

## ACTION SHEET

### CENTRAL ABERDEENSHIRE LICENSING FORUM – 8<sup>th</sup> MARCH, 2017

No.	ACTION	ACTION OWNER	UPDATE
1.	To contact Paul MacLennan to advise on the appointment of the new Convener and ask whether he does wish to continue with his membership on the Forum in the forthcoming year.	Committee Officer	Letter sent to Paul on 14 <sup>th</sup> March, 2017
2.	To check opportunity for organising a training session with the Licensing Board, Police and NHS after the election.	Committee Officer	Email to Lauren Cowie sent on 9 <sup>th</sup> March, 2017. Re: The Licensing Board training is done externally, but we are planning to have a separate session later on in the year to go through the policy with the Board and process with a view to kick starting the Licensing Policy Review process and so Police and LSO's are more than welcome to join us for that.
3.	To circulate the minutes from the last meeting of Licensing Board among Forum Members.	Committee Officer	Email sent to Forum Members on 4 <sup>th</sup> May, 2017.
4.	To distribute promotional materials in respect of the Forum's operation among the off sale representatives.	Committee Officer	Email to off sale representatives sent on 14.03.2017.
5.	To send letter to Licensing Board to flag up the issues with 'bus – run' and 'bring your own' type of events and recommend to take those matters into consideration during the licensing policy review process.	Committee Officer	To be processed after the appointment of the new Convenor for the Central Licensing Board.

<b>No.</b>	<b>ACTION</b>	<b>ACTION OWNER</b>	<b>UPDATE</b>
<b>6.</b>	To contact Aberdeen City Council and request a report from the meeting of the City Licensing Forum with Chairs & Vice-Chairs of Community Councils.	Wayne Gault	Document attached under item 3b on the agenda.
<b>7.</b>	To request Clerk to the Central Licensing Board to add a standard item to the Board's agenda in respect of the Licensing Forum's reports and minutes.	Committee Service	Email sent to Jill Joss on 14.03.2017
<b>8.</b>	To add an item to the agenda for the next meeting to give further consideration on how to encourage greater community involvement in the Forum's operation.	Committee Service	Item on the agenda added – item 9.