

Public Document Pack



To: Sandy Kelman, Convener; Stuart McPhee, Vice Convener; and Peter Benton, Barbu Dragosflorin, Ken Eddie, Tara-Erin Gilchrist, Kerry Laing, Laura MacDonald, Kenneth McGeough, Leanne McGowan, Shamini Omnes, Diane Sande and Miriam Smith.

Town House,
ABERDEEN, 18 January 2017

LOCAL LICENSING FORUM

The Members of the **LOCAL LICENSING FORUM** are requested to meet in Conference Room, Police Scotland HQ, Queen Street, Aberdeen on **WEDNESDAY, 25 JANUARY 2017 at 2.00 pm.**

FRASER BELL
HEAD OF LEGAL AND DEMOCRATIC SERVICES

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LICENSING OBJECTIVE 1 : PREVENTING CRIME AND DISORDER

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LICENSING OBJECTIVE 5 : PROTECTING CHILDREN FROM HARM

- 9.5 Update from Children's Services Representative

- 10 Progress Statement (Pages 21 - 24)
- 11 Date of Next Meeting - 5 April 2017

Website Address: www.aberdeencity.gov.uk

Should you require any further information about this agenda, please contact Iain Robertson, tel. 01224 522869 or email iairobertson@aberdeencity.gov.uk

Substantive Members (voting)

Holders of premises licences and personal licences
Stuart McPhee, UNIGHT, <u>Vice Convener</u> Leanne McGowan, Off Sales
Chief Constable for the police area in which the Forum's area is situated
Insp Kenneth McGeough
Persons having functions relating to health, education or social work
Sandy Kelman, Aberdeen Alcohol and Drugs Partnership, <u>Convener</u>
Shamini Omnes, NHS Grampian
Peter Benton, Aberdeen Samaritans
Kerry Laing, Community Safety Partnership
Miriam Smith, Education and Children's Services, Aberdeen City Council
Young People
Barbu Dragosflorin, Aberdeen City Youth Council
Persons resident within the Forum's area
Ken Eddie, Aberdeen Civic Forum
Licensing Standards Officer
Diane Sande (or Tara-Erin Gilchrist)
Community Councils
Laura MacDonald

Co-optees (non-voting)

Holders of premises licences and personal licences
William Christie
Adrian Gomes
Persons having functions relating to health, education or social work
Heather Wilson, NHS Grampian

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LOCAL LICENSING FORUM
2pm, Tuesday 8 November 2016
Town House, Aberdeen

Members present: Sandy Kelman (Alcohol and Drugs Partnership) Convener; and Peter Benton (Aberdeen Samaritans) (for items 1-9), Ken Eddie (Civic Forum) (for items 13-15), Insp Kenneth McGeough (Police Scotland), Leanne McGowan (Off Sales), Shamini Omnes (Aberdeen City Health and Social Care Partnership), Diane Sande (Licensing Standards Officer) and Miriam Smith (Education and Children's Services, Aberdeen City Council(ACC)).

Also present: Iain Robertson (Clerk, ACC) and Heather Wilson (Public Health).

Apologies: Dragosflorin Barbu (Aberdeen Youth Council), Kerry Laing (Community Safety Partnership) and Laura MacDonald (Community Councils).

	Item	Discussion	Action / Decisions	To be actioned by
1	<u>Minute of Meeting of 13 September 2016</u>	<p>With reference to item 2, the Clerk advised that he would raise the development of a referral system for individuals who had been banned from licensed premises in the self-policing scheme in Torry due to alcohol abuse with the Safer Aberdeen Manager and request that an update be provided to the Forum's next meeting;</p> <p>With reference to item 2, Diane Sande (Licensing Standards Officer, ACC) advised that the LSOs had been in contact with the Council's Community Council Liaison Officer to arrange a training event based on Alcohol Focus Scotland's Community Toolkit with an indicative date of 7 December 2016. The Convener (Alcohol and Drugs Partnership) suggested that the Forum's Community Council representative should also be consulted on progress and the Clerk advised that he would provide Ms Sande with the</p>	<p>To approve the minute as a correct record;</p> <p>To instruct the Clerk to contact the Community Safety Partnership for an update on the self-policing scheme in Torry;</p> <p>To note the update on the Community Toolkit event;</p> <p>To instruct the Clerk to provide the contact details of the Forum's Community Council representative to Diane Sande;</p> <p>To request the LSOs to liaise with the Forum's Community Council representative on</p>	<p>I Robertson</p> <p>I Robertson</p> <p>I Robertson</p> <p>D Sande</p>

