

# 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 23 August 2022

## LOCAL LICENSING FORUM

The Members of the **LOCAL LICENSING FORUM** are requested to meet in **Council Chamber - Town House on TUESDAY, 30 AUGUST 2022 at 2.00 pm.**

VIKKI CUTHBERT  
INTERIM CHIEF OFFICER - GOVERNANCE

### BUSINESS

- 1 Welcome and Apologies
- 2 Minute of Meeting of 29 March 2022 - for approval (Pages 3 - 8)
- 3 Minute of Meeting of 24 May 2022 - Development Day - for approval (Pages 9 - 12)
- 4 Matters Arising
- 5 LLF Update / Joint Meeting Actions - Elaine Mottram
- 6 Joint Meeting - Local Licensing Forum and Licensing Board - Tuesday 4 October - Member Input (Pages 13 - 18)

- 7 The Licensing Policy Statement - Member Input  
[HTTPS://WWW.ABERDEENCITY.GOV.UK/SITES/DEFAULT/FILES/2018-12/NEW%20LICENCING%20BOARD%20POLICY%20%2718%20WEB\\_0.PDF](https://www.aberdeencity.gov.uk/sites/default/files/2018-12/new%20licencing%20board%20policy%20%2718%20web_0.pdf)
- 8 Community Action Research Project - Marc Buchanan (Alcohol Focus Scotland) and Andrew Paterson (Scottish Community Development Centre) (Pages 19 - 20)
- 9 ELEPHANT Study - Professor Niamh Fitzgerald, (Stirling University) (Pages 21 - 22)
- 10 Local Licensing Forum Survey 2022 - Member Feedback (Pages 23 - 24)
- 11 AOCB
- 12 Next Meeting - Joint meeting of the Local Licensing Forum and Licensing Board - Tuesday 4 October 2022, Local Licensing Forum - Tuesday 20 December 2022

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, 29 March 2022

In Attendance: Elaine Mottram, Convener; John Mooney, Vice-Convener; and Neil Carnegie, Finlay Cran, Steve McConnachie, Ewan Mclean, John Philip, and Diane Sande.  
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Also present: **Error! No document variable supplied.** Shereen Balaban and Sandy Munro

Apologies: Louise Grant and William Rae

	Agenda Item	Notes of Discussion	Action/Decision	By Whom
1	<b><u>Welcome and Apologies</u></b>	<p>The Convener welcomed all those in attendance. The Convener engaged the members and outlined what she hoped the Forum could achieve in the coming year. In particular the achievement of the actions agreed at the Joint Meeting with the Licensing Board in October 2021. (Agenda item 3) The role of the Forum was underlined as keeping the licensing process within the city under review, to give feedback and to make recommendations to the Licensing Board.</p> <p>The Clerk advised that apologies for absence had been intimated by Louise Grant and William Rae.</p>	<b><u>The Forum resolved:</u></b> to note the apologies.	
2	<b><u>Minute of AGM Meeting of 25 January 2022 - for approval</u></b>	<p>The Forum had before it the minute of their AGM meeting of 25 January 2022. There were no matters arising from the minute. The Convener requested for future minutes to be circulated ahead of the following meeting to allow Forum members to consider any actions.</p>	<b><u>The Forum resolved:</u></b> (i) to approve the minute as an accurate reflection of the meeting; and (ii) for a draft minute/ actions to be circulated within the group as soon as feasible following the Forum meeting.	

	Item	Discussion	Action/Decision	By Whom
3	<p><b><u>Update on Community Engagement - Elaine Mottram</u></b></p>	<p>The Convener provided an update on the 3 key areas of work which were outlined by the joint meeting of Local Licensing Forum and Licensing Board on 5 October 2021.</p> <p>During discussion, the following updates were noted:-</p> <p><b>Annual Functions Report (AFS)</b> – Elaine had met with Alan Thomson – Team Leader, Licensing, ACC and provided views on the AFS with some comparison with other Council areas. Alan agreed to discuss the Annual Functions Report with his team but was unable to make any commitments because of limited resources and difficulties with IT systems used in extracting some licensing information. Alan will update Elaine following his discussion with his team.</p> <p><b>Community Engagement</b> – The Convener had engaged further with Karen Finch, Community Council Liaison Officer. It was highlighted that Community Council Licensing officers were keen to engage with the process and it was envisaged that Licensing training would be delivered to the Community Councils. The Convener confirmed that Community engagement/ representations and objections, were to be reviewed with the support of the Licensing Paralegals, this would involve looking at the proforma and accessibility to information on ACC website.</p> <p>Members welcomed the updates in enhancing the community, the Forum, and Community</p>	<p><b><u>The Forum resolved:</u></b> to note the updates.</p>	

