

LOCAL LICENSING FORUM

Wednesday, 12 June 2019

Members present: Shamini Omnes, Chairperson; Finlay Cran, Elaine Mottram, Lorcan O'Connor, Martin Robb; and Jonathan Smith

Also present: Shereen Balaban, Lynn May and Emma Robertson.

Apologies: Sarah Wheeler, Vice Chairperson; Susan Dunn, Tara Gilchrist, Gill Flett, Derek Gardiner, Adam Grant, Nicola Johnston, Inspector Kenny McGeough; and Diane Sande

	Item	Discussion	Action / Decisions	To be actioned by
1	<u>Minute of Meeting of 13 March 2019 - for approval</u>	The Forum had before it the minute of the previous meeting of 13 March 2019. The minute was agreed as a true record.	<u>The Forum agreed:</u> - to approve the revised minute as a correct record.	
2	<u>Matters Arising</u>	The Forum discussed the need for the Forum members to look at the Forums purpose and to ensure that each member view and connection is taken into consideration. The Members of the Forum discussed the potential and purpose of the Forum and the need to address representation of the Forum Shamini addressed the need to feel connected with the Forums' purpose and for the members to play a part in the success of the Forum. Shamini expressed that hopefully the following agenda items would address those concerns.	<u>The Forum agreed:-</u> (i) For the representation of the Forum to be looked at; and (ii) To note that Members need to take an active role within the Forum, for the Forum to reach its full protentional.	Shamini & Shereen All Members

	Item	Discussion	Action / Decisions	To be actioned by
3	<p><u>Local Licensing Forums' Constitution Review</u></p>	<p>Representation of the Forum was discussed. Shamini expressed the need for the Forum members to know more about the various members/services and use the opportunity to raise profile as well as recruit representation to the Forum.</p> <p>Voting rights of the current Members was discussed. Shamini explained that the Constitution permits the Forum to have a membership of 12, with one duly appointed representative from categories. One member of the category would hold the voting right. Notwithstanding this, the other members of the category would remain as co-optees, who would attend and participate in the meeting but without voting rights.</p> <p>Shamini discussed the need for substitutes to be present if the duly appointed representative of the Forum was unable to attend.</p>	<p><u>The Forum agreed:</u> -</p> <ul style="list-style-type: none"> (i) For the Constitution of the Forum to be looked at by the members and for any feedback to Shereen (ii) To ensure that the membership of the Forum is representative of the interests of persons or descriptions of persons who have an interest which is relevant to the Forum's general functions; (iii) To contact representative of the services and third parties outlined within the categories identified within the Constitution; and (iv) For the Forum Members to identify a substitute that will be available to attend the Forum if the member 	<p>Forum members & Shereen</p> <p>Shamini</p> <p>Shamini</p> <p>Forum members</p>

	Item	Discussion	Action / Decisions	To be actioned by
4	<u>LLF Objectives 2019-20 - Group Discussion</u>	<p>A member of the Forum discussed the Forum exercising as an administrative tick box. Following wider discussions everyone agreed the Forum needed to come together to work collaboratively and to be more proactive with the identified objectives for the year.</p> <p>Lynn May addressed the Forum's concerns and gave recognition to the Forum's contribution. More scrutiny was welcomed, and the input of the Forum was discussed to be hugely beneficial. Shamini welcomed the scheduled joint meeting, 10th September 2019 with the Licensing Board, where this can be addressed as an item on the agenda. Shamini welcomed the suggestion for the LLF to meet to discuss the objectives of the Forum, and for agenda items to be addressed before the joint meeting with the Licensing Board. Elaine offered the Samaritan office as a meeting venue.</p>	<p><u>The Forum agreed :-</u></p> <ul style="list-style-type: none"> (i) For the collaborative objectives of the Local Licensing Forum to be addressed as an item on the joint meeting; and (ii) All agreed to meet from 2-4pm on 27th August 2019 as a development day. The purpose being for the Forum to meet to discuss and produce a summary of areas to be presented to the LLB at the Joint meeting. Shereen to email all and confirm meeting. 	<p>LLF members</p> <p>LLF members & Shereen</p>
5	<u>PC Gary Jobson Aberdeen Local Licensing Forum Development Plan</u>	<p>The Forum agreed that the Development Day would allow the Forum the opportunity to reflect on the report and forum objectives. Elaine Mottram agreed that she would like to contribute to the assessment in relation to recommendations.</p>	<p><u>The Forum agreed:-</u></p> <ul style="list-style-type: none"> (i) That there was scope to discuss and debate on recommendations from the Development Plan for the Forum; and (ii) To work together to refine the scope of the development plan and to affirm the Forum's objectives; 	<p>Elaine & LLF Members</p> <p>LLF Members</p>