	Item	Discussion	Action / Decisions	To be actioned by
		<p>relevant contact details;</p> <p>With reference to item 5, the Convener informed the Forum that after consultation the Scottish Government would no longer be introducing new stop and search powers for Police Scotland;</p> <p>With reference to item 10, Insp Kenneth McGeough (Police Scotland) explained that Sgt Barry Skinner would be attending an Alcohol Focus Scotland event in Inverurie on 23 November 2016 and he would provide an update to the Forum at the Forum's next meeting; and</p> <p>With reference to item 11, Diane Sande advised that University Freshers Week had passed without major incident and explained that the LSOs had worked constructively in partnership with Police Scotland, the Universities and the licensed trade in this regard.</p>	<p>arrangements for the Community Toolkit event;</p> <p>To request an update on the Alcohol Focus Scotland event held in Inverurie on 23 November 2016; and</p> <p>To recognise the work of Forum partners during Freshers Week and to commend them for keeping young people safe from harm during this period.</p>	K McGeough
2	<u>Membership Updates</u>	<p>The Clerk explained that the Council's Education and Children's Service had nominated Miriam Smith (Education and Children's Services, ACC) as their sole representative to the Forum and advised they would no longer be alternating between three Council officers when attending Forum meetings.</p> <p>The Convener highlighted that the Vice Convener had been absent from a number of recent Forum meetings and requested that the Clerk correspond with him to gauge his level of interest and future involvement in the</p>	<p>To note that Miriam Smith would be the sole representative to the Forum from Education and Children's Services; and</p> <p>To instruct the Clerk to correspond with the Vice Convener to gauge his level of interest in continuing to be a member of the Licensing Forum.</p>	<p>I Robertson</p> <p>I Robertson</p>

	Item	Discussion	Action / Decisions	To be actioned by
		Forum.		
3	<u>Letter to the Convener of the Licensing Board – 27 October 2016</u>	The Convener explained that he had written to the Convener of the Licensing Board to follow up on the recommendations the Forum had made to the Board at the Joint Meeting on 8 June 2016. The Clerk noted that he had not yet received a response but advised that the post of Depute Clerk was currently vacant and this may explain why no response had so far been received. He added that a recruitment process was ongoing and he would liaise as soon as possible with the new Depute Clerk to progress matters of concern to the Forum.	<p>To note the correspondence;</p> <p>To instruct the Clerk to meet with the incoming Depute Clerk to discuss matters of importance to the Forum; and</p> <p>To request an update on whether a response had been received at the Forum's next meeting.</p>	<p>I Robertson</p> <p>I Robertson</p>
4	<u>Alcohol Focus Scotland Licensing Event-15 September 2016</u>	<p>The Convener noted that a number of members attended this event and he explained that Alcohol Focus Scotland had organised four regional events focussing on areas of success and challenge in relation to alcohol licensing since 2012. He informed members that the event was well run and he particularly highlighted the contribution of Dr Tara Shivaji who presented a short film on the difficulties of being surrounded by alcohol through the perspectives of two people who had struggled with alcohol abuse as they tried to go about everyday activities such as shopping for groceries.</p> <p>Thereafter members discussed the event and agreed that the sessions were useful and provided different perspectives on the licensing process as the event was attended by colleagues from a number of councils, third sector organisations, Police Scotland and the NHS. Members also noted that the event provided an excellent opportunity for</p>	To note the report.	