	Item	Discussion	Action/Decision	By Whom
		Councils to engage with the Licensing Process.		
4	<b><u>Licensing from a Whole Systems Perspective - John Mooney</u></b>	John Mooney introduced for discussion licensing from a whole systems perspective. Members engaged in an open and diverse discussion. Members welcomed the discussion and agreed to continue the discussion as an agenda item at the development day session.	<b><u>The Forum resolved:</u></b> that the agenda for the Development Day will include the opportunity to fully understand the licensing objectives and to continue this discussion. In addition licensing processes and procedures will be included.	
5	<b><u>Feedback from Alcohol Focus Scotland Workshop Evidence to Practice - Availability and Licensing - Elaine Mottram and John Mooney</u></b>	<p>The Convener provided an overview and feedback on the Alcohol Focus Scotland Workshop she and John Mooney attended on 24<sup>th</sup> March 2022.</p> <p>The first part of the workshop explored the need and desire for a national data set on licensing. There were concerns surrounding the availability of data from a local level, whether data could be provided timely, and the availability of sufficient local resources to input data.</p> <p>A second topic discussed at the Workshop was the link between availability of alcohol and the harm which may result. Factors which were understood to have an impact were highlighted and discussed included; -</p> <ul style="list-style-type: none"> <li>- Access/ availability</li> <li>- Visibility</li> <li>- Norms in the Community/ local area</li> <li>- Affordability</li> <li>- Staggered closing times.</li> </ul>	<b><u>The Forum resolved:</u></b> to note the feedback from the Alcohol Focus Scotland Workshop.	

	Item	Discussion	Action/Decision	By Whom
		<p>The forum welcomed the feedback from the Workshop and members engaged in constructive dialogue around licensing and the Forums role/ purpose.</p>		
6	<p><b><u>Members Updates</u></b></p>	<p>Members had the opportunity to provide an update to the Forum.</p> <p><b>Ewen McLean – Aberdeen Evening &amp; Night-Time Economy Manager, Aberdeen Inspired</b>, provided an update on the Purple Flag accreditation. Ewen informed the Forum of the re engagement and liaison with trade and partner work, with the possible reestablishment of a trade organisation/ body, restoring the former Unight. Ewen expressed a desire to reintroduce the best bar none scheme which aims at pushing towards excellence in night-time economy, encouraging participation and engagement with the process.</p> <p><b>Finlay Cran – Licensing Trade Association</b>, provided an update and overview of Trade engagement and involvement. Covid-19 impacts, other outside influences and business decline were highlighted. Long term engagement, commitment, and the lack of engagement with trade groups/ body's consequences were addressed.</p> <p><b>Neil Carnegie - Area Manager, ACC</b>, provided an update on the significant</p>	<p><b><u>The Forum resolved:</u></b></p> <ul style="list-style-type: none"> <li>(i) to note the members' updates;</li> <li>(ii) to engage with the ACC's Community Safety Strategy Consultation at the September meeting and</li> <li>(iii) to engage with the review/ development of the Statement of Licensing Policy.</li> </ul>	

