

**LOCAL LICENSING FORUM**  
Wednesday, 27 November 2019

Members present: Shamini Omnes, Chairperson; Neil Carnegie, Finlay Cran, Susan Dunn, Gill Flett, Tricia Maclean (substitutes for Megan Heathershaw), Elaine Mottram, Lorcan O'Connor, Martin Robb, Diane Sande, Jonathan Smith and Miriam Smith.

Also present: Shereen Balaban and Alexander Munro

Apologies: Tara-Eri Gilchrist, Derek Gardiner, Adam Grant, and Louise Grant

	<b>Item</b>	<b>Discussion</b>	<b>Action / Decisions</b>	<b>To be actioned by</b>
<b>1</b>	<b><u>Welcome and Apologies</u></b>	<p>The Chair welcomed all those in attendance.</p> <p>The Clerk advised that apologies for absence had been intimated by Tara-Eri Gilchrist, Derek Gardiner, Adam Grant, and Louise Grant.</p>	<p><b><u>The Forum agreed:</u></b> -</p> <ul style="list-style-type: none"> <li>(i) to note the apologies; and</li> <li>(ii) to welcome the return of Miriam Smith (Principal Planning and Development Officer) and to welcome Neil Carnegie (Communities and Housing Area Manager) to his first meeting as representatives from Children Services and Early Intervention and Community Safety ACC respectively.</li> </ul>	All members
<b>2</b>	<b><u>Minute of Meeting of 18 September 2019</u></b>	<p>The Forum had before it the minute of the previous meeting of 18 September 2019. The minute was agreed as a true record.</p>	<p><b><u>The Forum agreed:</u></b> -</p> <p>to approve the minute as a correct record.</p>	Shereen

	Item	Discussion	Action / Decisions	To be actioned by
3	<b><u>The Local Licensing Forum Constitution Review</u></b>	<p>The Convener advised that an initial review of the Constitution had been carried out by Elaine Mottram. Members were encouraged to get involved with the review and to submit feedback to the Clerk.</p> <p>The members discussed a few elements of the review of the Constitution; the Forum's Representation, Communication and Engagement and the Officer Bearer appointment.</p> <p>The Chair advised that the review would allow for the Forum remit to be considered and to be more clearly defined. All effort would be made to ensure that the documents were accessible and in plain English.</p>	<b><u>The Forum agreed:</u></b> - to provide feedback to the Clerk on the Constitution.	All members
4	<b><u>Purpose and Function/ Remit of the Aberdeen Local Licensing Forum</u></b>	Members discussed the Forum and its purpose. Members acknowledged that before members can fully consider the role of members there needs to be a clear understanding of the Purpose and Remit of the Forum. Members agreed this was something which all members can provide feedback as part of the Constitution review	<b><u>The Forum agreed:</u></b> - <ul style="list-style-type: none"> <li>(i) to have an input to the development of the Forum's purpose and Function;</li> <li>(ii) to note that the members will be involved in producing a 2020 action plan for the Forum; and</li> <li>(iii) to note that the Clerk will circulate Alcohol Focus Review of Licensing Board Annual Functions Reports 2017-2018.</li> </ul>	All members All members Shereen

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5	<b><u>ELEPHANT Study</u></b>	<p>The Convener advised the Forum that Stirling University had reached the 2<sup>nd</sup> Stage of the bid application. The Convener advised that the research team had asked if the Forum would like to make any changes to the letter of support. The updated letter would be circulated for members feedback prior to being sent.</p> <p>The Convener was asked to discuss with the Forum, the Research Teams proposal to set up public involvement groups within Aberdeen – which would be made up of customers of the licensed premises affected. Members were asked if they were able to publicise an advert through their social media accounts that would invite people to contact the team to participate. The Forum consider the best way to promote and attract volunteers to join the participation group.</p> <p>The Forum members were keen to be provided with clarity on the extent of the Forums role within the research project. Clarity would be circulated to the Forum members. The outcome of the bid proposal would be shared at the following meeting.</p>	<p><b><u>The Forum agreed:</u></b> -</p> <ul style="list-style-type: none"> <li>(i) for further communication with Stirling University for clarity on the expectation upon the Forum; and</li> <li>(ii) for the Forum’s letter of support to be circulated within members; and</li> <li>(iii) note that members will consider if the Forum could provide support to the Study; and</li> <li>(iv) for information on the bid to be provided to the Forum at the next meeting following the application decision.</li> </ul>	<p>Shamini</p> <p>Shamini &amp; Shereen</p> <p>All members</p> <p>All members &amp; Shereen</p>