	Item	Discussion	Action / Decisions	To be actioned by
		networking.		
5	<u>Innkeeper System Overview</u>	<p>Insp Kenneth McGeough provided an overview of the Innkeeper system and explained that the software recorded incidents and inspections relating to licensed premises and helped support Police Scotland's licensing functions. He explained the capabilities and functionality of the software and noted how data was compiled, processed and stored. Insp McGeough confirmed that the Innkeeper system provided the basis for the Licensing team's inspection framework and suggested that it might be worthwhile for Forum members to observe the software's practical application and be given a demonstration by Sgt Barry Skinner at Police Scotland's Aberdeen City headquarters at Queen Street.</p> <p>Thereafter members questioned how criminal incidents such as shoplifting were recorded on the system and discussed the capacity of the software to drill down into the data and to differentiate between alcohol licensing and other licensing information relating to taxis and street vendors. Insp McGeough also confirmed that he would be happy to provide data requests from the Forum that could otherwise be attained through the freedom of information process.</p>	<p>To instruct the Clerk to liaise with Kenneth McGeough with regards to hosting the 25 January 2017 meeting of the Forum in Queen Street Police Headquarters;</p> <p>To request Insp McGeough to liaise with Sgt Barry Skinner to prepare a practical demonstration of the Innkeeper system for Forum members on 25 January 2017; and</p> <p>To thank Insp McGeough for the informative presentation.</p>	<p>I Robertson/K McGeough</p> <p>K McGeough</p>
6	<u>Minimum Unit Pricing</u>	The Convener explained that the Court of Session had ruled on 21 October 2016 that the Scottish Government's minimum unit pricing proposals as outlined in the Alcohol (Minimum) Pricing (Scotland) Act 2012 was lawful. He noted that there was still recourse	To note the report.	

	Item	Discussion	Action / Decisions	To be actioned by
		to appeal the ruling to the UK Supreme Court and this had to be lodged with 28 days of the ruling. He advised that officers would continue to monitor this process and provide updates to the Forum as and when they were made available.		
7	<u>Health Impact Assessments</u>	<p>Shamini Omnes (Aberdeen City Health and Social Care Partnership) advised that Health Inequalities Impact Assessments (HIIA) had been raised at the Joint Licensing Meeting in June 2016 and a recommendation had been made that the Convener of the Licensing Board and Depute Clerk should meet with Dr Tara Shivaji (Public Health) to discuss the integration of the assessments within the refreshed Statement of Licensing Policy. Ms Omnes provided the Forum with an overview of HIIA and explained they created a process for evaluating positive and negative impacts of policies on individuals and helped practitioners to better understand people's lives and experiences.</p> <p>She explained that HIIA would be based on evidence and would adopt a collaborative approach to ensure that individuals were integrated into the decision making process. She noted that HIIA made sure that diversity and disadvantage were considered as well as other social and resource factors when evaluating a policy's impact on an individual's health. Ms Omnes then outlined the steps for developing HIIA and advised that this would involve a scoping exercise; the drafting of terms of reference; a literature review and a full consultation process with community groups and other relevant stakeholders. She added it was Public Health's aim to schedule</p>	<p>To note the report;</p> <p>To request further information and guidance from Dr Shivaji on HIIA;</p> <p>To advise Public Health to consult with Forum members individually to gauge their interest in participating in the HIIA workshop; and</p> <p>To thank Shamini Omnes for the informative presentation.</p>	<p>S Omnes</p> <p>S Omnes</p>

	Item	Discussion	Action / Decisions	To be actioned by
		<p>a workshop on HIIA in the next couple of months.</p> <p>Thereafter there were questions on the alignment between equality and health inequality impact assessments and the integration of HIIA within the GIRFEC programme. Ms Omnes also highlighted that Glasgow City had introduced HIIA in 2010 and it had been successful.</p> <p>Forum members advised that they would be happy to be consulted on the HIIA process but would require further information and guidance from Dr Shivaji before becoming more involved. Kenneth McGeough suggested that he would raise HIIA with Police Scotland colleagues from Glasgow City who had participated in the assessment process in 2010.</p>		
8	<u>Meeting Dates 2017</u>	<p>The Clerk appended proposed meeting dates for 2017 and advised that meetings would continue to be held on a six-eight weekly cycle during weekday afternoons in the Town House, notwithstanding the proposed meeting in Queen Street Police Station on 25 January 2017.</p> <p>He added that an indicative date of 6 June 2017 had been scheduled for the Joint Meeting with the Licensing Board but noted that this would be subject to discussions with the incoming Depute Clerk and the approval of the Licensing Board.</p> <p>The meeting dates were as follows:</p> <p>2pm, 25 January 2017 – Town House/Queen</p>	<p>To approve the meeting dates for 2017; and</p> <p>To note that the Forum's meeting on 25 January 2017 may be held in Queen Street Police Station subject to availability.</p>	<p>I Robertson</p> <p>I Robertson/K McGeough</p>