	Item	Discussion	Action/Decision	By Whom
		<p>redevelopment work on community safety, which would involve the development of structures, strengthening of partnership work, the reintroduction of strategic partnership, and development and implementation of community safety strategy for the city.</p> <p><b>Steve Mcconnachie – Clinical Practitioner, Integrated Children's and Family Services, ACC</b>, provided an update on the development of a framework which is referred to as the whole family approach – which was explained as looking at how support is provided to those in treatment of addictions through the prism of their family as a support network asset.</p> <p><b>Diane Sande/ John Philip – Licensing Standards Officers, ACC</b> provided an update on the reestablishment of scheduled visits, with a focus on visiting new premises. Work focused on the local condition and the vulnerability training policy compliance.</p> <p><b>Sandy Munro, Solicitor, ACC</b>, provided information on the recent consultation on the 1-hour extension for on-sales premises on specific dates during the year. The Forum heard that a new Board will be formed following the forthcoming Local Election in May, which will kick start the process of preparing a new policy statement, to be completed within 18 months to finalise the document. Sandy reassured the Forum that there will be full consultation and engagement with the Forum on the policy statement review.</p>		

	Item	Discussion	Action/Decision	By Whom
8	<b><u>Date of Next Meeting - 24 May 2022 - DEVELOPMENT DAY</u></b>	The date of the next meeting was confirmed as Tuesday 24 May 2022.	<b><u>The Forum resolved:</u></b> to note the date of the next scheduled Forum meeting.	

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



## Local Licensing Forum

ABERDEEN, 24 May 2022. Minute of Meeting of the LOCAL LICENSING FORUM. DEVELOPMENT DAY

In Attendance: Elaine Mottram, Convener; John Mooney, Vice-Convener; and Neil Carnegie, Finlay Cran, Steve McConnachie, Ewan Mclean, John Philip, and Diane Sande.  
Also present: Shereen Balaban, Arlene Dunbar and Sandy Munro.  
Apologies: Louise Grant and William Rae.

### **2PM - WELCOME, INTRODUCTIONS AND PLAN FOR THE SESSION - ELAINE MOTTRAM, CONVENER**

1. The Convener welcomed all in attendance in the Town House Chamber for the annual development day session. Members were notified that the meeting was a hybrid meeting, and members were joining us via Microsoft Teams. The Clerk advised that William Rae and Louise Grant had intimated apologies. The Convener welcomed the members and outlined the agenda for the session. She provided a summary of her aims for the Forum for the year

- Completion of the actions agreed at the joint meeting with the Licensing Board in October 2021 i.e. development of the Annual Functions Report, development of community engagement and facilitating representations relating to licensing applications.
- Development of the Forum's understanding of licensing to enable the Forum to carry out its statutory role of providing advice and feedback to the Board and to be able to contribute to the new licensing policy as it is developed.

#### **The Forum agreed: -**

- (i) to note the apologies; and
- (ii) note the update from the Convener.

### **2:05PM - THE ROLE OF THE LICENSING STANDARDS OFFICERS - DIANE SANDE, JOHN PHILIP AND STEVE STEWART - LSOS**

2. The role of the Licensing Standards Officer (LSO) was outlined by presentation by Diane Sande, John Philip and Steve Stewart. The three key functions of LSO as defined within the Licensing (Scotland) Act 2005 were outlined as to –

- Provide information and guidance regarding the operation of the Act.
- Supervise licence holders in the area to ensure compliance with the terms of their licences.
- Provide mediation to resolve disputes or disagreements between Licensed Premises and others, including members of the public.

The Presentation detailed key background information; the following was noted –

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- Each Local Authority must appoint an LSO for the area, reporting to the Licensing Board;
- The LSO is a statutory member of the LLF;
- An LSO must undertake prescribed training and obtain qualification, often this will include Personal Licensing Training;
- An LSO will provide information and guidance regarding the operations of the Act in the area but cannot give legal advice;

As part of the LSO role, an LSO –

- Responds to complaints;
- Liaise with partners, agents, solicitors;
- Liaise with Police Scotland in carrying out joint visits to licenced premises;
- Respond to queries in relation to the license applications process;
- Respond and make comment on applications before the Board;
- Visits Licensed Premises, carry out inspections relating to the premises license, staff training, and key vulnerability training.
- Assist with local policy implementation and local conditions upon licensed premises.

The Licensing (Mandatory Conditions) (Scotland) Regulations 2007 were touched upon and explained about compliance. The local conditions were discussed as specific to the Board.

The role of the LSO in supervising license holders in the area to ensure compliance with the terms of their licences in relation to the conditions was presented, with emphasis on a focus on assisting premises with the compliance with the vulnerability training and duty of care local condition.

