

LOCAL LICENSING FORUM SUB-GROUP – 20 MARCH 2013

Present:- Garry Burnett, Grampian Fire and Rescue Service (Chair)
 Sandy Kelman, Alcohol and Drugs Partnership
 Grace Ball and Dr Maria Rossi, NHS Grampian
 Natalija Clark, Children’s Services, Aberdeen City Council
 Ken Eddie, Civic Forum
 Councillor Martin Greig, Community Safety Partnership
 Diane Sande, Licensing Standards Officer
 Vikki Cuthbert and Lynsey McBain, Aberdeen City Council (Legal and Democratic Services)

Apologies:- Michelle Wall (Unight) and Grampian Police.

Topic	Discussion/Decision	Action By
1. Introduction	The Chairperson welcomed everyone to the fourth and final meeting of the Sub Group and noted that a tremendous amount of work had been undertaken since the first meeting in December in 2012. He further welcomed both Grace Ball and Dr Maria Rossi to their first meeting of the Sub Group.	Completed
2. Minute of the Previous Meeting	Minute agreed. Sandy Kelman and Natalija Clark advised that they had met in relation to the data required from Children’s Services.	Completed
3. Letter to the Licensing Board	Sandy Kelman tabled a draft letter which if agreed would be sent to the Licensing Board in relation to the new Statement of Licensing Policy (SLP). Sandy advised that he thought it would be beneficial to send the letter along with the two appendices to the Board, for consideration when drafting the new SLP. The first appendix was the data template which included all of the relevant data from members of the Forum and the Sub Group. The second appendix was prepared by NHS Grampian. The Sub Group noted that any information had to be submitted to the Licensing Board by 10am on Friday 19 April. Members then discussed the draft letter, as well as the appendices. Garry Burnett explained that it would be very beneficial to have a simplistic format for both the letter and the data so it would be easy for the Board to read and understand, but was snappy and hard hitting at the same time. Garry further noted that the Single Outcome Agreement had been missed out of the draft letter and suggested that reference be made to it.	Sandy Kelman

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	<p>Following discussions, members agreed that reference would be made to the appendix from NHS Grampian in the letter to the Licensing Board, but would not be included in the submission from the Forum, as the work was still in progress and would not be finalised until 2014.</p>	<p>Sandy Kelman</p>
<p>4. Data Template</p>	<p>Members discussed the data template which had been prepared by Sandy Kelman, following data evidence being sent on from the various partners. It was agreed that a simplistic way of presenting the data would be beneficial.</p> <p>Discussions then focused on overprovision of premises with Alcohol Licenses and whether it could be suggested to the Board that the whole of Aberdeen become an area of overprovision. Members discussed the matter and agreed that this was for the Licensing Board to decide and it was for the Forum to provide data to highlight overprovision throughout the city, however, to include a recommendation to this effect in the submission to the Board.</p> <p>Vikki Cuthbert suggested that the letter to the Board contain clear recommendations so that the Board were required to respond to the Forum with yes or no answers.</p> <p>Finally the Chair asked each member if they were content and happy with the direction the work undertaken was heading. All members acknowledged that they were comfortable with the work completed to date.</p> <p><u>The Sub Group resolved:-</u></p> <ul style="list-style-type: none"> (i) to request that Sandy Kelman re-draft the letter to be issued to the Board to incorporate the changes suggested at the meeting; (ii) to note that both Sandy Kelman and the Chairman would meet to finalise the letter, before it is sent to members of the Forum for endorsement, before sending on to the Licensing Board; (iii) to request that reference be made to the appendix from NHS Grampian in the letter to the Board, but not to include it as evidence due to the work still being in progress; (iv) to request that the data template be included with the letter being issued to the Board; and 	<p>S Kelman</p> <p>S Kelman</p> <p>S Kelman/G Burnett</p> <p>S Kelman</p> <p>S Kelman</p>

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	(v) to thank everyone for their continued hard work in undertaking the work required.	All members
5. Joint Meeting	It was noted that the last joint meeting with members of the Licensing Board and Licensing Forum had taken place in August 2012, with meetings due to take place twice yearly. As a result, it was suggested that a joint meeting could potentially take place in May 2013 and Democratic Services undertook to investigate a possible date for the meeting.	V Cuthbert/L McBain
6. Closing Remarks	The Chairperson once again thanked everyone for their tremendous efforts in gathering data evidence and the work undertaken. Special thanks were given to the Sandy Kelman who had been instrumental in delivering the data evidence required, along with the draft letter to the Board.	All members