	Item	Discussion	Action / Decisions	To be actioned by
		<p>Street Police HQ</p> <p>2pm, 5 April 2017 – Town House</p> <p>2pm, 24 May 2017 – Town House</p> <p>2pm, 6 September 2017 – Town House</p> <p>2pm, 8 November 2017 – Town House</p>		
9	<u>Update from Police Scotland: Licensing Objective 1: Preventing Crime and Disorder</u>	<p>Kenneth McGeough advised that Police Scotland were preparing to unveil their new safety campaign which would be visible during the festive period. He noted that the Licensing Team was now on Twitter to expand their communication reach and suggested there may be opportunities for joint working with the Forum and its partners to promote areas of commonality.</p> <p>Insp McGeough also informed the Forum that he would be attending a number of licensing seminars and advised that he would be shadowing his licensing counterpart in Glasgow during the Scottish League Cup final at Hampden Park on 27 November 2016.</p>	To note the update.	
10	<u>Update from Children's Services Representative: Licensing Objective 5: Protecting Children from Harm</u>	<p>Miriam Smith explained that Getting It Right For Every Child (GIRFEC) school forums were not yet established so there was no formal mechanism the Licensing Forum could feed into. She advised that as an interim measure she would provide updates to the Forum after consulting with the Council officer responsible for GIRFEC and noted that the Forum could also receive updates from Community Planning Aberdeen.</p>	To request updates on the GIRFEC programme particularly how it relates to licensing and alcohol awareness as and when they became available; and	M Smith

	Item	Discussion	Action / Decisions	To be actioned by
		With regards to youth justice, Ms Smith noted that she had discussed this issue with colleagues who had advised that the relevant information had been presented to the Responsible Group which the Convener was a member of, and she recommended that data be extrapolated from this source to ensure there was no duplication of data or effort.	To note the update.	
11	<u>Update from Licensing Standards Officer: Objective 2: Securing Public Safety</u>	Diane Sande informed the Forum that the deadline for licensed premises to pay their annual licensing fees was 1 October 2016 and LSOs were currently perusing license holders who had not yet paid their fees. She added that LSOs continued to inspect premises to review their signage, documentation and to investigate noise and nuisance complaints.	To note the update.	
12	<u>Update from Unight Representative: Licensing Objective 3: Preventing Public Nuisance</u>	No update.		
13	<u>Update from NHS Grampian and Alcohol and Drugs Partnership: Licensing Objective 4: Protecting and Improving Public Health</u>	<p>The Convener informed the Forum that recent Information Services Division (ISD) statistics had shown that hospital admissions due to alcohol had increased last year which was the first rise in a number of years and noted that ADP would be monitoring the figures closely to determine if any trends were developing.</p> <p>Heather Wilson (Public Health) highlighted that ADP's festive campaign would be launched soon with a series of posters focussing on personal safety and responsibility when out drinking over the</p>	To note the updates; and	

	Item	Discussion	Action / Decisions	To be actioned by
		<p>holiday period. ADP would also use social media to communicate their messages.</p> <p>Ms Wilson explained that Public Health had been granted an award category at the Best Bar None awards and had received two submissions focussing on how the licensed trade had helped support public health objectives. She advised that both proposals were excellent and the winner would be announced at the awards ceremony later today. She hoped that the category would raise Public Health's profile amongst the licensed trade and precipitate greater interest and participation in their category ahead of next year's awards.</p> <p>Ms Wilson further advised that Public Health had compiled a list of late night coffee shops as alternative outlets to licensed premises for socialising in. She added that this list would be publicised on social media.</p> <p>Shamini Omnes highlighted the 16 days of action which raised awareness about domestic violence and this campaign would commence on 25 November 2016.</p>	To request that an email is circulated to members to provide further information on the 16 Days of Action.	S Omnes/I Robertson
14	<u>Progress Statement</u>		To note the Progress Statement.	
15	<u>Date of Next Meeting</u>	<p>25 January 2017.</p> <p><u>ALEXANDER KELMAN, Convener</u></p>	To note the date.	

