

**LOCAL LICENSING FORUM**  
2pm, Wednesday 25 January 2017  
Police Scotland Queen Street HQ, Aberdeen

Members present: Sandy Kelman (Alcohol and Drugs Partnership) Convener; and Ken Eddie (Civic Forum), Scott Graham (Aberdeen Youth Council, as substitute for Dragosflorin Barbu), Kerry Laing (Community Safety Partnership), Ewan McLean (Licensed Trade, as substitute for Stuart McPhee), Insp Kenneth McGeough (Police Scotland), Shamini Omnes (Aberdeen City Health and Social Care Partnership), Tara-Erin Gilchrist and Diane Sande (Licensing Standards Officers) and Miriam Smith (Education and Children's Services, Aberdeen City Council (ACC)).

Also present: Peter Lees (Community Safety Partnership), John Paul McGivney (UNIGHT) Iain Robertson (Clerk, ACC), Dr Tara Shivaji (NHS Grampian), Sgt Barry Skinner (Police Scotland) and Heather Wilson (Public Health).

Apologies: Stuart McPhee (Licensed Trade) Vice Convener; Peter Benton and Fiona Cochrane (Aberdeen Samaritans), Dragosflorin Barbu (Aberdeen Youth Council) and Leanne McGowan (Off Sales).

	Item	Discussion	Action / Decisions	To be actioned by
1	<u>Innkeeper System Demonstration</u>	<p>The Convener opened the meeting and explained that as per item 8 of the Forum's Constitution, the posts of Convener and Vice Convener would be reviewed at the Forum's next meeting on 5 April 2017.</p> <p>The Convener advised that due to time constraints he requested that today's agenda be reordered to hear the Innkeeper System Demonstration as the first item of business. Thereafter he handed over to Sgt Barry Skinner (Police Scotland).</p> <p>Sgt Skinner advised that Innkeeper was neither a crime recording nor an intelligence gathering system but was a licensing database that was now operational across all of Police Scotland. Sgt Skinner demonstrated the features of the system including its search</p>	<p>To note the review of Convener and Vice Convener as per item 8 of the Forum's Constitution;</p> <p>To agree to reorder today's agenda and to hear the Innkeeper System Demonstration as the first item of business;</p> <p>To thank Sgt Skinner for the informative presentation.</p>	<p>I Robertson</p> <p>I Robertson</p>

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		<p>and query building functionality and its storage of information relating to licensing such as conditions of license and outcomes of inspections and incidents. He also summarised Police Scotland's escalation phases, and inspection and incident recording procedures.</p> <p>Thereafter there were questions on collaboration between the Police Licensing Team and the licensed trade during inspections; the proportion of licensing inspections conducted by Police Scotland by on and off sale premises; how to effectively tackle, monitor and record instances of alcohol pre-loading; the improvement in performance by the licensed trade in the previous few years, to the extent that premises being escalated to the review stage by Police Scotland were becoming increasingly rare; and partners enquired about the information flow between the Council and Police Scotland to ensure the system was up to date and reflected changes in ownership and license conditions.</p> <p>The Convener thanked Sgt Skinner for his presentation and suggested that this would provide partners with ideas on how to identify trends that could monitor and review the effectiveness of the Licensing Board's policies.</p>		
2	<b><u>Minute of Meeting of 8 November 2016</u></b>	With reference to item 2, the Clerk advised that he had spoken with the Vice Convener and he outlined the reasons why the Vice Convener had been unable to attend previous Forum meetings. The Clerk highlighted that the Vice Convener had arranged a substitute	To approve the minute as a correct record;	I Robertson

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		<p>from UNIGHT to attend today's meeting on his behalf;</p> <p>With reference to item 3, the Clerk advised that he had met with officers from the Council's Legal Licensing Team and they had agreed to respond to the Forum's recommendations made to the Joint Licensing Meeting on 8 June 2016 by correspondence for submission to the Forum's next meeting in April; and</p> <p>With reference to item 7, The Convener noted that an update on health impact assessments was on today's agenda under item 6.</p>	<p>To instruct the Clerk to invite an officer from the Council's Legal Licensing team to the Forum's next meeting in order to present the Board's response to the Forum's recommendations made to the Joint Licensing Meeting; and</p> <p>Otherwise note the updates.</p>	I Robertson
3	<b><u>Membership Updates</u></b>	The Convener thanked Scott Graham for attending today's meeting at short notice as a substitute member representing Aberdeen Youth Council.	<p>To note the current membership of the Forum; and</p> <p>To thank Scott Graham for attending today's meeting at short notice.</p>	
4	<b><u>Torry Alcohol Action Group Update</u></b>	<p>Peter Lees (Community Safety Partnership) noted that since the last update there had been an improving picture in Torry with regards to alcohol abuse. He highlighted that:-</p> <ul style="list-style-type: none"> <li>• Common assaults were down 16% against the three year average</li> <li>• Alcohol related violence across Aberdeen City had decreased by 2%</li> <li>• The number of overall assaults had declined but the proportion relating to alcohol abuse had increased</li> <li>• 90% of breach of the peace incidents were due to alcohol abuse</li> <li>• Drinking in public had fallen against the three year average</li> </ul>	<p>To note the information provided; and</p> <p>To invite Peter Lees to attend the next Forum meeting and to request that performance information be prepared in written format.</p>	I Robertson/P Lees

