

ACTION SHEET

CENTRAL ABERDEENSHIRE LICENSING FORUM – 25th JANUARY, 2017

No.	ACTION	ACTION OWNER	UPDATE
1.	To check feasibility of acquiring relevant data/information in respect of the categories of events covered by Occasional Licences (OL) and number of people attending. To prepare demo of statistics for OL in selected month.	Kenny McGeough LSOs	Document containing the occasional licence data for one month attached under item 3c.
2.	To look for opportunity to organise joint meeting of all 3 Licensing Forums.	Committee Officer	Email 26.01.2017 to Chairs of all 3 Licensing Forums checking availability. The meeting scheduled on 24 th March, 2017 at 10.00am in WHH, Aberdeen
3.	To look for opportunity to arrange joint meeting of Central Licensing Forum & Central Licensing Board	Committee Officer	Email 06.02.2017 to Jill Joss Clerk for Central Licensing Board asking schedule the joint meeting of Central Licensing Forum & Board. Meeting scheduled on 14 th June, 2017.
4.	To prepare draft letter to the Central Licensing Board raising issue of the dramatic increase in Alcohol Related Deaths in Aberdeenshire.	Committee Officer	Draft letter produced and forwarded to Bill Duncan for acceptance via email on February, 2017. Document attached under item 3b.
5.	To add an item to the agenda of the next meeting of the Forum to give further consideration how to best establish and maintain relationships with the Central Licensing Board after the Election.	Committee Officer	Item on the agenda added – item 9.

No.	ACTION	ACTION OWNER	UPDATE
6.	To prepare response on behalf of the Licensing Forum to the consultation on the proposed establishment of the National Licensing Forum.	Committee Officer	Email sent to Sharon Calderwood on 17 th February, 2017.
7.	To add an item to the agenda of the next meeting of the Forum to discuss arrangements aiming at encouraging greater community involvement. To invite members of the public and off sale representative to come along to the next meeting of the Forum.	Committee Service	Item on the agenda added – item 10. Letters inviting off sale representative sent by post on 15 th February, 2017.