

LOCAL LICENSING FORUM

Wednesday 12 February 2014

Members Present: Sandy Kelman, Convener; and Dave Bliss, Ken Eddie, Diane Sande, Russell Davidson, Barry Black (as substitute for Struan King), Grace Ball (as substitute for Linda Smith) and Inspector Jim Hume.

Also present: George Wyatt and William Christie, Licensed Trade; Sergeant Gill Flett, Police Scotland; Heather Wilson, NHS Grampian; Steph Dunsmuir and Vikki Cuthbert.

Apologies: Struan King, Emily Queen, Linda Smith, Sarah Gear.

Item		Discussion	Action/Decisions	To be actioned by
1.	Appointment of Vice Convener / Vacancy – Scottish Fire and Rescue Service / Representative of Licensed Trade	<p>The Forum discussed the recent correspondence from the Scottish Fire and Rescue Service which advised that they did not wish to take up their place on the group, although they would be willing to remain as a co-optee to the Forum. As such, it was agreed that the vacant Fire and Rescue place could be reallocated to allow a second representative of the Licensed Trade to join the Forum as a substantive member. The Convener reminded the Forum that there was already one substantive member vacancy against Licensed Trade, and that it was hoped that this sector fill the position of Vice Convener to ensure an appropriate balance of views.</p> <p>William Christie (off-sales) and Russell</p>	<p>1. Vacancy for Scottish Fire and Rescue Service converted to a vacancy for a member of the Licensed Trade – William Christie appointed to the Forum.</p> <p>2. Russell Davidson appointed as Vice Convener.</p>	Clerk to the Forum

Item		Discussion	Action/Decisions	To be actioned by
		Davidson (representative of licensed trade through Unight) indicated that they would take up the appointments, with Russell agreeing to fill the vacant position of Vice Convener.		
2.	Minute of Meeting of 11 December 2013		Minute approved.	
3.	Matters Arising	None.	No matters were raised under this agenda item at the meeting.	
4.	Resourcing the Forum	<p>Vikki Cuthbert introduced Steph Dunsmuir and advised that she would now be acting as Clerk to the Forum, and would be available to provide some of the additional support requested by the Forum, for example, setting up a dedicated website to promote meetings and work of the LLF.</p> <p>The Convener stated that the LLF was still keen to increase community input to the Forum, and he and Linda Smith were meeting with Community Councils that evening to discuss the matter further.</p>	<p>1. The Clerk and the Convener to meet separately to discuss any suggestions for additional support which may be required by the Forum, particularly in relation to a dedicated website for the LLF.</p> <p>2. The Convener and Linda Smith to meet with Community Councils to raise the profile of the Forum.</p>	<p>Clerk to the Forum / Convener</p> <p>Convener / L Smith</p>
5.	Vacancy – Education Representative	The Forum heard that David Wright, the former representative of the Education Service, had now left the Council and the Clerk had therefore contacted the Service to	1. Education, Culture and Sport Service to advise Clerk of permanent replacement for David Wright.	Clerk to the Forum to monitor

Item	Discussion	Action/Decisions	To be actioned by
	ask for details of his replacement. The Education Service felt that the position might be best filled by an officer with a different remit, and until this was resolved, Sarah Gear, Service Manager, had been nominated to attend meetings of the Forum.	2. Sarah Gear to attend meetings of the Forum meantime.	
6.	Statement of Licensing Policy – Response from Clerk to Licensing Board The Forum noted the response provided by the Clerk to the Licensing Board, but suggested that the item be deferred to the next meeting to allow comparison of the response with the final Statement of Licensing Policy. The Clerk advised that she had contacted Eric Anderson and an officer in the Licensing Team had been tasked with finalising the document and uploading it to the Council’s website.	1. To defer consideration of the response from the Clerk until the final Statement of Licensing Policy had been provided. 2. To suggest to the Clerk to the Licensing Board that the Statement of Licensing Policy should be available on the Aberdeen Licensing Board homepage. 3. To request that the final Statement of Licensing Policy be circulated to members prior to the next meeting.	Clerk to the Forum – for next agenda Clerk to the Forum to advise Eric Anderson Clerk to the Forum
7.	Training Programme - Health As part of the ongoing training programme, the Forum received a presentation from Heather Wilson, Health Improvement Officer (Alcohol / Drugs) in relation to alcohol consumption, its effect on health and the impact on the NHS as a result. Ms Wilson also outlined the work being undertaken by the NHS, such as the discussions with health visitors to assist them with raising awareness among young mothers; workplace training for external companies; and training for the	1. To thank Heather Wilson for her informative presentation. 2. To note that members could contact Heather outwith the meeting to obtain colour copies of the alcohol unit posters for display.	All

