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To: Councillor Boulton, Convener; and Councillors Cameron, Lesley Dunbar, Greig, McLellan, Townson, Diane Sande, MacKenzie and Sellar and Forum Members.

Town House,  
ABERDEEN 29 September 2021

## **JOINT MEETING - LOCAL LICENSING FORUM AND LICENSING BOARD**

The Members of the **JOINT MEETING - LOCAL LICENSING FORUM AND LICENSING BOARD** are requested to meet in **Council Chamber - Town House** on **TUESDAY, 5 OCTOBER 2021 at the conclusion of the Licensing Board Meeting**

FRASER BELL  
CHIEF OFFICER - GOVERNANCE

### **BUSINESS**

1. Welcome and apologies
2. Minute of Meeting of 8th December 2020 - to Follow
3. Board update
4. Forum Update
  - 4.1 Community Engagement and Annual Functions Report Review (Pages 3 - 4)
5. AOCB

Website Address: [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

Should you require any further information about this agenda, please contact Shereen Balaban, [sbalaban@aberdeencity.gov.uk](mailto:sbalaban@aberdeencity.gov.uk) or 01224 522497 or Arlene Dunbar, [ardunbar@aberdeencity.gov.uk](mailto:ardunbar@aberdeencity.gov.uk)

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## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Licensing Board and Local Licensing Forum Joint Meeting
<b>DATE</b>	5 October 2021
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Local Licensing Forum Review
<b>REPORT NUMBER</b>	
<b>REPORT AUTHOR</b>	Elaine Mottram

### 1. PURPOSE OF REPORT

- 1.1 To request the approval of the Licensing Board to the recommendations outlined below.

### 2. RECOMMENDATIONS

That the Board:-

- 2.1 agree to work jointly with members of the Local Licensing Forum to explore ways of developing the Annual Functions Report in order that (a) it is more informative and engaging for all Local Licensing Forum members, the community and Community Councils; and (b) better equips the Local Licensing Forum to carry out its statutory purpose of keeping under review the liquor licensing system and the functioning of the licensing board;
- 2.2 agree to work jointly with members of the Local Licensing Forum 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
- 2.3 agree to work jointly with members of the Local Licensing Forum to identify ways to facilitate the community and Community Councils and all other potential parties to make representation to the Licensing Board regarding licensing applications.

### 3. BACKGROUND

3.1 The Licensing (Scotland) Act 2005 requires every council to establish a local licensing forum whose role is to review the licensing board in the area and to provide it with feedback. Specifically, the law states the forum's role is to:

- **Review:** "keeping under review the operation of this Act [The Licensing (Scotland) Act 2005] in the forum's area, and, in particular, the exercise by the relevant licensing board or boards of their functions", and
- **Advise:** "giving such advice and making such recommendations to that... board in relation to those matters as the forum considers appropriate."

In line with this statutory purpose, the Aberdeen City Local Licensing Forum recently agreed that they would like to discuss with the Licensing Board, the area of engagement with the local community. The Forum are of the view that the Annual Functions Report can be a useful tool for engagement. The Forum are also of the view that there may be other actions which will facilitate engagement.

#### **4. REPORT AUTHOR CONTACT DETAILS**

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