

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	<u>Welcome and Apologies</u>	<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>	<u>The Forum resolved:</u> to note the apologies.	
2	<u>Minute of AGM Meeting of 25 January 2022 - for approval</u>	<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>	<u>The Forum resolved:</u> (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.	

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3	<p><u>Update on Community Engagement - Elaine Mottram</u></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>Annual Functions Report (AFS) – 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>Community Engagement – 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><u>The Forum resolved:</u> to note the updates.</p>	

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		Councils to engage with the Licensing Process.		
4	<u>Licensing from a Whole Systems Perspective - John Mooney</u>	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.	<u>The Forum resolved:</u> 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	<u>Feedback from Alcohol Focus Scotland Workshop Evidence to Practice - Availability and Licensing - Elaine Mottram and John Mooney</u>	<p>The Convener provided an overview and feedback on the Alcohol Focus Scotland Workshop she and John Mooney attended on 24th 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"> - Access/ availability - Visibility - Norms in the Community/ local area - Affordability - Staggered closing times. 	<u>The Forum resolved:</u> to note the feedback from the Alcohol Focus Scotland Workshop.	

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		<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><u>Members Updates</u></p>	<p>Members had the opportunity to provide an update to the Forum.</p> <p>Ewen McLean – Aberdeen Evening & Night-Time Economy Manager, Aberdeen Inspired, 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>Finlay Cran – Licensing Trade Association, 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>Neil Carnegie - Area Manager, ACC, provided an update on the significant</p>	<p><u>The Forum resolved:</u></p> <ul style="list-style-type: none"> (i) to note the members' updates; (ii) to engage with the ACC's Community Safety Strategy Consultation at the September meeting and (iii) to engage with the review/ development of the Statement of Licensing Policy. 	

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		<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>Steve Mcconnachie – Clinical Practitioner, Integrated Children's and Family Services, ACC, 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>Diane Sande/ John Philip – Licensing Standards Officers, ACC 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>Sandy Munro, Solicitor, ACC, 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>		

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8	<u>Date of Next Meeting - 24 May 2022 - DEVELOPMENT DAY</u>	The date of the next meeting was confirmed as Tuesday 24 May 2022.	<u>The Forum resolved:</u> 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 or 01224 522497