The role of the LSO in providing mediation to resolve disputes or disagreements between Licensed Premises and others, including members of the public, was outlined. Disputes raised included music and people noise. An LSO will work in partnership with ACC officers in statutory nuisance disputes, engage with premises in complaints around music disturbance, people noise in a particular congregation of smokers outside the premises, delivery noise and provide advice on how to mitigate or diminish the issue. An LSO will engage with the residence and Community councils in any raised dispute and mediation.

Members had the opportunity to present questions to the LSOs. The following issues were raised for further discussion -

- As a statutory member of the LLF, what appropriate information can the LSOs bring to the LLF?
- How critical is the statement of licensing policy and does a change to the policy impact the remit of the LSO.
- Low compliance and awareness of licenced premises duty of care. How have the LSOs challenged low compliance/ knowledge that – recognises a responsibility to public safety.

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**2:30PM - MAKING REPRESENTATION REGARDING LICENSING APPLICATION - ARLENE DUNBAR, PARALEGAL**

3. Arlene Dunbar, Paralegal, ACC, presented to the members the ongoing work in improving community engagement and participation in licensing.

The Licensing (Scotland) Act 2005 provides that any person may make an objection or representation to the Board. It was noted that there was little guidance on how to object or make representation, and the difficulties experienced finding appropriate information within the Council pages.

The ACC licensing team presented and published a Guidance Note for Objections/Representations, Making an objection of representation to a Licence. The reviewed proforma for the Notice of Objection or Representation was presented for comment and feedback.

The Licensing team noted to have addressed feedback received on the information shared with Community Councils, and the information is now updated to provide current hours and proposed hours table in the letter provided to the Community Council.

Members had the opportunity to ask questions and comment on the draft proforma and were encouraged to consider the guidance notes.

**3:15PM - PUBLIC HEALTH & ALCOHOL LICENSING: PROSPECTS FOR REDUCING ALCOHOL HARM - JOHN MOONEY, VICE CONVENER**

4. John Mooney, Consultant in Public Health at NHS Grampian provided a brief overview (slides attached) of some issues related to reducing the risk of harm from alcohol. John highlighted one key difference between England and Scotland: Scotland has a 5th Licensing Objective related to protecting and improving public health.

John introduced the topics of cumulative impact and of place-based approaches to address harm reduction.

**3:45PM - GENERAL DISCUSSION ABOUT THE LLF ROLE - ELAINE MOTTRAM, CONVENER**

5. The Convenor thanked everyone for attending and for contributing to the discussion. She urged the members to try to attend a meeting of the Licensing Board in order to gain more understanding of the licensing process.

The members were informed that the Forum's next meeting is scheduled for Tuesday, 30 August 2022, at 2pm.

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## JOINT MEETING - LOCAL LICENSING FORUM AND LICENSING BOARD

ABERDEEN, 5 October 2021. Minute of Meeting of the JOINT MEETING - LOCAL LICENSING FORUM AND LICENSING BOARD. Present:- Licensing Board - Councillor Boulton, Convener; and Councillors Cameron, Greig, McLellan, Townson

Present:- Licensing Forum – Finlay Cran, Convener, Elaine Mottram, Vice Convener and Diane Sande, John Philip, John Mooney, Susan Dunn and Steve McConnachie

Apologies: Councillors Dunbar, McKenzie and Sellar

### WELCOME AND APOLOGIES

1. The Convener of the Licensing Board, Councillor Boulton, welcomed everyone to the annual joint meeting of the Licensing Board and Local Licensing Forum. She advised that apologies had been received from Councillors Sellar, Dunbar and McKenzie.

### MINUTE OF MEETING OF 8TH DECEMBER 2020

2. The Joint meeting had before it the minute of its previous meeting of 8 December 2020.

#### The Joint Meeting resolved: -

To approve the minute as a correct record.