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5	<b><u>Working Groups</u></b>	<p><b><u>Licensing Conference</u></b></p> <p>The date of the Licensing Conference – Policy into Practice, had been confirmed for the 14 January 2020, at the Town House, Union Street, from 9.30am until 12.30pm.</p> <p>Alexander Munro – Legal Advisor to the Licensing Board advised the Conference will focus on the practical application of key aspects of the Licensing Board’s Policy Statement following its first year of operation.</p> <p>The agenda was near finalised and the guest speakers had been identified and were to be confirmed. The Group continued to work on the feedback / evaluation questions.</p> <p><b><u>Communication and Engagement Working Group</u></b></p> <p>Forum members discussed Forum Communication and engagement. Members considered further the re-establishment of a quarterly Licensing Newsletter. Working Group members will discuss with Officers to look at changes to the Local Licensing Forum presence on the Aberdeen City Council website.</p> <p>The Forum discussed potential objectives for the Forum for 2020/21. The Forum members discussed reviewing a toolkit on licensing for the Community and the role of social media for promoting the Forum.</p>	<p><b><u>The Forum resolved:</u></b></p> <ul style="list-style-type: none"> <li>(i) to note the ongoing work;</li> <li>(ii) for the Conference time to be agreed and for this to be communicated to all;</li> <li>(iii) for the Conference flyer to be completed and disseminated;</li> <li>(iv) for the members to produce a set of feedback questions; and</li> <li>(v) to consider further the means in which feedback will be gathered.</li> </ul> <ul style="list-style-type: none"> <li>(vi) to note that the Working Group will meet Media Officers to progress the Forum’s social media presence; and</li> <li>(vii) to note that the Working Group members will consider further the production of a Community Handbook regarding Licensing in the community as part of 2020/21 objective</li> </ul>	<p>All Forum Members Licensing Team &amp; All Members Licensing Team</p> <p>Working Group Members Working Group Members &amp; Shereen</p> <p>All Members</p> <p>All Working Group Members</p>

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6	<p><b><u>Update from Local Licensing Members</u></b></p>	<p>The members discussed the importance of representation of members on the Forum and reporting to the Forum at each meeting. It is requested that each member provides a report update to the Forum ahead of the meeting to the Clerk to be included within the Forum agenda.</p> <p><b><u>Police Scotland</u></b></p> <p>The members of the Forum had before them Police Scotland – Annual Licensing 2018/2019 for their consideration. A brief overview was provided.</p> <p><b><u>Licensing Standards Officer (LSO's)</u></b></p> <p>Diane Sande – (LSO) provided an update to the Forum. The Forum heard that trade welcomed the successful Vulnerability training provided by the LSO's and the feedback was positive. The members discussed attending and participating in future training events.</p> <p><b><u>Integrated Children's Services</u></b></p> <p>Miriam Smith provided the members with a brief overview of the data in relation to the number of children that the local authority is working with and the number of looked after children which are affected by substance misuse. The data had not been provided to the Forum for some time and members agreed that it would be a good insight to have this data available on a quarterly basis.</p>	<p><b><u>The Forum agreed:</u></b> -</p> <p>(i) to note the importance of members reporting to the Forum; and</p> <p>(ii) to request that data is made available to the Forum at the next meeting from Community Safety.</p> <p>(iii) to note the update from the Chief Constable's Report to the Aberdeen Licensing Board for the Period 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019; and</p> <p>(iv) to note the update from the Licensing Standards Team; and</p> <p>(v) to note the good news and positive feedback on the successful Vulnerability training provided by the LSO's; and</p> <p>(vi) Forum members encouraged to participate at any future training/awareness events led by the LSO's; and</p> <p>(vii) to note the update provided by Miriam Smith on behalf of Integrated Children's Services; and</p> <p>(viii) to welcome the data shared in relation to the number of children that the local authority is working with and the number of looked after children which are affected by substance misuse; and</p> <p>(ix) for this Quarterly Report data to be shared with the members and recommended to Licensing Board.</p>	<p>All members</p> <p>All Members</p> <p>All Members</p> <p>LSO's</p> <p>All members</p> <p>All members</p> <p>Shereen</p>

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7	<b>Next Meeting</b> Wednesday 29 January 2020, 2pm, Committee Room 5, Town House	The Forum had before it the date of the next meeting. Members were made aware that the AGM will be immediately before the Forum meeting, starting at 2pm.	<b>The Forum agreed:</b> - to note the date of the next scheduled Forum meeting.	All members

If you require any further information about this minute, please contact Shereen Balaban, email [sbalaban@aberdeencity.gov.uk](mailto:sbalaban@aberdeencity.gov.uk) or 01224 522497