Item	Discussion	Action/Decisions	To be actioned by
	<p>Universities, particularly during Freshers' Week. Finally the Forum heard about local and national campaigns, as well as the work being done by Aberdeen in Recovery, Dry Aberdeen and the ADP Community Project Funding Initiative.</p>		
8.	<p>Benchmarking against other Local Authorities</p> <p>The Forum had before it a report prepared by the Clerk to the Forum which set out the working arrangements between Licensing Boards and LLFs in other local authorities.</p> <p>The Forum noted that the arrangements were broadly consistent with what was in place in Aberdeen. It was suggested that it would be useful for members to attend meetings of the Licensing Board to observe, as this would enable them to see the process followed by the Board, and to hear from representatives of the Licensed Trade who might be in attendance.</p>	<p>1. Members to attend meetings of the Licensing Board to observe if they wish.</p> <p>2. To note that the Forum might wish to arrange a conference for Licensing trade representatives in future – to be discussed between the Convener and the Clerk to the Forum.</p>	<p>All</p> <p>Clerk to the Forum / Convener</p>
9.1	<p>Licensing Objective 1: Preventing Crime and Disorder - Update from Police Scotland</p> <p>Sergeant Gill Flett provided an update on behalf of Police Scotland. She referred to the discussion at the previous meeting about the practice within certain nightclubs of providing 'bottle packages' which had resulted in excessive amounts of alcohol being sold to customers. Sergeant Flett advised that the Police had worked closely with the premises</p>	<p>1. To note that George Wyatt would contact Diane Sande outwith the meeting in relation to a promotion whereby staff of a particular company could obtain discounts off bottle packages.</p> <p>2. To note the National Policy Unit session to be held on 28 February, and to request that</p>	<p>G Wyatt / D Sande</p> <p>Inspector J Hume</p>

Item	Discussion	Action/Decisions	To be actioned by
	<p>supplying bottle packages, with the result that a policy for the packages had now been drafted in consultation with the Police, and no minimum spend was required to purchase a package. Inspector Jim Hume advised that the policy was extremely comprehensive and any other establishments contemplating selling bottle packages could use the policy as a template for their own businesses.</p> <p>Inspector Hume then referred to a meeting with the National Policy Unit on 28 February and suggested that he could ask if representatives from the Forum or the Licensed Trade could attend.</p> <p>Inspector Hume advised the Forum of the Police statistics for the third quarter (October to December). Violence within premises had decreased by 20% from 509 to 372. Between 3am and 5am in the city centre, there had been 124 assaults and 32 instances of violence. Inspector Hume noted that the figures had generally decreased, although the figures for consumption and sales were also down. There had been 366 licensing offences committed by the public in 2013. Between 2009 and 2013, the level of licensing offences had decreased. The Convener noted that the figures for domestic abuse were on the</p>	<p>Inspector Jim Hume contact them to ask if representatives of the Licensed Trade or the LLF could be included. If this was not possible, to ask if they would be willing to hold a session for the Licensed Trade – failing that, for Inspector Hume to attend a UNIGHT meeting.</p>	

Item		Discussion	Action/Decisions	To be actioned by
		<p>increase, partly due to the current Police focus on this problem, and partly as a result of more people drinking at home (“pre-loading”) before going into the city centre. He added that he was pleased to see an increase in the number of gold and silver awards at the Best Bar None awards, and noted that this was down to the good work being done by the Police and Licensed partners.</p>		
9.2	LO 2: Securing Public Health – Update from LSO	<p>Diane Sande provided an update to the Forum. From 1 January to 12 February, 50 visits had been carried out – 34 of which were routine, 14 arising from complaints or enquiries and 4 to assess Licensing Board applications. Mrs Sande advised that if the LSOs visited due to a complaint or enquiry they would usually carry out a routine licensing inspection during the same visit, depending on circumstances.</p> <p>Two Compliance Notices had been served in December 2013 – one had been complied with and one remained on hold as the relevant premises was currently closed.</p> <p>The LSOs continued to meet with the Police on a monthly basis. Mrs Sande referred to the issue raised earlier in the meeting about bottle packages, and advised that this was now incorporated into the LSOs inspection sheet. The LSOs also continued to work closely with the</p>	Noted.	