### BOARD UPDATE

3. The Joint Meeting heard from Sandy Munro, Depute Clerk to the Board. Mr Munro advised that the Board's operation had adapted over the last 18 months to virtual meetings, which had brought its own challenges with technology. Mr Munro commented that there had been a decrease in the number of new applications lodged due to the pandemic, however the Board saw a huge increase in the number of occasional licence applications. He further advised that in co-operation with Police Scotland and the Licensing Standards Officers the manner in which occasional licence applications were dealt with had been amended so that the applications could be turned around in a shorter timescale. Mr Munro advised that this practice had resulted in additional workload both for the licensing team and for the Board.

In terms of the Board's Policy, Mr Munro advised that most decisions were granted in line with the policy statement. He advised that the policy is not an absolute no (not clear what this means), it is a presumption that an application will not be granted if it is not within policy. However, it is always open to an applicant to persuade the Board that their particular circumstances justified a departure from Policy. Mr Munro further

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commented that the exception to this was in relation to occasional licences for a series of applications. He advised that this has been relaxed during the pandemic and that the Board had agreed to continue the relaxation until January 2022.

The Convener of the Board added that the Board had taken a flexible approach to occasional licences to try to allow the licensed trade to manage it's way through Covid restrictions. She commented that she hoped that these measures in conjunction with the reduction in annual fees for the second-year running has allowed some licensed premises to survive the pandemic. Any reduction in the numbers of licensed premises would become apparent when the Board reviews the annual fee payments, and this report will be available to the Board and can be shared with the Forum in due course. The Convener thanked the partners around the table, including the Forum, for their support and for turning around occasional licences. She thanked the licensing team for going above and beyond to turn around occasional licences applications in shorter timescales so as not to create any barriers for the licensed trade. The Convener advised that the Board are trying to have a more joined up approach with colleagues in Planning, Environmental Health and Building Standards, not to circumvent any of the polices in different departments but to allow applicants to receive advice from one source. The Convener concluded by thanking members of the Board who have attended Board meetings at short notice and all partners and licensing officers for their efforts to make sure the Board provides the best services to applicants and citizens.

**The Joint Meeting resolved: -**

to note the update.

**FORUM UPDATE**

4. The Joint meeting heard from the Vice-Convener of the Forum, Elaine Mottram. The Vice-Convener thanked the Board for their time and commented that it was useful to have a dialogue with the Board. The Vice-Convener advised that during Covid the forum has tried to keep meeting and being productive. She commented that it had been difficult and the membership had changed and acknowledged that there was work to be done around engagement with the community and membership of the Forum. Ms Mottram advised that the forum had a development day in May 2021 with Alcohol Focus Scotland. One of the issues that emerged from the development day was that the Forum would like to work with the Board to consider how to engage the whole community in licensing matters. The Forum recognise that the annual function report is a useful outline of what has been happening with the Board, however the Forum want to consider, with the Board, how that report could be developed so that it is more informative for the Forum and the community, in order for them to be more engaged and knowledgeable in licensing matters. The Vice-Convener advised that the second point for discussion was to improve engagement in relation to licensing matters,

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licensing objectives and the overview of what is happening with licensing and thirdly to facilitate people to actually make that engagement. She commented that the Forum are aware that some areas use proformas to support the community to support or object to applications. All of this is against background of recognising the Forum's statutory role and its duty to keep the operation of the Act under review and give recommendations to the Board. The Vice-Convener advised that the Forum recognised that proposals may have resource implications and further recognised that Officers may be limited by the resources available to them. The Forum offered to work jointly with the Board and Officers to bring these proposals forward.

**The Joint Meeting resolved: -**

To note the update.

**COMMUNITY ENGAGEMENT AND ANNUAL FUNCTIONS REPORT REVIEW**

5. The Joint Meeting had before them a report by the Licensing Forum.

The report recommended: -

That the Board:-

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. 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
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.

In respect of recommendation 1, the Convener of the Board acknowledged that there was a concern that having looked at other function reports that these may have been more informative. She commented that it is not about being unwilling to assist in

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developing the report but is more about the capacity of licensing staff to expand the content of the report. The Convener suggested that a discussion could take place between the Forum, Board members and officers at separate meeting. The Convener commented that Officer's time was finite in particular during covid. Mr Munro stated that the annual function report was still relatively new and that the Board was still finding its feet with it. Mr Munro had no issue with the Forum or members of the Board making suggestions and recommendations as to the content of the annual function report and was content to explore the feasibility of including those recommendations. He commented; however, he could not make any guarantees that the recommendations could be incorporated as it would depend on not only staff availability but also depend on the current licensing system and the ability to extract information from it. The Convener recommended to the Forum that they look at other annual function reports and identify information contained in those reports that may be useful and commented that different Councils would have different pieces of technology at their disposal.

