

# Public Document Pack



To: Elaine Mottram, Convener; John Mooney and William Rae, Vice-Convener; and Neil Carnegie, Finlay Cran, Louise Grant, Neil Grant, Steve McConnachie, Ewan Mclean, John Philip, Diane Sande and Stephen Stewart.

Town House,  
ABERDEEN 24 March 2022

## LOCAL LICENSING FORUM

The Members of the **LOCAL LICENSING FORUM** are requested to meet in **Virtual - Remote Meeting on TUESDAY, 29 MARCH 2022 at 2.00 pm.**

FRASER BELL  
CHIEF OFFICER - GOVERNANCE

### BUSINESS

- 1 Welcome and Apologies
- 2 Minute of AGM Meeting of 25 January 2022 - for approval (Pages 3 - 6)
- 3 Update on Community Engagement - Elaine Mottram

### ACTIONS AGREED AT JOINT MEETING WITH LICENSING BOARD OCTOBER 2021

- 4 Licensing from a Whole Systems Perspective - John Mooney
- 5 Feedback from Alcohol Focus Scotland Workshop Evidence to Practice - Availability and Licensing - Elaine Mottram and John Mooney
- 6 Members Updates
- 7 AOCB

8 Date of Next Meeting - 24 May 2022 - DEVELOPMENT DAY

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

**LOCAL LICENSING FORUM**  
 Tuesday, 25 January 2022  
 AGM

In Attendance: Elaine Mottran, Convener; John Mooney, Vice-Convener; and Finlay Cran, Gillian Flett, Neil Grant, Steve McConnachie, Ewan Mclean, Andy Scott, and Stephen Stewart.

Also present: Shereen Balaban and Sandy Munro

Apologies: Neil Carnegie, Louise Grant, Diane Sande, Jonathan Smith and William Rae.

	<b>Agenda Item</b>	<b>Notes of Discussion</b>	<b>Action/Decision</b>	<b>By Whom</b>
1	<b><u>Welcome &amp; Apologies</u></b>	<p>The Vice Convener welcomed all those in attendance. The members were advised that Neil Grant, Police Scotland would be replacing Gillian Flett, Police Scotland from the 10 February as Licensing Sargent. Ewan Mclean, Aberdeen Evening &amp; Night-Time Economy Manager, Aberdeen Inspired was welcomed to the Forum meeting.</p> <p>The Clerk advised that apologies for absence had been intimated by Louise Grant, Diane Sande, Jonathan Smith and William Rae.</p>	<p><b><u>The Forum resolved:</u></b></p> <ul style="list-style-type: none"> <li>• to welcome the new members to the meeting; and</li> <li>• to note the apologies.</li> </ul>	all members
2	<b><u>Election of Office Bearers</u></b>	<p>The first order of business was to elect a new Convener. The members were advised that the Local Licensing Forum Constitution required annual appointment of Office Bearers. The Clerk sought nominations for the positions of Convener and Vice Convener.</p> <p>John Mooney nominated Elaine Mottram for Convener. Elaine Mottram accepted the nomination and there being no further nominations forthcoming, Elaine Mottram was</p>	<p><b><u>The Forum resolved:</u></b></p> <ul style="list-style-type: none"> <li>• to nominate and accept Elaine Mottram as Convener;</li> <li>• to nominate and accept John Mooney as Vice Chairperson; and</li> <li>• to write to William Rae regarding nomination of Vice-Convener;</li> </ul>	<p>all members</p> <p>Shereen</p>

