

ABERDEEN LOCAL LICENSING FORUM

Review of Annual Functions Report – meeting to develop actions to deliver recommendations

Thursday 14th March 2024 attended by Finlay Cran, Elaine Mottram, Sandy Munro

1. **Recommendation 1 - include an outline of how the Board has had regard to its statement of Licensing Policy and to the 5 Licensing Objectives in its decision making.**
 - Currently incorporated
2. **Recommendation 2 – outline how the licensing landscape has changed year on year**
 - Some of this information is already included but it has not been widely visible for various IT reasons
 - There were reservations about some of the possibilities to illustrate changes in the licensing landscape eg overall capacity of licensed premises, because of frequent changes making any figures accurate only on the day they are published.
 - Possible areas to include would be
 - Licenses in place for lengths of time eg 12 hours, 15 hours etc
 - Opening times eg number of licenses for opening at 10am, or 11am
 - Closing times eg number of licenses for closing at 12 midnight, 2am, 3am.
 - Map of licensed premises
 - Again there were reservations in particular because it is difficult to interrogate the software where licensing records are maintained. Another reservation was in regard to the value of such information especially since few people appear to be interested in the AFR. It was noted that the recommendations include a proactive approach to engage the community and other stakeholders so no decision should be made on the basis of no interest in the report.
3. **Recommendation 3 - outline how the Board has sought and taken into account feedback from stakeholders to ensure that the Report is meaningful and engaging**
 - This will be for inclusion in the 2025/26 report to include actions taken to seek and take into account feedback during the year from April 2024 to March 2025.
4. **Recommendation 4 - consider creative mechanisms to ensure that the Report reaches the relevant audiences in a way which is engaging.**
 - As above for recommendation 3
5. **Recommendation 5 - outline the number of occasions there have been representations regarding an application and which licensing objectives have been referenced.**
 - This information is not easily available from the minutes of Licensing Board meetings but it was suggested that the Forum may be able to help with collating this information.
6. **Recommendation 6 - include the mechanisms the Board uses to reflect on and monitor the implementation of its Licensing Policy and to assess their progress in upholding and promoting the 5 Licensing Objectives. It should also include any actions they have identified as a result of their reflection. Examples of actions could be seeking information to understand the impact of alcohol use on local**

communities and/or requesting additional data to support the Board's assessment of their impact.

- Current mechanisms are the AFR and the joint meeting with the Forum. In relation to the AFR, if it is developed to provide an overview it could serve as a very useful tool to see the “big picture” and reflect.
- The Joint Meeting agenda can be adjusted to ensure it facilitates reflection based on data.

a) Recommendation 7 - outline how the Board and Forum work together to achieve the objectives of both bodies.

- Collaboration on the AFR recommendations, the Joint Meeting, attendance by Forum members at the Licensing Board, informal meetings of Board Convenor and LLF Convenor demonstrate the approaches to joint working.