The Joint Meeting heard from Forum member John Mooney. Mr Mooney was particularly interested in the use of the health objective and whether it had been used in a successful or unsuccessful representation. The Convener of the Board commented that the health objective is something that the Board have struggled with for a long time. She commented that she had been a Board member for 14 years, during the first term there was little engagement from the Health Service, this improved during the second term but has tailed off again through demands on members of the NHS. It has also been a challenge to link premises and the public health objective. Councillor Cameron added that he thinks the Board should be able to do more but the information provided to the Board gives it a problem in terms of being able to make a decision that might not be challenged. Councillor Cameron considered that it would be helpful to try to work with the Forum in respect of the public health objective and have a wider debate on the objective. The Convener stated that the evidence provided to the Board in the past has not stood up to scrutiny as it has been generic or historic data. Councillor Grant commented that the NHS data received is helpful but up to a point, there is a gap between a more specific link in NHS data and an application and data needs to be for localities rather than city wide. He added that specific data would be significantly more helpful for the Board to be able to make decisions with the public health objective in mind.

Mr Mooney advised that the objective is equally challenging in other areas and acknowledged it is the difficulty in linking harms to an individual premises and is probably a good part of the reason that it has not been introduced in England. He considered that the situation would only change if there are test cases and successful representations based on the objective.



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In respect of recommendation 2, The Convener of the Board agreed that it was not necessarily about encouraging people to object but to encourage people to engage. The Board does want to have a meaningful dialogue. The Convener commented that the LSOs had engaged with Community Council's in the past and one area that could be incorporated into training would be around the licensing objectives. The Convener suggested that it would be a good time to liaise with the newly constituted community councils, through Karen Finch the Community Council Liaison Officer and the Community Council Forum.

The Vice-Convener of the Forum agreed that it would be a good way to start and recognised that the forum had to consider their own resources but agreed in principle that it was a good way forward.

Thereafter the Joint Meeting heard from the Convener of the Forum, Finlay Cran. Mr Cran began by thanking the Board for their input over the past year and for its pragmatic approach to the licensed trade both commercial and otherwise within the city. The Convener of the Forum advised that the Forum wished to move forward with a balanced view and advise the Board on how the policy decisions and actions of the Board affect the 5 licensing objectives. He added that the Forum has always had an issue with the balance changing periodically and that the Forum has to be careful to represent everyone and stated that the engagement programme of the Forum needed to be attended to regularly. Mr Cran considered that the Forum required to have regular contact with the Board, its members and officials. Mr Cran considered that it would be useful to have more regular informal meetings with the Board in addition to the annual meeting. The Forum can play a far more important role and the basis of that should be the annual functions report. The Convener of the Forum advised that they had a template of a report to work on. Data is very important and happy to have John Mooney from NHS on the Forum and data from the NHS and the Community Council's can be used to give a more balanced view.

Councillor Greig commented that the focus on developing community engagement was really welcome and in particular raising awareness of the overview of licensing and considered that while community councils are important it would be useful to engage with other community groups. He asked if consideration had been given to the content.

The Vice-Convener of the Forum advised that the Forum had not thought through the detail, but the support given by the Board was a good foundation to start with. Ms Mottorm said that if the forum can be seen to be having an impact and the outcomes of the Forum are clear, it attracts membership and helps with retaining membership of the Forum.

With regard to recommendation 3, Councillor Boulton considered that the recommendation tied in with recommendation 2. She added that its is about making representations not objections and for the community to highlight matters that they have

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concerns with. Councillor Boulton further commented that people need to understand the legislation that the Board works with and the licensing objectives and that decisions need to be made within that context.

The Vice-Convenor of the Forum commented that the recommendation 3 could also tie in with recommendation 1, in that the Forum could look at other areas. Ms Mottram advised that she is aware that other Boards use a proforma for representations.

