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To: Shamini Omnes, Convener; Finlay Cran, Vice Convener; and Neil Campbell, Neil Carnegie, Susan Dunn, Louise Grant, Elaine Mottram, Lorcan O'Connor, Diane Sande and Jonathan Smith, Diane Sande and Jonathan Smith.

Town House,
ABERDEEN 23 November 2020

LOCAL LICENSING FORUM

The Members of the **LOCAL LICENSING FORUM** are requested to meet in **Virtual - Remote Meeting** on **WEDNESDAY, 25 NOVEMBER 2020 at 2.00 pm.**

FRASER BELL
CHIEF OFFICER - GOVERNANCE

B U S I N E S S

- 1 Welcome and Apologies
- 2 Minute of Meeting of 7 October 2020 - for approval (Pages 3 - 8)
- 3 Matters Arising
- 4 Membership Updates
- 5 ELEPHANT Study - Andrea Mohan / Niamh Fitzgerald
- 6 Licensing Board & Local Licensing Forum Joint Meeting
- 7 2020 Dates

Website Address: www.aberdeencity.gov.uk

Should you require any further information about this agenda, please contact Shereen Balaban, email sbalaban@aberdeencity.gov.uk or 01224 522497

LOCAL LICENSING FORUM
Wednesday, 7 October 2020

Members present: Shamini Omnes, Chairperson; Neil Campbell, Neil Carnegie, Finlay Cran, Elaine Mottram, Diane Sande.

Also present: Shereen Balaban, Julie Ann Butchart, Alexander Munro and William Rae

Apologies: Susan Dunn, Louise Grant and Miriam Smith

Page 3

	Item	Discussion	Action / Decisions	To be actioned by
1.	<u>Welcome and Apologies</u>	<p>The Chair welcomed all those in attendance. The Chair advised the group that the meeting was the first formal meeting since lockdown in March.</p> <p>The Clerk advised that apologies for absence had been intimated by Susan Dunn, Louise Grant and Miriam Smith</p>	<u>The Forum agreed:</u> - to note that apologies for absence had been intimated by Susan Dunn, Louise Grant and Miriam Smith.	All members
2.	<u>Minute of Meeting of 29 January 2020 – for approval</u>	<p>The Forum had before it the minute of the previous meeting of 29 January 2020.</p> <p>The minute was agreed as a true record.</p> <p>There were no matters arising from the minute.</p>	<u>The Forum agreed:</u> - to approve the minute	Shereen
3.	<u>ELEPHANT Study</u>	<p>The Chair advised the Forum that the Elephant Study had asked for a representative to sit on the Advisory Board/ Group for the research in Aberdeen. The Chair opened nominations for the Forum Representative to the Members. The Chair advised that she is likely to represent NHS Grampian on the Advisory Board. The Chair encouraged all members to provide support to the Study.</p>	<u>The Forum agreed:</u> - to nominate Elaine as the representative of the Forum	All members

Agenda Item 2

	Item	Discussion	Action / Decisions	To be actioned by
4.	<u>Update from Members</u>	<p><u>Licensing Standards Officer (LSO's)</u></p> <p>Diane Sande – (LSO) provided an update to the Forum. The Forum heard that the LSO's have been heavily involved with the increase in Occasional Licenses. Forum were advised that Annual Fees were due of the 1st October 2020.</p> <p><u>Police Scotland</u></p> <p>Neil Campbell – advised the Forum that an updated was expected from Scottish Government regarding changes to be implemented. The Forum were advised that Police Scotland have been working closely with the LSO's and Environmental Health, particularly during the weekends. Members heard that in general the Premises were running well with minor issues in the City. Police highlighted an increase in the purchase of alcohol from off sales. From a Policing perspective it was advised this will potentially increase incidents of anti-social behaviour and house parties which are currently covered by the Covid-19 Regulations.</p>	<p><u>The Forum agreed: -</u> to note the update</p>	All members