	Item	Discussion	Action / Decisions	To be actioned by
5.1	<u>Review and Recommendations</u>	The Forum discussed the need for guidance and stronger engagement from the Licensing Board. The Forum discussed the importance to empower the board to act, and to work at being proactive in supporting the Board. The Forum discussed the need for relevant local information, which the Forum can use to consult with the Board for clearer and more defined tasking and ownership of responsibilities when providing recommendations and information to the Board. The forum agreed that qualitative data should be used to back up recommendations/ decision of the Forum. The Forum recognised this to be a strong point of the Forum.	<u>The Forum agreed :-</u> for LLF Members to bring before the Forum relevant information and data that is available to them in their professional capacity; and remit.	All members
5.2	<u>Proposal</u>	The proposal from PC Jobson was revisited and for information alone.	<u>The Forum agreed :-</u> to note the information provided.	
6	<u>Licensing Board</u> Minute of Licensing Board, 12 March 2019 https://committees.aberdeencity.gov.uk/eListDocuments.aspx?CId=151&MId=6896&Ver=4	The Forum welcomed the forthcoming annual meeting with the Board, and agreed that a development day prior to this meeting would allow for the LLF to agree its objectives and how it can work closer with the Board. Lynn May on behalf of the Licensing Board provided an update to the Forum, and contributed to all agenda items.	<u>The Forum agreed: -</u> (i) on attendance at joint LB and LLF meeting; and (ii) to note the update from the Licensing Board.	LLF members LLF members

	Item	Discussion	Action / Decisions	To be actioned by
7	<u>Licensing Conference</u>	Lynn May mentioned no date has been agreed yet. The Forum expressed their disappointment. and shared the willingness to progress and ensure the Conference goes ahead.	<u>The Forum agreed:</u> - (i) To note the update; and (ii) For LLF Members to contribute to the conference planning, to provide the Board with update and suggestions; and (iii) to leading the planning for Conference and a date/s can be identified after meeting in August.	LLF members
8	<u>MEMBER UPDATES (TO INFORM THE WORKING GROUP OF THE LICENSING FORUM)</u>	Apologies noted from members: - Police - Licensing Standard Officer - Education - Integrated Children's and Family Services	<u>The Forum agreed:</u> - to note the apologies	LLF members
9	<u>Progress Statement</u>	Shamini advised that the business statement needs to be updated and used to track the work of the Forum in line with the Forum objectives.	<u>The Forum agreed:</u> - (i) to update the progress statement, to be used as a business statement for the Forum; and (ii) for LLF to agree and set tasks for the LLF members, to take ownership of the item.	Shereen & LLF members

	Item	Discussion	Action / Decisions	To be actioned by
10	<u>Aberdeen City Council Licensing Board: Statement of Licensing Policy 2018</u>	The Forum had before it, Aberdeen City Council Licensing Board: Statement of Licensing Policy 2018 for the new members to be familiar with and to advise on any concerns / feedback	<u>The Forum agreed:</u> - to note the document and the information provided.	LLF members
11	<u>Alcohol Focus Scotland: Community Licensing Toolkit</u>	The Forum had before it the Alcohol Focus Scotland; Community Licensing: Toolkit for new members to be aware of. Shamini presented the toolkit to the Forum for their consideration on testing this with a community group. This is to follow on from the workshops delivered to Community Councils across the city. Jonathan expressed that the toolkit did not show a sense of collectiveness in addressing the licensing process. It encourages and provides information on how to object, but perhaps not how to get involved with the licensing process. He suggested if a local version of the toolkit can be produced.	<u>The Forum agreed:</u> - (i) For the Toolkit in its current version not to be tested in the local Community; and (ii) Further discussion to be had with LLF members who were not present today.	LLF member
12	<u>Local Outcome Improvement Plan - Alcohol Indicators</u>	With reference to article 8 of this minute, Shamini provided the Forum with an update on behalf of Aberdeen City Health and Social Care Partnership. The Forum had before it – Alcohol & Drug Partnership Plan, the overall delivery map was shared with the Members for their awareness.	<u>The Forum agreed:</u> - (i) To note the document and information provided; and (ii) To share with partners / future work undertakings	LLF Members
3	<u>Next Meeting</u>	The Forum had before it the date of the next scheduled meeting for information.	<u>The Forum agreed:</u> - <u>to note the date of their next meeting.</u>	LLF Members

If you require any further information about this minute, please contact Shereen Balaban, email sbalaban@aberdeencity.gov.uk