

**LOCAL LICENSING FORUM**  
Wednesday, 8 September 2021

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

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

Apologies: Neil Carnegie, Finlay Cran and Jonathan Smith

	Item	Discussion	Action / Decisions	To be actioned by
1	<b><u>Welcome and Apologies</u></b>	Elaine Mottram, Vice Convener welcomed all those in attendance. John Mooney was welcomed to the Local Licensing Forum representative of the NHS Grampian. Apologies for absence were intimated on behalf of Neil Carnegie and Finlay Cran. The members were advised that Niamh Fitzgerald would join the meeting to provide a presentation at Item 5 – ELEPHANT Study Update.	<b><u>The Forum agreed:</u></b> - (i) to note the apology; and (ii) welcome John Mooney to Aberdeen City Local Licensing Forum.	All
2	<b><u>Minute of Meeting of 24 March 2021 - for approval</u></b>	The minute of the previous meeting of 24 March 2021 was circulated to the Forum members as it was omitted from the agenda pack. The Forum were content with the contents of the minute and any inaccuracies were to be brought to the attention of the Clerk. There were no matters arising from the minute.	<b><u>The Forum agreed:</u></b> - to approve the minute.	All

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3	<b><u>Membership Updates - Elaine</u></b>	<p>Elaine Mottram provided an update on Forum membership. In terms of the Licensing (Scotland) Act 2005, it was explained that at least one member must be a person nominated by the Health Board of the Forum's area, members approved membership and welcomed John Mooney to the Forum.</p> <p>Member's attendance was addressed and discussed, it was explained that if any co-opted member of the Forum fails to attend three successive Forum meetings, with or without submitting apologies, the Forum may terminate their membership provided that the termination of the membership must be an item on a meeting agenda and must be carried by a majority vote of those present and voting. A membership review and recruitment were discussed to ensure full membership participation. Youth participation was discussed, members were encouraged to promote the Local Licensing Forum through their respective contacts.</p>	<b><u>The Forum agreed:</u></b> - to note the membership update.	All
4	<b><u>Development Day - Finlay</u></b>	Elaine provided an overview of the recent Forum Development Day session. The Forum had before it the Development Day note and the Alcohol Scotland Local Licensing Forum Members' Guide July 2021. Members were encouraged to consider both further and prepare to provide an input at the following Forum meeting, where the Forums input, and focus would be discussed further.	<b><u>The Forum agreed:</u></b> - to note the update.	All

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5	<b><u>ELEPHANT Study Update - Niamh Fitzgerald</u></b>	<p>Niamh Fitzgerald provided an overview and update on the ELEPHANT Study.</p> <p>During discussion, the following was noted: -</p> <ul style="list-style-type: none"> <li>- The Maximising of the recruitment of licensed premises and concerns raised from Licensed premises on previous research</li> <li>- The importance of finding policies that work for both public health and business recovery as part of the changes to the study was emphasised.</li> <li>- Trade interviews were highlighted as an important element to be include within the study.</li> <li>- Community Council Engagement, disability representatives, the ADP and the evening and night-time Economy Manager were identified in recruitment to the PPI and professional stakeholder groups.</li> </ul> <p>Elaine encouraged all member to engage and to provide support to the Study. Regularly updates were agreed, and the Forum supported an updated in 6 months.</p>	<b><u>The Forum agreed:</u></b> - to note the update.	All

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6	<b><u>Annual Functions Report 2021 - Sandy</u></b>	The Forum had before it the Aberdeen Licensing Board Annual Functions Report 2020/2021 for their information. Sandy Munro – ACC Solicitor provided an overview of the report. It was highlighted that the report provides a statement explaining how the Board has had regard to the licensing objectives, their licensing policy statement, and any supplementary licensing policy statement in the exercise of their functions during the financial year. The Forum discussed the Alcohol Focus Scotland, Review of Licensing Board Annual Functions Reports and the reports intended effects. The detail and context of the report and how the reports might serve to fulfil their intended purposes of supporting the public to see how boards conduct their business was considered. The Forum settled to address the Annual Functions Reports at the forthcoming annual joint Local Licensing Forum and Licensing Board meeting.	<b><u>The Forum agreed:</u></b> - to note the update.	All
7	<b><u>Annual Financial Report 2020-21</u></b>	The Forum had before it the Aberdeen Licensing Board Annual Financial Report 2020/2021 for information. Sandy Munro – ACC Solicitor provided an overview of the report. The Forum were notified the decision of the Licensing Board was to approve a reduction in annual fees by 1/3 for all sale premises.	<b><u>The Forum agreed:</u></b> - to note the update.	All

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8	<p><b><u>Licensing Board and Local Licensing Forum Joint Meeting - 5 October 2021</u></b></p>	<p>The Forum members were encouraged to consider appropriate agenda items for the forthcoming annual joint meeting. The Vice-Convenor opened discussions surrounding Licensing Community consultation and engagement and focused on the recent Scottish Government Consultation on the Update of the Licensing (Procedure) (Scotland) Regulations 2007. Challenges surrounding health objections in Licensing was discussed and considered as a potential agenda item for the joint meeting.</p> <p>During discussion, the following three agenda items to be included on the annual joint meeting.</p> <ul style="list-style-type: none"> <li>- Annual Functions Report - to explore ways in which the Annual Functions Report could be developed in order that it is more informative for all Local Licensing Forum members, the community and Community Councils</li> <li>- Community Engagement - joint work to identify and implement ways of increasing engagement with the community and Community Councils and all other Local Licensing Forum members in relation to licensing matters; and</li> <li>- Representations - work to facilitate the community and Community Councils and all other potential parties to make representation to the Licensing Board regarding licensing applications.</li> </ul> <p>The Forums' remit and the statement of licensing policy were recognised to inform future discussions and actions for the Forum.</p>	<p><b><u>The Forum agreed:</u></b> - to note the update.</p>	<p>All</p>

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9	<b><u>Aberdeen City Licensing Board - Chief Constable's Report 2020-2021 - Neil Campbell</u></b>	The Forum had before them the Aberdeen City Licensing Board – Chief Constables' Report 2020-2021. The Forum heard from Neil Campbell who spoke to the report, attention was drawn to the local policing priorities 2022/23, the proposed activity for the year and the impact of Covid-19.	<b><u>The Forum agreed:</u></b> - to note the update.	All
10	<b><u>AOCB</u></b>	Members had the opportunity to raise any issues of competent business. No items were raised.		
11	<b><u>Date of Next Meeting - 24 November 2021</u></b>	The date of the next meeting was confirmed as Wednesday 24 November. The Clerk will consider the feasibility of the return to inperson meetings. Virtual meetings via MS Teams remained the preference with the development sessions and the AGM considered potential inperson.		

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