

6. ADDITIONAL REPORTS

(i) Policy Statement Timetable Updated

POLICY STATEMENT REVIEW

Review of Licensing Policy Statements

Supervising Officer – Lauren Cowie

Lead Officer – Fiona Stewart

KEY – Tracking Column	Target deadline met	Ongoing	Target deadline missed
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Officers will use Aberdeenshire Council's Policy Development & Review Framework as the foundation for the review of the Licensing Boards' Policy Statements. This can be found at Section 6 of Part 4A - Scrutiny at Aberdeenshire of Aberdeenshire Council's Scheme of Governance.

Item Number	Responsible Officer	Activity	Timescale	Tracking	Updated	Comments
STEP 1 – Agree the timeline						
1A	Peter Robertson	South Board to agree Indicative Timetable for Review of Policy Statements	2/8/17		17/8/17	Approved 16/8/17 - This was delayed due to no Quorum at Board meeting on 2/8/17. This was rescheduled to 16/8/17.
1B	Jill Joss	Central Board to agree Indicative Timetable for Review of Policy Statements	9/8/17		10/8/17	Approved 9/8/17
1C	Fiona Stewart	North Board to agree Indicative Timetable for Review of Policy Statements	30/8/17		31/8/17	Approved 30/8/17
1D *New*	Review Team	Notified all partner agencies of the Review, providing sight of the timeline with a view to future engagement	Sept 2017		12/9/17	Completed

STEP 2 – Review existing Policy Statement and identify focus issues for the review						
2A	Fiona Stewart	Review Existing Policy Statements	Aug-Sept 2017		18/8/17	Completed
2B	Paralegal Trainee	Look at examples of other policy Statements	Aug-Sept 2017		18/8/17	Completed
2C	Fiona Stewart Paralegal	Finalise Annual Report on Existing Policy Statement	Aug-Sept 2017		29/9/17	Completed
2D	Peter Robertson	Engage with South Board to identify main issues to address in the review	4/10/17		4/10/17	Completed
2E	Jill Joss	Engage with Central Board to identify main issues to address in the review	11/10/17		11/10/17	Completed
2F	Fiona Stewart	Engage with North Board to identify main issues to address in the review	25/10/17		25/10/17	Completed
2G	Peter Robertson	Progress Report to South Board	4/10/17		4/10/17	Completed
2H	Jill Joss	Progress Report to Central Board	11/10/17		11/10/17	Completed
2I	Fiona Stewart	Progress Report to North Board	25/10/17		25/10/17	Completed
STEP 3 – Draft Impact Assessments						
3A	Fiona Stewart Iain Meredith	Draft outline Equalities Impact Assessment	30/9/17		ongoing	Drafts done. Assessments will be updated throughout the review as required
3B	Fiona Stewart Iain Meredith	Draft outline Privacy Impact Assessment	30/9/17		ongoing	

STEP 4 - Engagement with partners on identified issues (in conjunction with the overprovision policy review)						
4A	Fiona Stewart Iain Meredith Paralegal ICT and Corporate Communications	Prepare and issue survey monkey to all stakeholders	Nov-Dec 2017			Survey monkey closes 15th January 2018
4B	Fiona Stewart Trainee	Consult with Council Services and Community Councils	Nov-Dec 2017		31/12/17	Completed
4C	Fiona Stewart	South Board engages with Forum re issues	Nov 2017		6/12/17	Deferred to December Boards to save resources
4D	Fiona Stewart	Central Board engages with Forum re issues	Nov 2017		13/12/17	Deferred to December Boards to save resources
4E	Fiona Stewart	North Board engages with Forum re issues	Nov 2017		13/12/17	Deferred to December Boards to save resources
4F	Peter Robertson	South Board engages with Police, LSOS & Public Health	6/12/17		6/12/17	Completed
4G	Jill Joss	Central Board engages with Police, LSOS & Public Health	13/12/17		13/12/17	Completed
4H	Fiona Stewart	North Board engages with Police, LSOS & Public Health	20/12/17		20/12/17	Completed
4I	Peter Robertson	Progress Report to South Board	6/12/17		6/12/17	Completed
4J	Jill Joss	Progress Report to Central Board	13/12/17		13/12/17	Completed
4K	Fiona Stewart	Progress Report to North Board	20/12/17		20/12/17	Completed

4L	Fiona Stewart All Clerks	Officer engagement with Community Planning, Community Safety, Transport Authorities and Tourism Representatives	Jan 2018			Done by way of an e-mail engagement. Partners will meet with the Boards in February where necessary
STEP 5 – Review of engagement with partners (in conjunction with overprovision policy review)						
5A	Peter Robertson	Review of Engagement Exercise with South Board	Jan 2018			Deferred to February Board to save resources
5B	Jill Joss	Review of Engagement Exercise with Central Board	Jan 2018			Deferred to February Board to save resources
5C	Fiona Stewart	Review of Engagement Exercise with North Board	Jan 2018			Deferred to February Board to save resources
5D	Peter Robertson	Progress Report to South Board	7/2/18			
5E	Jill Joss	Progress Report to Central Board	14/2/18			
5F	Fiona Stewart	Progress Report to North Board	28/2/18			
STEP 6 – Draft revised Statements of Licensing Policy						
6A	Peter Robertson All Clerks Paralegal	Draft revised Statement of Licensing Policy	Feb – Mar (Week 1) 2018			
STEP 7 – Draft Impact Assessments						
7A	Fiona Stewart Peter Robertson	Update the information in the Draft Equality Impact Assessment	Feb – Mar (Week 1) 2018			
7B	Fiona Stewart Jill Joss	Update the information in the Draft Privacy Impact	Feb – Mar (Week 1)			