	Item	Discussion	Action / Decisions	To be actioned by
	If you require any further information about this minute, please contact Iain Robertson, tel. 01224 522869 or email iairobertson@aberdeencity.gov.uk			

ADP CHAIRS AND ADP CO-ORDINATORS

Dear Colleagues

The Scottish Government is presently refreshing its 2009 Alcohol Strategy *Changing Scotland's Relationship with Alcohol: A Framework for Action*(<http://www.gov.scot/Publications/2009/03/04144703/0>). We are not re-writing the Strategy; rather, we are reporting on progress to date, assessing which actions have been completed or are continuing, identifying where further work is required, or alternatively where there may be gaps. As such, we are not running a formal Government consultation on the exercise, but nevertheless we are keen to capture stakeholders' perspectives.

You play a key role in reducing alcohol-related harm in local communities and much wider, and your experiences help to underpin any approaches we may consider at the national level. We would very much welcome your views. Whether you have thoughts on aspects of existing national policy which you wish to send us, or suggestions for new areas of work or forward priorities, or perhaps reflections on activities and interventions you have taken forwards, all feedback would be very gratefully received.

Please send your comments or suggestions by Wednesday 8 February 2017.

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Changing Scotland's Relationship with Alcohol: A Framework for Action

9 March 2009

SUMMARY

1. This Framework sets out our strategic approach to tackling alcohol misuse in Scotland. It explains the need for action in order to help deliver Government's Purpose and outlines how we intend to take forward the proposals contained in our discussion paper "Changing Scotland's Relationship with Alcohol" following the outcome of our public consultation in 2008, a summary of which is contained in Annex A to this document.

2. As our discussion paper made clear, this Government is not anti-alcohol; we are anti- alcohol misuse. But the extent of alcohol misuse in Scotland and its impact on us all mean that the need for a new approach is overwhelming. Significant increases in the affordability of alcohol - alcohol is now 70% more affordable than in 1980 ¹ - have helped drive an increase in consumption of 19% over the same period ². This in turn has fuelled significant increases in deaths and illness. ³

3. The Government is already taking action on a number of fronts which will contribute to addressing the underlying causes of, and dealing with the negative impacts resulting from, Scotland's complex relationship with alcohol. These include the Government's Economic Strategy and our joint work with local government to improve early years and early intervention and to address health inequalities. Through this work and through direct interventions focused on alcohol use, we are convinced of the need to take action to re-balance Scotland's relationship with alcohol if we are to maximise our potential as individuals, families, communities, and as a country.

4. We are committed to taking action now through legislative change and a record investment in prevention treatment and services, as well as building an environment that supports culture change in the longer term. We recognise that we cannot achieve this alone and that we must work with a wide range of partners. Crucially, we must encourage individuals to reflect on their drinking and how it impacts on themselves and others.

5. But Government has a key leadership role and we are determined to rise to the challenge. Based on knowledge and understanding of alcohol misuse, its drivers, and evidence-based interventions, our Framework for Action identifies the need for sustained action in four areas:

- reduced alcohol consumption;

- supporting families and communities;
- positive public attitudes, positive choices;
- improved treatment and support.

6. The Framework outlines a package of measures which can together reduce alcohol-related harm and contribute to a successful and flourishing Scotland. Each section outlines actions already underway, existing and new commitments. The way forward has been informed and shaped by the consultation responses, an analysis of which has been undertaken by independent consultants and is published at the same time as this Framework. In relation to our consultation proposals specifically we intend to:

- bring forward regulations to end irresponsible promotions and below-cost selling of alcoholic drinks in licensed premises (paras 31-35);
- pursue the establishment of a minimum price per unit of alcohol through regulation (paras 36-44);
- review advice to parents and carers (paras 49-50);
- place a duty on Licensing Boards to consider raising the age for off-sales purchases to 21 in part or all of their Board area and provide powers for Chief Constables and Licensing Forum to request a review of their local Board's policy (paras 51-55);
- establish a legislative power to apply a social responsibility fee on some alcohol retailers (paras 56-59);
- bring forward regulations to restrict the use of marketing material or activity on licensed premises (paras 94-101).

