LOCAL LICENSING FORUM SUB-GROUP – 27 FEBRUARY 2013

Present:- Garry Burnett, Grampian Fire and Rescue Service (Chair)

Sandy Kelman, Alcohol and Drugs Partnership

Linda Smith, NHS Grampian

Natalija Clark, Children's Services, Aberdeen City Council

Ken Eddie, Civic Forum

Councillor Martin Greig, Community Safety Partnership

Vikki Cuthbert and Lynsey McBain, Aberdeen City Council (Legal and Democratic Services)

Apologies:- Diane Sande, (Licensing Standards Officer), Michelle Wall (Unight) and Grampian Police.

| Topic | Discussion/Decision | Action By |
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| 1. Introduction | The Chairperson welcomed Natalija Clark to her first meeting of the Sub Group. Natalija was the new representative for Children's Services and replaced Mairi MacLeod. The Chairperson provided Natalija with a synopsis of the Sub Group and provided detail on what the Group aimed to achieve. | Completed |
| | The Chairperson also advised that at the last meeting of the Licensing Forum, they agreed to delegate powers to the Sub Group, which meant that the Sub Group could now make decisions and take forward any recommendations to the Licensing Board based on the new Licensing Policy, without having to go back to the Forum for authority. | Completed |
| 2. Minute of Previous Meeting | The Sub Group approved the minute as a correct record. | Lynsey McBain |
| 3. Data Template | The Chair advised that following the last meeting, Sandy had prepared a template into which data from partners could be incorporated. It was hoped that the data presented to the Board would act as a performance management framework, as well as guiding any decisions made by it. | |
| | Sandy tabled a copy of the data template that he had populated and then spoke in furtherance of the template. Sandy noted that the template was based around the five licensing objectives but also focused on the Alcohol and Drugs Partnership themes of Safer, | |

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| | Healthier and Responsible. Sandy went through each data item and advised that data had still to be received for the majority of the items. He explained that the Scottish Ambulance Service had indicated that they would provide data evidence for the last 3 years on the amount of emergency calls to the city centre due to alcohol usage. | Sandy Kelman |
| | The Chair then explained that the final meeting of the Sub Group was due to be held at the end of March, when the template would be finalised. He suggested that it would be beneficial if the data template could be sent out to the members of the Forum who were not present at the meeting, in order to gather data before it was finalised in March. Members could then send any date evidence to Sandy as soon as possible. | All members |
| | The Sub Group then discussed how data could be compared and whether data from previous years would be used as a baseline or whether no data from previous years would be presented to the Board. The option of prioritising the data themes was discussed, with a view to ensuring that the Board focused on particular data sets in managing performance and making future decisions. Sandy Kelman and Natalija Clark agreed to discuss separately the data required from Children's Services. There was also discussion around some key documents which contained greater volumes of data which would be of interest to the Board, such as the Children and Young Person's Audit. In order to avoid overloading the Forum's submission to the Board, web links could be provided to enable reference to be made to this extra information. | Sandy Kelman/Natalija Clark |
| | In conclusion, all members of the Sub Group were happy with the direction the work being carried out was going in. Councillor Greig intimated that he would liaise with Neil Carnegie from the Community Safety Partnership in regards to analysing data. | Councillor Greig |
| | Finally Vikki Cuthbert suggested that the recommendations from the Sub Group to the Board be presented in a report style template, with clear definitive recommendations and the Group agreed to this. | |
| 4. NHS Grampian | Sandy Kelman advised that NHS Grampian had employed Grace Ball on a temporary basis, to assist with the collation of data needed to form the new Licensing Policies for the 5 Licensing Boards in Grampian, and to held guide the work with the Licensing Boards. It was noted that Grace Ball would be invited to the next meeting of the Sub Group. | Sandy Kelman |

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| 5. | Borders Licensing Forum | Sandy advised that the Scottish Borders Local Licensing Forum had produced an alcohol profile, which he would send on to the clerk, for dissemination to members of the Forum. | Sandy Kelman/Lynsey McBain |
| 6. | Date of Next Meeting | The Sub Group decided to change the date of the next meeting. The next meeting will now take place at 2pm on Wednesday 20 March 2013 and replace the meeting scheduled for 28 March 2013. | All members |