Item		Discussion	Action/Decisions	To be actioned by
		<p>Noise Pollution officers within Environmental Health.</p> <p>Finally Mrs Sande advised that unannounced late night visits were carried out on 17 January 2014. Several premises with ongoing noise complaints were visited, as well as one off sales premises. She explained that since there were two LSOs in post, night visits and weekend visits could be progressed on a regular basis.</p>		
9.3	LO 3: Preventing Public Nuisance - Update from Unight Representative	There was no update available at the time of the meeting.	N/A	
9.4	LO 4: Preventing and improving Public Health - Update from NHS and ADP	Grace Ball advised that she had been working with Barry Skinner on new Licensing Board applications, and as a result, the NHS had five objections going forward to the Licensing Board – four in relation to new outlets, and one in respect of an extension to trading hours. She added that it was the first time that applications had gone before the Board since the new Statement of Licensing Policy had come into force, and as four of the objections were all in relation to over-provision in a particular area, it would be interesting to see how the policy was applied. Ms Ball advised that her secondment had	Noted.	

Item		Discussion	Action/Decisions	To be actioned by
		<p>been extended to June and therefore she would be available if any objections were required for the next two meetings of the Board.</p> <p>Ms Ball referred to the high cost to the NHS as a result of alcohol abuse, noting that the effect of consumption levels would only be demonstrated at a later date, and therefore Licensing Boards needed to adopt a long-term vision when taking decisions on applications.</p> <p>Finally, the Convener advised that there had been 301 referrals to alcohol treatment services in the third quarter.</p>		
9.5	LO 5: Protecting Children from Harm - Update from Children's Services Representative	Dave Bliss updated the Forum on the statistics being uncovered through pre-referral screening (PRS) on the number of children affected by alcohol. He advised that PRS was currently under review due to the increase in the number of referrals, and undertook to keep the Forum updated on progress with the review. He advised that there would be a large increase in the child population of Aberdeen over the next 5 to 10 years.	1. Dave Bliss to keep the Forum updated on the ongoing review of Pre Referral Screening.	D Bliss
10.	Progress Statement	Members discussed the progress statement prepared by the Clerk to the Forum and heard various updates in relation to items on the	1. Community Engagement - to note that The Convener and Linda Smith were due to meet	S Kelman / L Smith

Item	Discussion	Action/Decisions	To be actioned by
	<p>statement.</p> <p>The Forum discussed the training presentation on legislation which was to be provided at the next meeting and agreed that the content could be covered by Emily Queen and Tara-Erin Gilchrist. It would therefore not be necessary to involve Eric Anderson on this occasion.</p>	<p>with Community Councils.</p> <p>2. Door Supervisors Working Group – Russell Davidson, Inspector Jim Hume and Bob Westland to meet separately to discuss consistency in relation to the number of door stewards required, and the Police position in relation to this, to see if any action was required, and to report back to the next meeting of the Forum.</p> <p>3. Appointment of Vice Convener – to be removed from the progress statement.</p> <p>4. Statement of Licensing Policy – deferred (see item 6 above)</p> <p>5. Evaluation - to remove (i) presentations from members and (ii) agendas on display boards at the Town House, as these were being actioned. To retain production of a leaflet on the work of the Forum, and development of the webpages as these were still to be undertaken.</p> <p>6. Resourcing the Forum – to be removed from the progress statement.</p> <p>7. Training Programme –</p> <p>(a) to note that George Wyatt had still to speak to Gerrard Rattray.</p> <p>(b) to advise Eric Anderson that he would not be required for the legislation training to be held at</p>	<p>R Davidson / Inspector J Hume / B Westland</p> <p>Clerk to the Forum</p> <p>Clerk to the Forum</p> <p>Clerk to the Forum</p> <p>Clerk to the Forum</p> <p>G Wyatt</p> <p>Clerk to the Forum</p>

Item	Discussion	Action/Decisions	To be actioned by
		the next meeting.	
11.	Licensing Board – Agenda of 10 December 2013 The Forum had been provided with the agenda of the Licensing Board meeting of 10 December 2013 for information.	Noted.	
12.	<p>AOCB</p> <p>Licensing Objective Updates The Convener noted that some detailed information had been provided in respect of the Licensing Objective updates and suggested that in future, it would be helpful if members could send the information through to the Clerk in advance of the meeting.</p> <p>Support to LLF The Forum noted that this would be the last meeting at which Vikki Cuthbert would be in attendance, and expressed its gratitude to her for all the work undertaken and support provided.</p> <p>Joint Meeting between Local Licensing Forum and Licensing Board Vikki Cuthbert advised the Forum that she had looked at potential dates for the annual joint meeting, and suggested 2 July 2014 as a possible meeting date.</p>	<p>1. To request that Licensing Objective updates be sent to the Clerk in advance of the meeting.</p> <p>2. To thank Vikki Cuthbert for her hard work and support to the Forum.</p> <p>3. To suggest that the annual joint meeting of the Forum and the Licensing Board be held on 2 July 2014.</p>	<p>All</p> <p>Clerk to the Forum to contact Eric Anderson</p>