	Item	Discussion	Action / Decisions	To be actioned by
5.	Communication & Engagement	<p>The Clerk advised that a few members pre Covid - 19 were involved in the review on the Communication and Engagement for the Forum. A quarterly updated was to be produced and would be circulated through the subscription to the Licensing Forum Email Updates - https://public.govdelivery.com/accounts/UKABERDEENCC/subscribers/new</p> <p>Due to the impact of Covid 19 this had not been progressed further, Clerk opened it up to the Forum on whether there was anything that members would like to be shared. The Chair advised members that there was a new platform for the Forum / Member's for communication but was mindful that current workloads may prevent following this up at the moment.</p> <p>Each member and respective agencies were reminded to utilise the platform to cascade appropriate alcohol related information. From a Communication and Engagement perspective a yearly update was discussed as more favourable due to current workloads.</p> <p>Finlay Cran – discussed the importance of increased engagement with trade to allow for their input. Members were advised that if information could be gathered from a wider group of stakeholders then engagement within the forum would perhaps be greater</p>	<p><u>The Forum agreed:</u> -</p> <ul style="list-style-type: none"> (i) that engagement and communication of the Forum would benefit from further communication with trade and wider stakeholder groups and (ii) for the Forum to engage with trade for their input ahead of the yearly joint Local Licensing and Licensing Board meeting. 	

	Item	Discussion	Action / Decisions	To be actioned by
6.	Local Licensing Forum Governance Review	<p>The members had before them the draft final version of the Constitution.</p> <p>The Clerk advised that the Forum had previously discussed producing an easy read on who we are and what we do. Members discussed whether two documents would add to the confusion.</p> <p>Easy read and the production of two documents could be confusing – help with the engagement of the Forum</p>	The Forum agreed: - to approve the Constitution.	All members

	Item	Discussion	Action / Decisions	To be actioned by
7.	Licensing Board & Local Licensing Forum Joint Meeting	<p>The Chair discussed with members topics for the Licensing Board and Local Licensing Forum Joint Meeting.</p> <p>Members discussed the need for further engagement with the Board through out the year.</p> <p>Alexander Munro on behalf of the Licensing Board explained the difficulties from the Boards perspective on enforcement. Members heard that often this is outwith the remit of the Board and rests with Trading Standards or Environmental Health. Alexander reminded members that the Board ensure they comply with the Licensing Objectives and whilst the economic impact is a factor it is not a ground for the Licensing Board to make a decision on.</p> <p>Members were encouraged to consider providing the Board with feedback on what has been done well and what has not been done during Covid – 19. Members agreed that a collective prospective on the impact on Covid-19 is a topic for the joint meeting</p> <p>Members discussed the Local Licensing Board input on temporary occasional licensing.</p> <p>Community Council representative discussed the need as a Licensing application consultee the community councils are not receiving the same amount of information as the other statutory consultees.</p>	<p>The Forum agreed: - the topics for discussion at the forthcoming Licensing Board & Local Licensing Forum meeting.</p>	All members

	Item	Discussion	Action / Decisions	To be actioned by
8.	Alcohol Focus Scotland	The Forum had before them Alcohol Focus Scotland - Review of Statements of Licensing Policy. Members were encouraged to review the document in particular page Pg 15 which provides an overview of the collaborative work within Aberdeen City.	<u>The Forum agreed</u> to note the document as information.	All members
9.	AOCB	<p>Membership of the Forum was discussed in regard to Community Representatives to the Forum. The Clerk advised that membership is to be considered at the following meeting of the Forum as the new Constitution of the Forum has removed the definition of Community Representatives. William Rae and Julie Ann Butchart were welcomed to the Forum meetings as substitutes for Jonathan Smith.</p> <p>Members observations on the impact on spaces for people was discussed.</p> <p>Board Member representative at the Forum meeting was considered.</p>	<u>The Forum agreed</u> Membership to be considered at the following Forum meeting	All members
	<u>Next Meeting</u> Wednesday 25 November 2020	The Forum had before it the date of the next meeting.	<u>The Forum agreed: -</u> 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 or 01224 522497