

## LOCAL LICENSING FORUM

ABERDEEN, 3 December 2024. Minute of Meeting of the LOCAL LICENSING FORUM. Present:- Elaine Mottram, Convener; William Rae, Vice-Convener; and Finlay Cran, Danuta Dobrzanska, Karen Gatherum, Artur Ghazaryan, Neil Grant, JP McGivney, Sandy Munro, John Philip, Lucy Simpson and Pete Turner.

### WELCOME AND APOLOGIES

1. The Convener welcomed all attendees, including Danuta Dobrzanska, the new representative for Aberdeen Inspired to the meeting. The Clerk informed the Forum that apologies for absence had been submitted by Barry Stephen and Adrian Watson.

The Convener acknowledged that Lucy Simpson, who was attending her last Local Licensing Forum meeting, would be missed. The Convener appreciated Ms Simpsons contributions, and wished her all the best in her new role with hope that a suitable replacement would be sought in due course.

An update was provided by the Convener regarding various ongoing initiatives, particularly the search for a young representative. She recalled a positive conversation with Scott Carle from Aberdeen University in August, who had expressed optimism about identifying a suitable candidate. However, although there had been a delay in communication with Mr Carle recently, he confirmed that he was still working on finding a replacement for a young representative. The University had also been in touch with the Convener recently to advise that they were confident that one of their student representatives would be identified in the near future.

Regarding NHS Grampian, the Convener noted that John Mooney, the previous representative, had been seconded to the Scottish Government. Although he may still be connected through his role at Aberdeen University, an official NHS representative was needed. The Convener was scheduled to meet with the Director of Public Health yesterday, but the meeting was postponed due to an NHS crisis. She hoped that the meeting would be rescheduled soon with discussions ongoing about a potential new representative.

The Convener addressed the issue of several members who had not been attending meetings, noting that the Constitution states that if a member misses three successive meetings, a conversation should be initiated with them. While this may seem strict, there were three members who had not attended regularly, although one has recently sent an apology. The Convener sought input on whether these members genuinely wanted to remain on the Forum or if they would be better to let the situation continue meantime.

One member suggested that attendance issues might stem from multiple responsibilities within their roles, which can create challenges. They proposed the idea of creating an induction pack that outlined the benefits of being part of the Forum, emphasising what members could gain from their representation and how it could positively impact their respective services. This could help illustrate the mutual benefits of participation, potentially encouraging existing members who had become less active to re-engage.

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The Convener acknowledged Ms Simpson's input and recognised the importance of having conversations with members about their participation. She suggested that creating an induction pack could be beneficial, as it would provide new members with essential information about the Forum's value and how they could contribute. The Convener noted that the Forum was currently in a positive phase, especially following a successful meeting with the Licensing Board in September and emphasised the need to capitalise on this momentum.

It was acknowledged that maintaining contact with members who was absent from meetings was highlighted as a way to keep them engaged and remind them of the Forum's significance.

Pete Turner added that members who did not attend could not vote or provide input, which limited the Forum's effectiveness. He pointed out that certain representatives, such as those from NHS, were required, and if they were not attending, it may be necessary to reach out to their workplaces to ensure that there was proper representation. The work done on success criteria was mentioned as a helpful tool in clarifying the Forum's value.

### **The Forum resolved:-**

- (i) to note the apologies;
- (ii) to note that the Convener would continue to liaise with the various organisations in relation to potential new and/or replacement representations; and
- (iii) to note that the creation of an induction pack would be considered in due course.

## **MINUTE OF PREVIOUS MEETING OF 27 AUGUST 2024**

2. The Forum had before it the minute of the previous meeting of 27 August 2024.

### **The Forum resolved:-**

to approve the minute.

## **MINUTE OF JOINT LICENSING BOARD AND LOCAL LICENSING FORUM MEETING OF 11 SEPTEMBER 2024 (FOR INFORMATION ONLY)**

3. The Forum had before it the minute of the previous Joint Local Licensing Forum and Licensing Board meeting of 11 September 2024.

The Convener noted that the minutes would not be approved until the next joint meeting in September 2025, which was considered a lengthy delay. She proposed that the Local Licensing Forum approve the draft minute today and requested for the clerk to send them to Sandy Munro for distribution to the Licensing Board members for their information, rather than waiting an additional nine months.

### **The Forum resolved:-**

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- (i) to approve the draft minute; and
- (ii) for the clerk to circulate the draft minutes to Mr Munro for circulating to the Licensing Board members for information only.

### **REFLECTIONS ON THE JOINT MEETING AND IMPLICATIONS FOR THE WAY FORWARD**

4. The Convener expressed a desire to retain the valuable discussions from the joint Licensing Board and Local Licensing Forum meeting in September 2024, encouraging everyone to reflect on the meeting's outcomes and their implications for success criteria.

A Workplan for 2025 was agreed, which focused on key areas of research and collaboration, with the following items to be prioritised:-

- to analyse the survey results relating to footfall in the City and trends relating to hospitality;
- to Collaborate with Aberdeen City Councils Data Insights Team to explore relevant data on alcohol-related harm;
- to analyse NHS data concerning alcohol use and associated harms, which would be crucial for assessing public health implications and guiding interventions;
- to engage in discussions regarding the conclusions of the ELEPHANT Study to facilitate knowledge sharing and the application of findings to local initiatives; and
- to continue to report to the Licensing Board with an aim to share insights and conclusions derived from the above activities. This would be part of our regular updates and would be presented at the annual Joint Meeting.

This workplan will guide our efforts throughout 2025, ensuring a focused approach to addressing key issues related to footfall, hospitality, and alcohol-related harm in the City.

JP McGivney shared positive feedback about the night buses, noting their success during the first weekend but suggesting that additional advertising was needed to promote the service.

Finlay Cran recommended that all Local Licensing Forum and Joint meetings be held in Committee Room Two, as the Council Chamber felt too formal and lacked a warm atmosphere.

The Convener also updated those who missed the last meeting about a proposed amendment to the Constitution concerning office bearers' terms. The current requirement mandated annual re-election at the Annual General Meeting (AGM) with a maximum term limit of three years. The proposal aimed to eliminate the three-year limit while keeping the annual re-election process. This change received general support previously, but the meeting lacked a quorum. The Licensing Board was informed of the proposal and appreciated the update, though their approval was not necessary.

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### **The Forum resolved:-**

- (i) to note the Workplan for 2025;
- (ii) to note that the Local Licensing Forum's AGM would be held in February 2025 due to limited availability in January 2025;
- (iii) to agree to the proposed change to the Constitution; and
- (iv) to note that the Clerk would request nominations for both the Convener and Vice Convener roles prior to the next AGM in February 2025.

### **SOCIAL EVENT**

5. The Convener asked if anyone would be interested in attending a social gathering after the AGM in February 2025, suggesting that the meeting conclude by 3.30pm, followed by drinks and food at a nearby venue.

The Forum expressed their support for initiatives that promoted city centre venues, particularly in February.

### **The Forum resolved:-**

to note that Finlay Cran would explore nearby venues for the social event and provide details in due course.

### **DATE OF NEXT MEETING - ANNUAL GENERAL MEETING - 11 FEBRUARY 2025**

6. The Local Licensing Forum were advised that the next meeting would be their Annual General Meeting, which would be held on 11 February 2025.

### **The Forum resolved:-**

to note the details of the next meeting.

- **ELAINE MOTTRAM, Convener**