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		Thereafter the Convener thanked Mr Lees for the update and requested that performance information be presented to the Forum's April meeting in written format.		
5	<b><u>Health Impact Assessments</u></b>	Dr Shivaji (NHS Grampian) explained that the purpose of health impact assessments was to integrate public health objectives into the licensing process and advised that she would draft clear and specific recommendations and present these to the next Forum meeting for comment. Dr Shivaji noted that responses would inform NHS Grampian's consultation submission to the Licensing Board as part of their review of the Statement of Licensing Policy.	To request that Dr Shivaji present draft recommendations on Health Impact Assessments to the Forum's next meeting on 5 April 2017; and  Otherwise note the information provided.	T Shivaji
6	<b><u>Refresh of Scottish Government's Alcohol Strategy</u></b>	The Convener explained that the Scottish Government were reviewing the 2009 Alcohol Strategy and had requested a response from all Alcohol and Drugs Partnership (ADP) Chairs. He suggested that if any of the Forum's partners wished to provide feedback then he would consider including this in the ADP submission.	To request that partners submit their suggestions to inform the Scottish Government's review of its Alcohol Strategy to the Clerk by 8 February 2017.	All partners / Robertson / S Kelman
7	<b><u>Training Event for Community Councils – 7 December 2016</u></b>	The Convener advised that he, Heather Wilson and the LSOs had attended the Licensing Training event for Community Councils on 7 December 2016 which was based on Alcohol Focus Scotland's Community Toolkit. Tara-Erin Gilchrist explained that the Council's Community Council Liaison Officer had suggested that a follow up session could be arranged for later in 2017.	To note the update;  To request an update on the next scheduled licensing training event for community councils; and	T-E Gilchrist/D Sande

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		The Convener noted that attendees at the event had requested that he write to the Licensing Board to raise concern that there was no overprovision policy with regards to off licenced premises for Aberdeen City. He informed the Forum that he intended to write to the Convener of the Licensing Board to raise this issue and to suggest that this issue could be addressed if an officer from the Council's Legal Licensing team would accept the Forum's invitation to attend its next meeting in April.	To instruct the Convener to write to the Convener of the Licensing Board to request an update on the development of an overprovision policy with regards to off licensed premises for Aberdeen City.	S Kelman
8	<b><u>Update from Police Scotland: Licensing Objective 1: Preventing Crime and Disorder</u></b>	<p>Insp McGeough advised that under his leadership the Licensing Team had adopted a more operational approach towards policing and explained that this was based on collaboration and co-operation with the licensed trade.</p> <p>He also welcomed the number of different agencies that were represented at today's meeting and suggested that this made the Forum more representative and accountable.</p>	To note the update.	
9	<b><u>Update from Licensing Standards Officer: Objective 2: Securing Public Safety</u></b>	Tara-Erin Gilchrist explained that LSOs work patterns had moved from an office based approach to a more mobile form of working. She highlighted that they now worked from housing offices and libraries; in addition to Marischal College. She advised that this would allow LSOs to visit more licensed premises and provide more support to licensing stakeholders.	To note the update.	
10	<b><u>Update from Unight Representative:</u></b>	John-Paul McGivney (UNIGHT) enquired about the purpose and remit of the Forum. The Convener summarised the Licensing	To instruct the Clerk to liaise with the Vice Convener in order to circulate a summary of the Forum's purpose, remit and objectives; and	I Robertson

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	<b><u>Licensing Objective 3: Preventing Public Nuisance</u></b>	<p>(Scotland) Act 2005 and highlighted the five licensing objectives. The Clerk offered to provide UNIGHT members with an outline of the Forum's purpose and function.</p> <p>Insp McGeough advised that he or one of his team would be happy to attend a UNIGHT meeting in order to improve communication and collaboration between UNIGHT and Police Scotland.</p>	To request that UNIGHT consider Police Scotland's offer to attend UNIGHT meetings.	S McPhee
11	<b><u>Update from NHS Grampian and Alcohol and Drugs Partnership: Licensing Objective 4: Protecting and Improving Public Health</u></b>	<p>Heather Wilson (Public Health) advised that the Aberdeen City Alcohol &amp; Drugs Partnership (ADP) and Alcohol &amp; Drugs Action (ADA) Festive Campaign to encourage people to enjoy the festive season but to act responsibly with regards to alcohol consumption.</p> <p>Ms Wilson also noted that Public Health had been monitoring new initiatives and campaigns promoted by major retailers with regards to the sale of low/non-alcohol products.</p>	To note the update.	
12	<b><u>Update from Children's Services Representative: Licensing Objective 5: Protecting Children from Harm</u></b>	No further updates.		
13	<b><u>Progress Statement</u></b>	The Clerk advised that item 6 (Convener's Letter to Licensing Board) had been updated to reflect the outcome of the Clerk's meeting with officers from the Council's Legal Licensing team; and	To note the Progress Statement; and	

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		The Clerk highlighted that item 7 (Referral System in Torry) would be revised to take account of the Forum's decision to invite Peter Lees back to the Forum's next meeting to present a written report on performance.	To instruct the Clerk to make the necessary revisions to item 7.	I Robertson
14	<b><u>Date of Next Meeting</u></b>	5 April 2017.  <b><u>ALEXANDER KELMAN, Convener</u></b>	To note the date.	

If you require any further information about this minute, please contact Iain Robertson, tel. 01224 522869 or email [iairobertson@aberdeencity.gov.uk](mailto:iairobertson@aberdeencity.gov.uk)