

LOCAL LICENSING FORUM

Wednesday, 24 March 2021

Members present: Finlay Cran, Convener; , Elaine Mottram Vice-Convener; and Neil Campbell, Neil Carnegie, Steve McConnachie and Diane Sande
Error! No document variable supplied.

Also present: Shereen Balaban, Julie-Anne Butchart and Alexander Munro**Error! No document variable supplied.**

Apologies: Susan Dunn and Jonathan Smith

	Item	Discussion	Action / Decisions	To be actioned by
1	<u>Welcome and Apologies</u>	<p>Neil Campbell (Police Scotland) acting Chairperson welcomed all those in attendance.</p> <p>Apologies for absence were intimated on behalf of Susan Dunn and Jonathan Smith.</p> <p>The Clerk circulated the minute of the previous meeting of 27 January 2021. The minute was agreed as a true record. There were no matters arising from the minute.</p>	<p>The Forum agreed: -</p> <p>(i) to note that apologies; and</p> <p>(ii) to approve the minute</p>	All

	Item	Discussion	Action / Decisions	To be actioned by
2	<u>Membership Updates</u>	Finlay Cran (Convenor) provided an update on Forum recruitment. No suitable member had been identified within the Licensing Trade. Potential recruitment from the Hospitality Together, a Nightclub operator and young person was discussed. Members discussed the recruitment campaign and advertisement. The balanced approach to recruitment was considered. Members were encouraged to promote the Local Licensing Forum through their respective contacts.	<u>The Forum agreed:</u> - (i) to note the update; and (ii) for members to continue to promote the Local Licensing Forum recruitment campaign.	All

	Item	Discussion	Action / Decisions	To be actioned by
3	<u>Development Day</u> <u>26th May 2021</u>	Members began planning for the Development Day. The remit and the focus of the development session was considered. Members contribution to the development session was addressed. The 5 licensing objectives as a framework for the development session was agreed. Members were encouraged to promote the development session to potential new recruits. The format of the session was discussed. Members noted that an update on the possibility of the session being held in person would be provided prior to the meeting with a pre agenda meeting to be arranged 2 weeks prior.	<u>The Forum agreed:</u> - (i) the remit, and focus of the development session to be based on the 5 licensing objectives; (ii) to promote the development session to possible recruits; and (iii) to arrange a suitable date for the pre agenda meeting	All Shereen
4	<u>Access to</u> <u>Statistics</u>	Members focused on the Forum access to statistics. Members were encouraged to consider the provision of statistics from their respective agencies. The purpose of statistic for the Forum was discussed. Members acknowledged that it was important that the Forum are provided with a general overview of statical information.	<u>The Forum agreed:</u> - to promote the provision of statics.	All

	Item	Discussion	Action / Decisions	To be actioned by
5	<u>ELEPHANT Study</u>	<p>Shamini provided an overview and update on the Elephant Study. Members were informed that an Aberdeen Stakeholder group was to be established and Members were encouraged to engage with the process. Members were advised that the request for Stakeholder involvement and participation had received zero return and the general feedback received on the academic research was negative. The Forum noted the importance of participation and the opportunity to be involved. The members noted that due to the impact of Covid-19 the demanding priorities on the operators the resistance to engage with the project.</p> <p>Members agreed for a meeting to be arranged with the study coordinators to allow for the feedback to be shared from the Local Licensing Forum.</p>	<p><u>The Forum agreed:</u> -</p> <ul style="list-style-type: none"> (i) to engage further with the Elephant Study; (ii) to promote the opportunity to stakeholders be involved with the study; (iii) to note the demands on operators due to covid 19; and (iv) to arrange a meeting with the coordinators of the study to provide feedback. 	<p>All</p> <p>Elaine</p>
6	<u>Alcohol Focus Guide for LLF Members</u>	<p>The Forum had before it the Alcohol Focus Scotland: Local Licensing Forum Members' Guide. Members were encouraged to provide feedback on the document. The Forum approved for Elaine's feedback sent on behalf of the Local Licensing Forum to be shared. Members agreed for Aidan Collins on behalf of Alcohol Scotland to be invited to the Development Session.</p>	<p><u>The Forum agreed:</u> -</p> <ul style="list-style-type: none"> (i) to note the document; (ii) to submit further feedback on the document; (iii) to share Elaine's feedback on behalf of the Forum; and (iv) to invite Aidan to the Development session 	<p>All</p> <p>Shereen</p> <p>Shamini</p>
7	<u>AOCB</u>	<p>Shamini provided an update on the Covid-19 vaccination delivery programme. Members heard that some areas across the City have reported issues accessing TECA. Members noted the availability of community transport.</p>	<p><u>The Forum agreed:</u> -</p> <p>to note the update</p>	<p>All</p>
8	<u>Date of next meeting - 26 May 2021</u>	<p>The Forum had before it the date of the next meeting. Wednesday 12 May, was agreed for the development day pre agenda meeting.</p>	<p><u>The Forum agreed:</u> -</p> <p>to note the date of the next Forum meeting and the development day pre agenda meeting.</p>	<p>All</p>

	Item	Discussion	Action / Decisions	To be actioned by
--	------	------------	--------------------	-------------------

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