We do not intend to pursue separate supermarket checkouts for alcohol sales, or raise the age for those staffing such checkouts, at the present time.

**REPORT ON
COMMUNITY COUNCIL LICENSING WORKSHOP
WEDNESDAY, 7TH DECEMBER 2016
ABERDEEN CITY COUNCIL, TOWN HOUSE**

Background

In 2016 Alcohol Focus Scotland published the “Alcohol licensing in your community” toolkit that explains how the licensing process works in Scotland, and provides some practical tips to help people who want to get involved. Colleagues already working in the field of licensing welcomed this document and have been circulating it widely within their networks.

During discussion between Karen Rennie, Community Council Liaison Officer, and Community Councils in Aberdeen City, licensing was identified as one of the training needs for newly elected (and existing) Community Council members. Following on from this, it was agreed that representatives from NHS Grampian (NHSG) Public Health, Aberdeen City Health & Social Care Partnership (ACH&SCP), Aberdeen City Alcohol and Drug Partnership (ADP) and the Licensing Standards Team would attend a workshop event held on 7th December 2016. This event was publicised through Karen Rennie, to all Aberdeen City Community Councils.

A total of 15 Community Council delegates attended with 12 Community Councils being represented. The intended format for the event included a number of short presentations with opportunities for discussion; the showing of two short films; with the event concluding with a practical workshop element. On the evening the format did not follow the plan as there were lengthy discussions between the Community Council members and the representatives. As a result of the extended discussion, there was no time to deliver the practical workshop. However, the Community Council members said that they had valued the input from the representatives who attended and requested a further evening to complete the practical workshop.

Main topics for discussion

- Lack of information and speed of delivery were high on the agenda for Community Council members.
 - Community Councils receive very limited information from the Licensing Board. It would be ideal if Community Councils could receive the same scanned information as NHSG, Police and Licensing Standards Officers, however it was acknowledged that this would be a big step. In the interim it was suggested that the Licensing Board could provide Community Councils with the basic information that was displayed on site notices as this would be better than the letter that was currently issued.

- Delays in receiving letters and lack of time in which to make a response were discussed. It was suggested that the Licensing Board use e-mail to contact Community Councils. To ease this process Karen Rennie suggested that the Licensing Board e-mail her and she would forward to the appropriate Community Council.

Tasks identified from the discussions

- The Licensing Standards Officers agreed to investigate litter nuisance concerning a specific licensed premises
- The Licensing Standards Officers agreed to investigate a specific pricing issue and sale of alcohol from a licensed premises
- The Licensing Forum Chair agreed to write on behalf of the Community Council delegates to express their disappointment that the Licensing Board overprovision statement is still suspended
- NHS Grampian and the Licensing Standards Officers agreed to identify ten of their licensing “success stories” for sharing with Community Councils

Evaluation of event

Community Council members were asked to complete an evaluation questionnaire for the event. The resulting responses identified that:

- 100% (15/15) advised that their knowledge of the licensing process had increased
- 80% (12/15) advised that their knowledge of the AFS Toolkit had increased with only 20% (3/15) indicating no change
- 83% (13/14) advised that their confidence to apply learning was “Satisfactory” or “Good”. One person felt their knowledge was still “Poor” but added that he/she now knew who to contact
- 87% (13/15) rated the content of the session as “Good” or “Very Good”
- 87% (13/15) rated the knowledge of the facilitators as “Good” or “Very Good”

All Community Council delegates received a pack of alcohol related information and statistics and contact details so that they would know who to contact for any help in the future.

ABERDEEN LOCAL LICENSING FORUM

PROGRESS STATEMENT – 25 January 2016

Remit of Local Licensing Forums as set out in the Licensing (Scotland) Act 2005 – keeping under review the operation of the Act in the Forum’s area and in particular the exercise by the Licensing Board of their functions including giving advice and making recommendations to the Board in relation to those matters where the Forum considers it appropriate. The Act does not enable a Forum to review or give advice or make recommendations in relation to the exercise by a Board of their function in relation to a particular case. “Case” is taken to mean an application before a Board and in the interests of natural justice is also taken to mean individual licensed premises. The preferred route for consideration of complaints about the running of licensed premises is to write directly to the Clerk or Depute Clerk to the Licensing Board.

