

LOCAL LICENSING FORUM
Wednesday, 29 January 2020

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, Alexander Munro, and Gavin

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

	Item	Discussion	Action / Decisions	To be actioned by
1.	<u>Welcome and Apologies</u>	<p>The Chair welcomed all those in attendance. The members were advised that Jim Smith had joined the meeting as an observer and had initiated his intention to join the Forum as a member.</p> <p>The Clerk advised that apologies for absence had been intimated by Tara-Erin Gilchrist, Adam Grant, and Jonathan Smith.</p> <p>The members were advised that as part of the Constitutional review, there was an ongoing review of attendance of the members. Members were advised that the current Constitution provided that if members failed to attend three Consecutive meetings, that there needed to be conversation and decision on whether they remained a member of the Forum.</p>	<p><u>The Forum agreed:</u> -</p> <p>(i) to welcome Jim Smith as an observer to the meeting;</p> <p>(ii) to note that apologies for absence had been intimated by Tara-Erin Gilchrist, Adam Grant, and Jonathan Smith;</p> <p>(iii) to note that there will be a review of members attendance and commitment to the Forum.</p>	<p>All members</p> <p>Shereen, Shamini & Finlay</p>

	Item	Discussion	Action / Decisions	To be actioned by
2.	<u>AGM</u>	<p>The first order of business was to elect a new Chairperson. The members were advised that work on the Constitution continued, and while changes to the Constitution regarding the term of office for Office Bearers have been considered within the review, the current Constitution required annual appointment of Office Bearers. The Clerk sought nominations for the positions of Chairperson and Vice Chairperson.</p> <p>Elaine Mottram nominated Shamini Omnes. Lorcan O'Connor seconded the nomination.</p> <p>Shamini Omnes nominated Finlay Cran. Susan Dunn seconded the nomination.</p> <p>Shamini Omnes and Finlay Cran accepted the nomination and there being no further nominations forthcoming, Shamini Omnes was duly appointed to serve as Chairperson and Finlay Cran was duly appointed to serve as Vice Chair.</p> <p>The members gave special thanks to Sarah Wheeler as Vice Chairperson.</p> <p>The members were advised that Martin Robb had initiated his resignation from the Forum, the members noted the resignation and gave thanks</p>	<p><u>The Forum resolved:</u></p> <p>(i) to nominate and accept Shamini Omnes as Chairperson;</p> <p>(ii) to nominate and accept Finlay Cran as Vice Chairperson;</p> <p>(iii) to note the recent resignation of Martin Robb;</p> <p>(iv) to thank Sarah Wheeler for her contribution to the Forum as Vice Chairperson and gave thanks to Martin Robb;</p>	All members

	Item	Discussion	Action / Decisions	To be actioned by
3.	<u>Minute of Meeting of 27 November 2019 – for approval</u>	The Forum had before it the minute of the previous meeting of 27 November 2019.	<p><u>The Forum agreed:</u> -</p> <ul style="list-style-type: none"> (i) to approve the minute subject to the date of the minute should read as 27 November 2019; and (ii) to note that Elaine Mottram would provide wording for inclusion in the minute with regard to the initial review of the Constitution. <p>Wording subsequently provided: - “The Convener advised that Elaine Mottram had agreed to support a review of the constitution by preparing an initial draft for wider LLF consideration.”</p>	<p>Shereen</p> <p>Elaine Mottram</p>
4.	<u>The Local Licensing Forum Constitution Review</u>	A draft version of the Forum’s Purpose and Function / Remit was circulated. The Clerk advised that the Working Group required the wider Forum’s input. The members agreed that this part of the Constitution required to be in plain English and accessible to the lay person. The Forum agreed that this part of the Constitution should focus on what we do, who we are and how we do it.	<p><u>The Forum resolved:</u> -</p> <ul style="list-style-type: none"> (i) for Miriam Smith to work on producing a plain English version of the Local Licensing purpose and remit; based on what we do, who we are and how we do it; (ii) for the Constitution to be presented at the next meeting for members approval. 	<p>Miriam Smith</p> <p>Shereen</p>

