

LOCAL LICENSING FORUM
Wednesday, 18 September 2019

Members present: Shamini Omnes, Chairperson; Sarah Wheeler, Vice-Chairperson; Finlay Cran, Susan Dunn, Tara-Erin Gilchrist, Lorcan O'Connor, and Jonathan Smith

Also present: Shereen Balaban, Fiona Harvie, Nicola Johnston, and Alexander Munro

Apologies: Adam Grant, Elaine Mottram, and Martin Robb

	Item	Discussion	Action / Decisions	To be actioned by
1.	<u>Welcome and Apologies</u>	The Chair welcomed all those in attendance. The Clerk advised that apologies for absence had been intimated by Adam Grant, Elaine Mottram, and Martin Robb.	<u>The Forum agreed:</u> - to note the apologies	Shereen
2.	<u>Minute of Meeting of 12 June 2019</u>	The Forum had before it the minute of the previous meeting of 12 June 2019. The minute was agreed as a true record.	<u>The Forum agreed:</u> - to approve the minute as a correct record.	Shereen
3.	<u>Membership Updates - verbal update</u>	The Chairperson advised the forum that Jonathan Smith had attended and contributed to previous Forum meetings as a representative of the Civic Forum. Shamini initiated the Forum to welcome Jonathan as a fully endorsed member of the Forum The Chair advised that a student from RGU, had been identified to sit as the young person representative and would be able to join the Forum's next meeting.	<u>The Forum agreed:</u> - (i) to endorse Jonathan Smith as a representative member of the Forum; (ii) to welcome the update on the Forum representation; and (iii) for Elaine to present easy read paper on role of LLF based on constitution which will be part of welcome pack.	all members

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		<p>The Forum heard from the Chair that an email had been sent to Derek McGowan to identify a replacement for Emily McQueen – Community Safety Representative to the Forum. The Chair was awaiting further information from Children Services – Chief Officer – Graeme Simpson on the representative which would replace Mariam Smith.</p>		
4.	<p><u>Licensing Board Agenda of 3 July 2019</u></p>	<p>The Forum had before it the Licensing Board Agenda of 3 July 2019, all members were encouraged to attend the Board meetings.</p> <p>The Chair advised the Forum that the purpose and remit of the Forum as set out in the Licensing (Scotland) Act 2005 was to keep under review the operation of the Act in the Forum’s area and in particular the exercise by the Licensing Board of their functions including giving advice and making recommendations to the Board in relation to those matters where the Forum considers it appropriate.</p> <p>The Chair opened up to the Forum for suggestions on how this may be achieved. The Chair suggested taking 10-20% of the applications presented before the Board. Members suggested that the Boards application of the Policy may be considered by the Forum, if the applications were to be identified within a map. The LSO advised that maps are no longer utilised, and there are no differentiations made on applications made within the City and out with the City.</p>	<p><u>The Forum agreed: -</u></p> <ul style="list-style-type: none"> (i) to note the agenda of the Licensing Board and its presented format; (ii) to enhance members understanding of each of the objectives within the Licensing Policy; (iii) for the Licensing Policy - objectives to be considered and discussed at the next meeting; and (iv) for the members to consider how the Forum can best operate and exercise within its remit. 	all members

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		<p>Alexander Munro, Deputy Clerk to the Board advised the Forum Members that the Policy provided a framework with objectives, that each application is assessed upon and that there was no remit for the Forum to consider individual applications before the Board.</p> <p>The Forum discussed the need for members to be fully familiar and understand each of the objectives within the Policy, before considering how the Forum can collectively review the operation of the Licensing Statement by the Board.</p>		
5.	<p><u>Licensing Board Minute of 3 July 2019</u></p>	<p>The Forum had before it the Licensing Board Minute of 3 July 2019. The Forum discussed that the minute alone was not enough to review the Boards application of the Licensing Policy. The members considered how they may access the information that they require to be able to carry out the review. The Forum agreed for this to be consider further once the members are more familiar with the objectives of the Licensing Policy</p> <p>The members agreed to continue to use the Agenda and Minute of the 3rd July 2019 Board meeting, allowing member to become familiar with the Licensing Policy Objectives. Members discussed issuing guidance on how the Forum is to exercise its remit and create a working template on how this may be achieved.</p>	<p><u>The Forum agreed: -</u></p> <ul style="list-style-type: none"> (i) to note the Licensing Board Minute of 3 July 2019; and (ii) to consider further how the licensing applications can be accessed and what information is required to be able to carry out its remit 	all members