**The Joint meeting resolved: -**

1. that the Forum look at other annual function reports and identify pieces of information that may be useful and highlight these elements to the Board. Thereafter a meeting between the Forum, Board Members and Licensing Officers will be held to discuss the content of the Annual Functions Report.
2. That the clerk to the Forum contact Karen Finch and the Community Council Forum and feedback to the Board and the Forum regarding opportunities to engage with the Community Councils with a view to establishing views on how to improve community engagement.
3. That the Forum look at other Board areas to establish practice in respect of facilitating representations.



## Supporting community-led action research into the impact of alcohol on communities

**Alcohol Focus Scotland (AFS) and Scottish Community Development Centre (SCDC) are looking to support community-led action research in Aberdeen into the impact of alcohol on communities.** Training and support will be provided to a community group to plan, carry out and use the research. The group could be an existing community group or a new group brought together around a shared interest in the issue.

### What is community-led action research?

Community-led action research is where the community decides on the issue to be researched, designs and carries out the research, and makes use of the results to achieve positive change – e.g. changing a policy or improving a service.

SCDC has been helping to support groups around Scotland to carry out their own research through the Knowledge is Power programme. This programme is now finished but a toolkit of research resources and case studies are available at [www.knowledgeispower.scot](http://www.knowledgeispower.scot)

### What’s involved in the Aberdeen work?

Community researchers will receive training (approx. 2 sessions) and ongoing support from SCDC and AFS. We will also be exploring opportunities to bring in more local support from organisations in Aberdeen. It is hoped that the support and research will take place from now until the end of March 2023.

### Contact

If you would like to take part, or to know more, please contact:

Marc Buchanan, Alcohol Focus Scotland  
[marc.buchanan@alcohol-focus-scotland.org.uk](mailto:marc.buchanan@alcohol-focus-scotland.org.uk) 0141 572 6200

Andrew Paterson, Scottish Community Development Centre,  
[andrew@scdc.org.uk](mailto:andrew@scdc.org.uk) 07507 107585

Alcohol Focus Scotland is a Registered Scottish Charity (SC009538) and a Company Limited by Guarantee (Scottish Company No.SC094096). The Registered Office is 166 Buchanan Street, Glasgow, G1 2LW

SCDC is a company limited by guarantee registered in Scotland (361532) and a Scottish charity (SC040614).

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## **EVALUATING LATER OR EXPANDED PREMISES HOURS FOR ALCOHOL IN THE NIGHT-TIME ECONOMY (ELEPHANT)**

**Study update for the Aberdeen Local Licensing Forum - June 2022**

We are now in month 21 of this three year study, all aspects of the study are progressing well. We held our first local public involvement groups with venue-goers and residents from Glasgow in January 2022, and from Aberdeen in June 2022. Both groups inputted to the development and finalisation of materials for focus groups that will soon be conducted with members of the public within Workpackage 2.

**Workpackage 1:** We have finalised our strategy for selecting stakeholders for interviews/discussion groups and began recruiting in March 2022 and will continue to recruit over the summer. This strand of the fieldwork aims to understand why the changes to opening hours came about, what effects were expected, and any ways in which public services/businesses were affected. Our interviews/discussion groups will also explore views on a range of possible policy options that could reduce alcohol-related harms without adversely affecting recovery of the night-time economy post COVID-19. We have currently conducted 16 interviews with a range of stakeholders in Aberdeen and Glasgow including police staff, street pastors, A&E staff, Licensing Board members and Licensing Standards Officers.

Our next phase of recruitment is with venue owners/managers in both cities. We have identified precise changes in opening hours over time for licensed premises in Aberdeen and Glasgow, using public registers, local authority websites and social media analysis. We have conducted initial scoping work to develop an initial list of over 80 venues in Aberdeen which applied for extended opening hours over the past ~5 years. We plan to interview 14 venue owners/managers in Aberdeen and we are currently finalising our short-list of venues in both cities before approaching individuals with an invitation to participate. We wish to ensure that the interviews we conduct are with the widest possible range of venue types, and in a range of locations, and will include owners/managers who are currently making regular use of extended hours, those who are making occasional use of extended hours, and those who are not using any extra hours. We will include nightclubs in our interviews.

