

Name of Group: Local Licensing Forum

Date of Meeting: 12 February 2014

Title of Report: Liaison between LLF and Licensing Boards

Author of Report: Steph Dunsmuir, Committee Services Officer

Summary of Purpose of Report

At the meeting of the Local Licensing Forum of 11 December 2013, members had asked that other local authorities be contacted to ascertain how other Licensing Forums monitored the work of their Licensing Boards, and how often Forum members attended Board meetings (and vice versa).

I contacted the support officers in other authorities as requested, and a summary of their responses is set out in the table below.

| Council | Response |
|--------------------------|--|
| Highland Council | <p>Attendance at Board Meetings</p> <p>Licensing Board meetings usually attended by 3 or 4 Forum members. Board meetings available to watch on webcast up to one year after they take place, and papers are circulated electronically to all Forum members.</p> <p>Attendance at Forum Meetings</p> <p>Board members do not attend Forum meetings.</p> <p>Joint Meetings between Forum and Board</p> <p>The Forum meets annually with the Board. The 2012 meeting was in a formal setting, and generated very little discussion. The meeting consisted of the Board Clerk reading out prepared answers to questions submitted in advance by the Forum. Following that meeting, the Board and Forum Chairs met to discuss how the Forum could ensure that it was contributing effectively to the work of the Board. The Board now has a better understanding of the Forum, and the Forum has realised that its contributions are valued by the Board.</p> <p>The 2013 meeting was less formal and there was discussion around the procedure and methodology for preparing Board Policy Statements, and the key issues for the Board over the forthcoming year. There was also discussion on how the Forum could better interact with the Board. The Board advised that the Forum should continue to respond to policy consultation and provide the Board with comments as it had been doing. Board members had advised that the Forum had been extremely helpful in feeding into policy consultation and their thoughts and knowledge had been invaluable to the Highland Licensing Board.</p> |
| Scottish Borders Council | <p>Attendance at Board / Forum Meetings</p> <p>Members of the Licensing Board are advised of all Licensing Forum meetings, and likewise, the Licensing Forum members are informed of Board meetings and can attend.</p> <p>Joint Meetings between Forum and Board</p> <p>There is one joint meeting each year.</p> <p>Further Information</p> <p>In November, the Licensing Forum arranged a Local Licensing Conference to engage with licensees and invited all licensees in the region to attend. It was a free event and feedback has been very positive.</p> |

| Council | Response |
|------------------------|---|
| South Ayrshire Council | <p>Attendance at Board Meetings Members of the Licensing Forum regularly attend Board meetings, and the previous Board minutes are circulated to the Forum for their information. It is proposed that a rota will be compiled to ensure that a Forum member is present at each Board meeting who can report back to the next Forum meeting.</p> <p>Attendance at Forum Meetings The Forum meeting dates are approved at the start of each year, and the Board members are advised of these dates.</p> <p>Joint Meeting between Forum and Board There is one joint meeting a year, usually held in May.</p> <p>Engagement between Forum and Board If the Forum requires any information on any decisions the Board has made, a letter would be submitted by the Chair, on behalf of the Forum.</p> |
| Renfrewshire Council | <p>Attendance at Board Meetings The Convener of the Forum is advised of the dates of the Board meetings, and occasionally attends.</p> <p>Attendance at Forum Meetings It is open to any member of the Board to attend any meeting of the Forum as an observer.</p> <p>Joint Meeting between Forum and Board The main interaction between the Forum and the Board is the annual joint meeting (as well as through any consultation circulated by the Board).</p> |
| Falkirk Council | <p>Attendance at Board Meetings Members of the Board are advised of all Forum meetings and may attend.</p> <p>Attendance at Forum Meetings Forum members are advised of the dates of the Board meetings, and a few members of the Forum have attended meetings of the Board to observe.</p> <p>Joint Meeting between Forum and Board There is one annual meeting between the Forum and the Board.</p> |

| Council | Response |
|------------------------|---|
| Orkney Islands Council | <p>Attendance at Board Meetings Members of the Board are advised of all dates of Forum meetings and decide amongst themselves who will attend and observe. The Licensing Standards Officer attends all Board meetings as an observer.</p> <p>Attendance at Forum Meetings The Chair of the Forum has access to the Board papers and regularly attends to observe meetings.</p> <p>Joint Meeting between Forum and Board There is one annual joint meeting between the Forum and the Board.</p> |
| West Lothian Council | <p>Attendance at Board Meetings There is no formal rota for Forum members going to Board meetings, but those on the Forum from groups such as Social Work and Housing often have someone there to observe. A couple of the community members go along from time to time.</p> <p>Attendance at Forum Meetings The Board Chair and Clerk are sent copies of the Forum meeting papers and there is a standing invitation to Board members to attend Forum meetings. The Chair is the only one who has ever attended, but does not do so on every occasion.</p> <p>Joint Meeting between Forum and Board For the last few years, there have been two joint meetings a year. They have not been particularly well-attended on either side.</p> <p>Engagement between Forum and Board The Board minutes are put on the agenda for all Forum meetings to let the Forum try to pick up on trends in Board business and decisions. The LSOs are a valuable source of information for the Forum and are a useful bridge between the Forum and the Board.</p> <p>The next Forum meeting will be a training session for Community Councils (as we've just held our CC elections) with the Clerk to the Board about liquor licensing – types of applications, types of premises, types of licences, application procedures, objection procedures, review procedures etc.</p> |

| Council | Response |
|-----------------------------|---|
| West Dunbartonshire Council | <p data-bbox="567 154 997 186">Attendance at Board Meetings</p> <p data-bbox="567 186 1858 251">Members of the Forum have come along to various meetings of the Board to observe proceedings, particularly when policy reports are considered and have required prior consultation with the Forum.</p> <p data-bbox="567 284 997 316">Attendance at Forum Meetings</p> <p data-bbox="567 316 1900 414">The Chair of the Licensing Board is also a member of the Licensing Forum and regularly attends Forum meetings. Members of the Board are advised of all Forum meetings and may attend. Agendas and papers for the Forum are sent to all members of the Board for information.</p> <p data-bbox="567 446 1134 479">Joint Meeting between Forum and Board</p> <p data-bbox="567 479 1890 560">There is one annual meeting between Board and Forum members and this is held immediately prior to the AGM of the Forum. Members of the Board are invited to remain for the meeting of the Forum.</p> |