	Item	Discussion	Action / Decisions	To be actioned by
5.	<p><u>Licensing Conference - Debrief</u></p>	<p>Finlay Cran provided an overview of the Licensing Conference.</p> <ul style="list-style-type: none"> - On the understanding that all listed licensees in the defined city area and or the premises owners were invited, the overall numbers attending were not surprising but were still somewhat disappointing. Non-attendance of Licensing Board members was particularly disappointing. - The presentations were appropriate, informative and will stimulate conversations and hopefully attract positive input over the next few weeks. <p>Sandy Munro provided the Forum with a summary of the feedback from the email survey which was sent to the Conference attendees. Forum members requested for the feedback report to be circulated.</p> <p>Forum members felt that a follow up meeting to discuss the feedback encouraged another piece of work on how to nurture any interest following the Licensing Conference was important. Members agreed that it would be beneficial to help set a path and direction for the forum for this year.</p> <p>Members were advised it was the intention for the Licensing Conference to continue annually provided there was suitable topics to warrant an annual conference.</p>	<p><u>The Forum resolved:-</u></p> <ul style="list-style-type: none"> (i) to note the Licensing conferences' positive feedback; (ii) to work together to raise the profile for engagement with trade; (iii) for the presentations from the Conference to be shared with all members of the Forum for further dissemination; (iv) for the feedback from the Licensing Conference to be shared with the members; (v) for the Licensing Conference Working Group to consider feedback and report back to the Forum. 	<p>All members</p> <p>Clerk / Licensing Team</p> <p>Licensing Conference Working Group</p>

	Item	Discussion	Action / Decisions	To be actioned by
6.	<u>Communication & Engagement</u>	<p>The members were advised that the Working Group met, and work had begun in relation to the webpage for the Forum and email notifications.</p> <p>The Chairperson encouraged all to subscribe to the notification for the Local Licensing Forum and Local Licensing Standards was now active on Aberdeen City Council Website. The Clerk gave a demonstration how this could be done. Members were encouraged to get as many subscribers to sign up as possible. Diane Sande advised that an email would be sent out to their trade contacts, to encourage self-sign up to the notifications.</p> <p>The Chairperson reminded the members that the Licensing Board had tasked the Forum to provide recommendation and feedback on the Boards' application of the Statement of Licensing Policy in their decisions. The members considered how this may be achieved. The Working Group was tasked with producing a template which would be used in conjunction with redacted historical licensing applications as a starting point. The Working Group was to present to the Forum their findings, this would be shared with the members ahead of the next meeting.</p> <p>The Forum members supported the Chairperson's suggestion for Sandy Munro – Legal Advisor to the Licensing Board to provide an overview of each of the Licensing Statement Objectives at the next meeting.</p>	<p><u>The Forum resolved:</u> -</p> <p>(i) for the Working Group to meet to progress the work on the website and the email notifications;</p> <p>(ii) for the group to produce a template for the purpose of reviewing the Licensing Boards application of the Statement of Licensing Policy;</p> <p>(iii) for the Statement of Licensing Policy and redacted historical Licensing applications to be shared with members; and</p> <p>(iv) at the next Forum meeting for Sandy Munro to provide members with an overview of the Statement of Licensing Policy.</p>	<p>Working Group</p> <p>Shereen</p> <p>Sandy</p>

	Item	Discussion	Action / Decisions	To be actioned by
7.	<p><u>Updates from Local Licensing Members</u></p>	<p>Members were reminded that members are requested to provide a report update to the Forum ahead of the meeting to the Clerk to be included within the Forum agenda.</p> <p>The Forum had before it, the quarterly 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. Miriam Smith provided an overview and summary of the data.</p> <p>The forum discussed the mapping of licensing in relation to the three identified areas from the Integrated Children Services Inspection. Members agreed that there was a desire to be involved with influencing the ethics around licensing.</p> <p>Sharing of information regarding vulnerability was discussed between Children Services and the LSO's, members agreed that this would be beneficial to work together to consider if there are any correlation between the identified areas and the number of licensed premises.</p> <p>Members were advised that the agenda for the forthcoming Forum meeting would allow for the Forum to look at the redacted June Licensing Board Applications. Members were advised the information would be redacted and the applications would be looked at in relation to the Licensing Statement Objectives. Members would be able to consider the trends and the Boards application of the Statement of Licensing Policy.</p>	<p><u>The Forum resolved:</u> -</p> <ul style="list-style-type: none"> (i) to note the importance of members reporting to the Forum; (ii) to note the update provided by Miriam Smith on behalf of Integrated Children's Services; (iii) to consider how the Forum could work with Children Services and the data available to influence the ethic's around licensing; and (iv) for the LSO'S and Children Services to work together in looking at the vulnerability training material. 	<p>All members</p> <p>LSO's and Children Service Representative</p>

	Item	Discussion	Action / Decisions	To be actioned by
8.	<u>Staff Health and wellbeing</u>	Julie Phillips, Lead for Healthy Working Lives provided information on staff health and wellbeing supporting businesses across the city. For more information members can reach Julie on juliephillips@nhs.net	<u>The Forum resolved:</u> - to note the sharing of information on staff health and wellbeing.	All members
9.	<u>Next Meeting</u>	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