

ABERDEEN CITY LOCAL LICENSING FORUM
UPDATE FOR LICENSING BOARD 1st MAY 2024

Introduction

This paper provides an update to the Licensing Board of key agenda items which were discussed at the Local Licensing Forum on Tuesday 27th February 2024.

The role of the Forum is to provide feedback and recommendations to the Board in relation to the safe use of alcohol and the upholding of the licensing objectives.

1. AGM – election of officers

- Elaine Mottram was elected as Convenor for the year February 2024 to January 2025.
- John Mooney and William Rae were elected as Vice Convenors for the same period.

2. Forum membership

- Barry Stephen from Adult Social Services has agreed to join the Forum.
- Contact has been made with the Community Safety Team and with Aberdeen Inspired to invite them to become members of the Forum.

3. LSOs presentation to the Forum

- As part of the Forum's programme of looking in depth at the areas of responsibility of Forum members, the LSOs provided a presentation and led a discussion about their function. They described the day-to-day tasks of Licensing Standard Officers which involve the processing of licenses, managing premises changes, attending meetings, handling complaints, conducting premises visits, reviewing license applications, and collaborating with Police Scotland. There was a discussion regarding the balance of being reactive versus being proactive in the LSO role. Forum members were informed that the Licensing Standard Officers make every effort to be proactive and they felt that this was an important part of avoiding risk related to on-sales.

4. Report and recommendations relating to the Annual Functions Report.

- Following the Board's approval in September 2023 of the Forum recommendations for the Annual Functions Report, the Convenor asked for volunteers to help to explore how the recommendations can be implemented. As a result the Convenor met with Sandy Munro and Finlay Cran in March and a note of their meeting is attached. It was recognised that the IT systems in place mean that there are limitations on what can be incorporated in the Annual Functions Report but it was agreed that the process of implementation can begin and develop in future years.
- The Convenor informed members that positive feedback regarding the Forum's report and recommendations regarding the Annual Functions Report had been received from Alcohol Focus Scotland and the Scottish Government Licensing Unit.

5. Local Licensing Forum Annual Report

- The Forum has produced its first Annual Report which is attached for information.

Elaine Mottram

Convenor of the Local Licensing Forum

March 2024