

| Topic | Discussion/Decision | Action By |
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| | <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> | <p>Sandy Kelman</p> <p>All members</p> <p>Sandy Kelman/Natalija Clark</p> <p>Councillor Greig</p> |
| 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 |