**Workpackage 2:** Ethical approval has been sought and secured for 'deliberative' focus groups with the public which will take place in Glasgow and Aberdeen. In this process, participants are given a balanced range of evidence to consider before being asked questions about their views. Ethical approval has been obtained and the final plans and questions for the focus groups are being worked up. This method is innovative in how it seeks to help the public reflect on their views and opinions about the pros and cons of later opening hours as part of the focus group process. We are currently exploring recruitment options in each city and preparing to recruit participants.

Our social media analysis work to establish precise changes in opening hours over time is now completed for all ten Glasgow venues, and for 30 venues in Aberdeen. We are now in the initial stages of planning fieldwork visits to later opening venues.

**Workpackage 3:** We have held meetings with representatives from the Scottish Ambulance Service and have agreed how they will share data with us on alcohol-related ambulance callouts in Scotland. We have received an initial batch of data and are awaiting progress on a second request. We have completed main and subgroup statistical modelling analyses for Glasgow, Aberdeen and Edinburgh and these analyses are now being repeated using a different statistical package. We have also held meetings with Police Scotland to discuss our data research request for crime data late at night and expect to receive a comprehensive dataset later this year.

**Workpackage 4:** We have finished drafting our Health Economics Analysis Plan and we are making good progress on scoping work on the availability of various data sources to identify potential economic benefits or costs of later hours, to assist us in developing the economic evaluation.

**Workpackage 5:** We have drafted questions for the survey of local authorities on their approach to late night trading, which will be finalised in August 2022. We have begun a review of the links between alcohol consumption and harm outcomes in specific situations including ambulance call outs and assaults to help us develop new models. These models will help us to assess the potential impacts of late night licensing hour changes on different subgroups of the population.

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## Local Licensing Forum Survey (June 2022)

The Scottish Government is working with Alcohol Focus Scotland to undertake a short survey of local licensing board forums / local councils to identify current levels of forum activity. We are also keen to hear about what is working well and any suggestions of how forums could be better supported or improved.

We are asking a representative from each forum, or a relevant council officer if the forum is inactive, to provide **one response** to an **online** version of this survey available at: <https://www.surveymonkey.co.uk/r/LJJG6HD>

The survey will be live for three months and we would encourage that the questions below are discussed at a forum meeting prior to the answers being submitted online.

### Questions contained in online survey

- 1) Which local authority are you in?
- 2) Is the forum currently active?
  - If 'no', please only answer questions 3-6
  - If 'yes', please only answer questions 7-12
- 3) Please describe the main reasons that the forum is inactive
- 4) Are there currently any plans to reactivate the forum? Please use the space below to provide further information
- 5) Please use this space to provide any suggestions of how forums could be supported/improved
- 6) Please use this space to provide any general comments you would like to make about forums
- 7) Approximately how many times has the forum met in the previous 12 months
- 8) To what extent do you agree or disagree with the following statements about the forum?

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know
Forum members have a good understanding of their role and remit						
The forum has clear aims/objectives						
The forum has developed a workplan						
The Licensing Board takes the forum's views into account						
There is good communication between the forum and Licensing Board						
The forum has sufficient resources						

The forum receives support and input from local agencies						
The forum meets regularly						
The forum has a good level of membership retention						

9) Overall, how would you describe the current effectiveness of the forum in relation to the following:

	Very effective	Fairly effective	Not effective
Keeping under review the operation of the licensing system in the area			
Giving advice and recommendations to the Licensing Board			

10) Please indicate how many of each 'category' of forum member is represented on your forum (please allocate each member to only one category in order to avoid any double counting).

N.B: If a member belongs to more than one category, please add them to the category that best represents their key reason for attending the forum e.g., a licence holder who is also a resident should only be included within the licence holder category.

Category	LSO	Health Board	Licence holder	Police	Health (other)	Education	Social work	Young people	Residents	Other
Number										

If you have members within the 'other' category, please provide details

11) Please use this space to provide any suggestions of how forums could be supported/improved

12) Please use this space to provide any general comments you would like to make about forums