The Licensing (Scotland) Act 2005 requires Licensing Boards in exercising any of their functions to have regard to any advice given or recommendations made to them by a Local Licensing Forum and where the Board decides not to follow the advice or recommendation to give the Forum reasons for that decision, the Board must provide copies of relevant statistical information to the Forum as it may reasonably require for the purposes of its general functions.

Licensing Standards Officers have a general function of providing to interested persons information and guidance concerning the operation of the Act, supervising compliance with the Act and the conditions of their licences by holders of Premises Licences and Occasional Licences and mediate between communities and the trade or between any two parties where there is a need to resolve a local problem and develop a local solution. LSOs do not act as “policemen” with regard to licensing but they will liaise with the police and other relevant officials such as Environmental Health Officers in pursuit of the objectives of the Act.

Item	Meeting Reference	Decision/Action	Update	Responsible Lead	Licensing Objective
Items relating to all Licensing Objectives					
1.		<u>Statistical Information</u> To receive reports from the Licensing Board containing relevant statistical information.	The Forum and Board will continue to liaise at joint meetings.	All	All objectives

Item	Meeting Reference	Decision/Action	Update	Responsible Lead	Licensing Objective
2.	8 June 2016 (Joint Licensing Meeting)	<p><u>Statement of Licensing Policy Refresh</u></p> <p>The Forum discussed their initial consultation response with members of the Licensing Board ahead of the development of the refreshed Statement of Licensing Policy.</p>	The Joint Meeting considered a letter from the Convener of the Licensing Forum to the Convener of the Licensing Board dated 13 January 2016 which outlined the Forum's recommendations to the Licensing Board as per Section 10 of the Licensing (Scotland) Act (2005).	All	All objectives
3.	11 February 2015	<p><u>Alcohol and Young People</u></p> <p>The Forum considered whether attitudes towards alcohol have changed amongst younger people and the Convener requested a presentation for a future workshop on what young people think of alcohol and their experiences of its use and impact.</p>		Young Person's Representative to the Forum	All Objectives
4.	18 November 2015	<p><u>Youth Justice Monitoring</u></p> <p>The Forum requested that Sgt Flett provide an update on the monitoring arrangements and research conducted by the Youth Justice team on how young people accessed alcohol.</p>	<p>Sgt Flett provided an update on 12 January 2016 and advised that there was no clear mechanism in place to retrieve the requested data but discussions were ongoing between Police Scotland the Youth Justice Team on how to achieve greater alignment.</p> <p>On 8 November 2016, Miriam Smith advised the Forum that data could be made available through the Responsible Group which the</p>	Police Scotland representative to the Forum	Licensing Objective 1: Preventing Crime and Disorder; and Licensing Objective 5: Protecting Children from Harm

Item	Meeting Reference	Decision/Action	Update	Responsible Lead	Licensing Objective
			Convener was a member of. This would ensure there was no duplication of information or resource.		
5.	13 September 2016	<p><u>LSO Annual report 2015-16</u></p> <p>The Forum requested that the LSO Annual Report 2015-16 be presented to the Forum with an indicative submission date of mid-2017.</p>		D Sande/T-E Gilchrist	All Objectives
6.	13 September 2016	<p><u>Convener's Letter to the Licensing Board</u></p> <p>The Forum instructed the Convener to correspond with the Convener of the Licensing Board to invite a Board representative to the Forum's next meeting to provide a progress update in relation to issues raised at the Joint Meeting.</p>	The Clerk to the Forum met with officers from the Legal Licensing Team on 12 January 2017 and was advised that the Licensing Team would correspond with the Chair and Clerk to the Forum in response to the Forum's recommendations made to the Board at the Joint Licensing Meeting on 8 June 2016.	S Kelman	All Objectives
7.	13 September 2016	<p><u>Referral System in Torry</u></p> <p>The Forum requested an update on the development of a referral system for individuals who had been banned from licensed premises in the self-policing scheme in Torry due to issues related to</p>	An update will be provided at today's meeting.	K Laing	All Objectives

Item	Meeting Reference	Decision/Action	Update	Responsible Lead	Licensing Objective
		alcohol abuse.			