

3. MINUTES OF BOARD MEETING

ABERDEENSHIRE LICENSING BOARDS SOUTH DIVISIONAL LICENSING BOARD

Minute of Meeting of the **SOUTH ABERDEENSHIRE DIVISIONAL LICENSING BOARD**, held in the **COUNCIL CHAMBER, VIEWMOUNT, ARDUTHIE ROAD, STONEHAVEN, AB39 2DQ**, on **WEDNESDAY 4 OCTOBER 2017 at 10:00am**.

- Present –

Cllrs Peter Argyle (Convenor), Rosemary Bruce, Jeff Hutchison, Colin Pike, Dennis Robertson, Alistair McKelvie

- In Attendance -

*Peter Robertson, Depute Clerk to the Board
Gillian Flett, Licensing Sergeant, Police Scotland
Keith Simpson, Senior Licensing Standards Officer
Delsya Borland, Licensing Administrator*

1. APOLOGIES FOR ABSENCE

Cllrs Alastair Bews and Leigh Wilson had intimated their apologies for the Board.

2. EQUALITIES

In making decisions on the following items of business, the Board AGREED, in terms of Section 149 of the Equality Act, 2010:-

- (1) The Board would have due regard to the need to:-
 - (a) Eliminate discrimination, harassment and victimisation;*
 - (b) Advance equality of opportunity between those who share a protected characteristic and persons who do not share it; and*
 - (c) Foster good relations between those who share a protected characteristic and persons who do not share it.**
- (2) Where an Equality Impact Assessment was provided, to consider its contents and take those into account when reaching their decision.*

3. MINUTES OF THE BOARD MEETING OF 16 AUGUST 2017

The Minutes of the Board Meeting of 16 August 2017 were APPROVED as a correct record.

4. ADDITIONAL REPORTS

- (i) Report and Timetable on proposed Review of Statement of Licensing Policy and Overprovision Policy Statement**

The Depute Clerk explained that this would be a standing item until the completion of the review of Board policy which was scheduled for November 2018. Following consideration of a Report dated 12th July 2017, copies of

which had been circulated in advance, the Board endorsed the indicative timetable for the review of the Board's Licensing Policy Statement and Over-Provision Policy Statements. Board members noted the colour coded tracking system which indicated that to date the process was on schedule. The Depute Clerk advised members that the next stage in which they would have a substantial involvement would be the joint meeting with the Licensing Forum and engagement exercise with partner agencies scheduled to take place before the end of 2017.

(ii) Determining Locality for the purposes of Overprovision Statement

Following consideration of a report by the Clerk, dated 27 September 2017, copies of which had been circulated in advance, the Board noted that a consultation exercise on locality had recently taken place and the results were still being assessed. The Board noted however that many of the respondents were in favour of retaining localities based on ward boundaries. The Board agreed that all the evidence is to be assessed and further discussed at the proposed Joint Meeting of the Licensing Board and Forum scheduled for 6 December 2017. There would also be further engagement with partner agencies such as Police and Health on the particular issue of locality. Following on from the December meeting the Board would be in a position to reach a decision as to what the locality or localities for the purposes of overprovision should be. For the moment however the provisional view of the Board was that localities should continue to be based on ward boundaries.

(iii) Annual Report on Licensing

The Board considered a report by the Clerk, dated 27 September 2017, copies of which had been circulated in advance. Members agreed the content is very useful and reflects a positive performance with statistics improving since the inception (2013/2014) of the report. This has been assisted by the strong engagement and partnership working with the Police, Licensing Standards Officers and Licence Holders.

Cllr Hutchison enquired as to whether the statistics for Occasional Licences can be expanded to give greater detail regarding the event. Licensing Standards Officers are to investigate.

(iv) Chief Constable's Report to the South Aberdeenshire Licensing Board

The Board considered the Chief Constable's Report to the South Licensing Board for the period 1st April 2016 to 31st March 2017, copies of which were circulated in advance. Members heard from Sergeant Gillian Flett who explained that this had been a year of change for the organisation of the police licensing unit which now took in all licensing matters for Moray, Aberdeenshire and Aberdeen City and is now the North East Licensing Team headed up by Inspector McGeouch. Sergeant Flett went on to say that as far as the police were concerned there were no big issues for liquor licensing in South Aberdeenshire. This was a reflection of the pro-active approach of the Licensing Team, local officers and LSOs who had engaged with the trade and identified and resolved any compliance issues before they became serious problems. The Board commented on the positivity of the report and the pro-active working arrangement between the Police, Licensing Standards Office

and Members of the trade. The relatively low level of licensing offences was noted and was a reflection of the work that was being carried out.

5. PROPOSED MEETING DATES 2018/19

Following consideration of a report by the Clerk, the Board APPROVED the dates for future Board Meetings in 2018/2019.

6. DATE OF NEXT MEETING CONFIRMED – 6 DECEMBER 2017

Venue to be finalised and Members advised of outcome. Noted that this would also be the date of the Joint meeting with the Licensing Forum

ADDITIONAL MATTERS DISCUSSED

(i) *The Depute Clerk briefed Members on a forthcoming Licensing Event to be held in Inverurie on 24 November 2017. Invitations will be sent out in due course.*

(ii) **Annual Fees**

Keith Simpson, Senior LSO, updated Members on the status of annual fees received as of today's date. Disappointingly there are still approximately 50 premises who have failed to pay their annual fee. However, by Friday (06/10/17) a truer picture should emerge and the necessary steps will be taken by LSO's to recover outstanding fees. If fees remain unpaid a call for review of the premises licence will be considered.

Board Member presiding over meeting

Print Name

Signature

Date

End of Minutes