were being made in respect of licensing applications, which would allow the Forum to monitor the consistency of decision-making.</p> <p>Sandy Kelman, Dave Bliss and Steph Dunsmuir to meet separately outwith the meeting to discuss how to take the workshop suggestion forward. Sandy would contact Alcohol Focus Scotland to ask them to be involved in the meeting.</p> <p>To note that Jane Blake would discuss with the Samaritans the possibility of recording the number of calls where it was felt that the person had been drinking.</p> <p>To note that the link to the 'Who are You?' training video would be circulated via email.</p>	<p>G Flett / J Hume</p> <p>S Kelman / D Bliss / S Dunsmuir</p> <p>S Dunsmuir</p>



	Item Title	Discussion	Action / Decisions	To be actioned by
9	<b><u>Update from Licensing Standards Officer</u></b>	Tara-Erin Gilchrist advised that the LSOs had compiled a report for the Licensing Board which provided further detail on offences committed. It was suggested that this report could be put on the agenda for the next meeting of the Licensing Forum.	To request that the LSOs report be put on the agenda for the next LLF meeting in June.	T-E Gilchrist / S Dunsmuir
10	<b><u>Update from Unight Representative</u></b>	Emily Queen provided the update on behalf of UNIGHT, and advised that the UNIGHT AGM would be held in May. UNIGHT had recently amended their charter to include city centre pubs. She noted that office bearers would be elected at the AGM in May, and so it might be possible after that meeting to identify a representative to take up the vacant place on the Licensing Forum.	Noted.  To monitor the vacant licensed trade place on the Forum following the UNIGHT AGM in May.	E Queen to advise the Forum
11	<b><u>Update from NHS Grampian and Alcohol and Drugs Partnership</u></b>	Linda Smith advised the Forum that Grace Ball had attended the last two Licensing Board meetings in relation to objections made by the NHS. She added that Grace was leaving her current post, and Heather Wilson would attend meetings of the Board in future.  Linda explained that the NHS was monitoring the decisions of the Licensing Board in terms of consistency with policy.  Sandy Kelman advised that the fourth quarter ADP figures were not currently available.	Noted.	

	Item Title	Discussion	Action / Decisions	To be actioned by
12	<b><u>Update from Children's Services Representative</u></b>	Dave Bliss advised the Forum that work was being undertaken in relation to the number of child protection investigations, particularly those going to the case conference stage. He added that the percentage going to case conference was increasing. Domestic violence and alcohol were significant factors in many cases.	Noted.	
13	<b><u>Progress Statement - April 2014</u></b>		Noted.	
14	<b><u>Date of Next Meeting</u></b>		It was noted that the next meeting would be held on Wednesday 18 June. Following discussion, the Forum agreed that the meeting should start at 1.30pm.	

Should you require any further information about this agenda, please contact Steph Dunsmuir, tel. 522503 or email [sdunsmuir@aberdeencity.gov.uk](mailto:sdunsmuir@aberdeencity.gov.uk)