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6.	<p><u>Local Licensing Forum and the Licensing Board - verbal update</u></p>	<p>The Forum and the Board joint meeting was held on 10 September 2019.</p> <p>The Chair to the Forum expressed that the joint meeting was a success it had addressed the topics which the Forum had discussed during the Forums' Development Day on 27 August 2019</p> <p>The working relationship between the Board and the Forum, the Forums remit and how it should operate were discussed extensively.</p> <p>The date for the Licensing Conference had been confirmed as 14 January 2020.</p>	<p><u>The Forum agreed: -</u></p> <ul style="list-style-type: none"> (i) to note the update provided on the joint meeting; (ii) to note that a minute of the Forum Development Day and the Joint meeting between the Forum and the Board will be circulated to all members; and (iii) to note the scheduled date of the Licensing Conference. 	<p>all members</p>
7.	<p><u>Working Groups</u></p>	<p>The Chair invited members to become involved in several working groups.</p> <p><u>Local Licensing Forum Remit</u> Forum members suggested that each individual member becomes familiar with the Forum's legislative remit, and for the Forum at the next meeting considers the Statement of Licensing Policy objectives.</p> <p>The Forum discussed and agreed that it was important for new members to be fully aware of the role of becoming a member of the Forum and what this entails. Members discussed working together to produce a Forum welcome pack.</p>	<p><u>The Forum agreed: -</u></p> <ul style="list-style-type: none"> (i) for the individual members to consider the Forum's remit and the Statement of Licensing in advance of discussion at the next Forum meeting; (ii) to note that members will be invited to participate in a working group which will consider the Forum's remit; (iii) to establish a working group which will consider the Forum's Communication & Engagement and membership of that group consist of Jonathan, Tara, and Nicola. (iv) to establish a working group which will process the Licensing Conference 2020 and membership of that group consists of Sarah, Finlay, Lorcan and Marie Louse (ADP). 	<p>all members</p> <p>Jonathan, Tara and Nicola</p> <p>Sarah, Finlay, and Lorcan</p>

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		<p><u>Forum Communication & Engagement</u> Forum members discussed Forum Communication and engagement. Members considered re-establishing the Licensing Newsletter, LLF email address where members would be involved with providing a Forum update. Social media and updating the current information on the Licensing Forum was also considered.</p> <p><u>Licensing Conference 2020</u> The scheduled date of the Licensing Conference had been confirmed as the 14th January 2020. The Chair advised that save the date correspondence needed to be sent out to maximise the attendance. Members were reminded the topic of the Conference was on the Statement of Policy. Councillor Dunbar showed an interest to become involved with the working group on behalf of providing a linkback to the Board in regard to process in the Conference.</p>		
8.	<u>Updates from Local Licensing Members</u>	<p><u>Police Scotland</u> A representative from the Police was not in attendance. The members of the Forum had before them Police Scotland – Annual Licensing 2018/2019 for their consideration.</p> <p><u>Licensing Standards Officer</u> The Forum heard from Aberdeen City Council Licensing Standards Officer that two days of meetings with on sales premises to engage with partner agencies had been organised for the 12th and 13th November 2019.</p>	<p><u>The Forum agreed: -</u></p> <ul style="list-style-type: none"> (i) to note the Police Scotland – Annual Licensing 2018/2019 report deferred to LLF meeting in November; (ii) to note the update from the LSO, and the dates of the engagement sessions for on sales with key partners; (iii) to note the earlier update from the Chair regarding Forum representation; and (iv) to note the discussion around cocaine and alcohol. 	all members

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	<p>The Forum heard that the sessions will discuss the Local Condition – Duty of Care and Promotions. The LSO explained that the licence holder must have in place a duty of care policy to ensure a standard approach is taken when any patron appears to be displaying signs of excessive intoxication. The purpose of this policy is to reduce vulnerability through intoxication, however attained. All staff must have training in identifying signs of excessive intoxication and an enhanced awareness of vulnerability through intoxication. All related training should be recorded and such records available for inspection by Police and Licensing Standard Officers.</p> <p><u>NHS Grampian</u></p> <p>Shamini raised with members their views on how best to reach people to put out a harm reduction message about cocaine and alcohol.</p> <p>Shamini asked the questions - Are posters on the doors of premises effective? What social media messages are there and if so what types of social media networks? or any other options? Shamini advised that It would be interesting to get a police view on whether, if there is disorder in the city centre should there be testing for cocaine and not assuming that it is down to alcohol alone.</p> <p>The forum agreed to continue this discussion. It was agreed these queries could be discussed further over the engagement days in November with on-sales trade. The feedback would be presented to the forum at the following meeting for the NHS to consider.</p>		

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		<p><u>Children Services</u> A representative from Children's Services was not in attendance.</p>		
9.	<p><u>Next Meeting & 2020 Dates</u> Wednesday 27 November 2019, 2pm, Committee Room 4, Town House</p>	<p>The Forum had before it the date of the next meeting.</p>	<p><u>The Forum agreed: -</u></p> <ul style="list-style-type: none"> (i) to note the 2020 dates as scheduled meetings dates for the Forum; and (ii) to note the date of the next scheduled Forum meeting. 	<p>all members</p>

If you require any further information about this minute, please contact Shereen Balaban, email sbalaban@aberdeencity.gov.uk or 01224 522497