	Item	Discussion	Action/Decision	By Whom
		<p>duly appointed to serve as Convener.</p> <p>Elaine Mottram nominated John Mooney and William Rae as joint Vice-Conveners. As William Rae was not in attendance, the Clerk would write to him and confirm or otherwise his acceptance of the joint Vice-Convener appointment. John Mooney accepted the nomination and there being no further nominations forthcoming, John Mooney was duly appointed to serve as joint Vice-Convener and William Rae, would be duly appointed on acceptance.</p>		
3	<b><u>Resignations &amp; Valedictory</u></b>	<p>The members were advised that Shamini Omnes, Susan Dunn, Neil Campbell and Johnathan Smith had initiated resignation from the Forum, the members noted the resignation and gave thanks.</p> <p>The members gave special thanks to Finlay Cran as Convener, in what was recognised as a particularly difficult year.</p>	<p><b><u>The Group resolved:</u></b></p> <ul style="list-style-type: none"> <li>to note the resignations; and</li> <li>to give thanks to Finlay Cran for his contribution to the Forum as Convener.</li> </ul>	all members
4	<b><u>Appointment of New Members</u></b>	<p>The Forum welcomed, Ewan Mclean, Evening &amp; Night-Time Economy Manager, Aberdeen Inspired, Stephen Stewart, LSO, ACC, Andy Scott and Neil Grant, Police Scotland to the Forum.</p> <p>The Convener clarified her position as a Community Representative on the Forum.</p>	<p><b><u>The Group resolved:</u></b></p> <ul style="list-style-type: none"> <li>to welcome the new members to the Forum.</li> </ul>	all members
5	<b><u>2022 Local Licensing Forum Dates</u></b>	<p>The Forum had before it a report from the Clerk which detailed the proposed Local Licensing Forum 2022 dates. The Forum</p>	<p><b><u>The Group resolved:</u></b></p> <ul style="list-style-type: none"> <li>To approve the</li> </ul>	all members

	Item	Discussion	Action/Decision	By Whom
		discussed the return of face-face meetings in the Town House, remote meetings via MS Teams remained the preference with the development sessions to be held in person.	recommendation within the report subject to clarity on the return to face-face meetings.	
6	<b><u>AOCB</u></b>	<p>Members had the opportunity to raise any issues of competent business. During discussion, the following was noted:-</p> <p><b>Community Engagement</b> – An update on the joint work to identify and implement ways of increasing engagement with the community and Community Councils and other Local Licensing Forum members in relation to licensing matters was provided. The Convener notified the Forum that there had been engagement with Karen Finch, Community Council Liaison Officer. The proposals for further developing engagement with community councils was to be circulated to the Forum for their input.</p> <p><b>Annual Functions Report</b> – An update on the development of the Annual Functions Report was provided. The Convener notified the Forum that there had been discussion with Aidan Collins, Senior Coordinator, Alcohol Focus Scotland, and this would be an area for further progress within the year.</p> <p><b>Licensing Board 2022</b> – Sandy Munro provided an update to the Forum in relation to the forthcoming Local Government Election in May, and the formation of a new Licensing Board. It was anticipated that the Board would look for the Forum to be involved with the Policy Statement review and the consultation</p>	<p><b><u>The Group resolved:</u></b></p> <ul style="list-style-type: none"> <li>• to note the update;</li> <li>• to circulate to members the proposals for further developing engagement with community council's document; and</li> <li>• to circulate to members <i>Aberdeen Local Licensing Forum Who We Are, What We Do and How We Do It?</i></li> </ul>	<p>Shereen</p> <p>Shereen</p>

	Item	Discussion	Action/Decision	By Whom
		<p>process.</p> <p><b>LLF Recruitment</b> - 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. The Convener proposed for <i>The Aberdeen Local Licensing Forum Who We Are, What We Do and How We Do It?</i> to be circulated to allow members to share.</p>		
7	<b><u>Next Meeting - Tuesday 29th March 2022 - 2pm</u></b>	The date of the next meeting was confirmed as Tuesday 29 March 2022.	<p><b><u>The Group resolved:</u></b></p> <ul style="list-style-type: none"> <li>to note the date of the next scheduled Forum meeting.</li> </ul>	all members

If you require any further information about this minute, please contact Shereen Balaban, email [sbalaban@aberdeencity.gov.uk](mailto:sbalaban@aberdeencity.gov.uk)