		Assessment	2018			
STEP 8 – Annual Meeting of the licensed trade						
8A	Fiona Stewart Peter Robertson	South Board engages with the Licensed Trade in their Area	7/3/18			
8B	Fiona Stewart Jill Joss	Central Board engages with the Licensed Trade in their Area	14/3/18			
8C	Fiona Stewart	North Board engages with the Licensed Trade in their Area	28/3/18			
8D	Peter Robertson	Progress Report to South Board	4/4/18			
8E	Jill Joss	Progress Report to Central Board	11/4/18			
8F	Fiona Stewart	Progress Report to North Board	25/4/18			
STEP 9 – Formal consultation on revised Policy Statement						
9A	Fiona Stewart Peter Robertson	Formal consultation with all partners and the public on the proposed revised Statements of Licensing Policy	May-Jul 2018			
9B	Fiona Stewart Jill Joss	Either some form of community engagement exercise at each Board or a joint community engagement exercise with all Boards	Jun 2018			At each Board in June / Special Meeting
9C	Fiona Stewart	Progress Report to South Board	Jun 2018			Board Meeting
9D	Fiona Stewart	Progress Report to	Jun 2018			Board Meeting

	All Clerks	Central Board				
9E	Fiona Stewart Iain Meredith	Progress Report to North Board	Jun 2018			Board Meeting
STEP 10 – Finalisation of Licensing Policy Statements						
10A	Fiona Stewart Peter Robertson	Review Report to South Board following consultation period	Aug 2018			
10B	Fiona Stewart Jill Joss	Review Report to Central Board following consultation period	Aug 2018			
10C	Fiona Stewart	Review Report to North Board following consultation period	Aug 2018			
10D	Fiona Stewart All Clerks	Finalise wording of Revised Licensing Policy Statement	Sept 2018			
10E	Fiona Stewart Iain Meredith	Finalise terms of the Equality Impact Assessment	Sept 2018			
10F	Fiona Stewart Iain Meredith	Finalise terms of the Privacy Impact Assessment	Sept 2018			
STEP 11 – Approval and publication of Policy Statements						
11A	Peter Robertson	Report to South Board for Approval of Policy Statement	Oct 2018			Board Meeting
11B	Jill Joss	Report to Central Board for Approval of Policy Statement	Oct 2018			Board Meeting
11C	Fiona Stewart	Report to North Board for Approval of Policy Statement	Oct 2018			Board Meeting

STEP 12 – Publication of Policy Statements						
12A	Fiona Stewart Susan Odlin	Publication of Approved Policy Statements on the Boards' Website	31/10/18			

OVERPROVISION POLICY STATEMENT REVIEW

Review of Licensing Policy Statements

Supervising Officer – Lauren Cowie

Lead Officer – Peter Robertson

KEY – Tracking Column	Target deadline met	Ongoing	Target deadline missed
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Officers will use Aberdeenshire Council's Policy Development & Review Framework as the foundation for the review of the Licensing Boards' Policy Statements. This can be found at Section 6 of Part 4A - Scrutiny at Aberdeenshire of Aberdeenshire Council's Scheme of Governance.

Item Number	Responsible Officer	Activity	Timescale	Tracking	Updated	Comments
STEP 1 – Agree the timeline						
1A	Peter Robertson	South Board to agree Indicative Timetable for Review of Overprovision Policy	2/8/17		17/8/17	Approved 16/8/17 - This was delayed due to no Quorum at Board meeting on 2/8/17. This was rescheduled to 16/8/17.
1B	Jill Joss	Central Board to agree Indicative Timetable for Review of Overprovision Policy	9/8/17		10/8/17	Approved 9/8/17

1C	Fiona Stewart	North Board to agree Indicative Timetable for Review of Overprovision Policy	30/8/17		31/8/17	Approved 30/8/17
1D *New*	Review Team	Notified all partner agencies of the Review, providing sight of the timeline with a view to future engagement	Sept 2017		12/9/17	Completed
STEP 2 – Review existing Policy Statement and gather evidence to assist the Boards in identifying localities						
2A	Peter Robertson	Review Existing Overprovision Policies	Aug-Sept 2017		18/8/17	Completed
2B	Paralegal Trainee	Look at examples of other policy Statements	Aug-Sept 2017		18/8/17	Completed
2C	Peter Robertson Susan Odlin Paralegal Trainee	Identify occupancy Capacity Figures and Licensed Hours Stats for each Board	Aug-Sept 2017		11/9/17	Completed
2D	Peter Robertson	Engagement with partners to provide evidence to assist the Board in identifying localities for Overprovision in each of the Board Areas	Aug-Sept 2017		18/9/17	Completed
2E	Peter Robertson	Progress Report to South Board	4/10/17		4/10/17	Completed
2F	Jill Joss	Progress Report to Central Board	11/10/17		11/10/17	Completed
2G	Fiona Stewart	Progress Report to North Board	25/10/17		25/10/17	Completed

STEP 3 – Draft Impact Assessments						
3A	Peter Robertson Iain Meredith	Draft outline Equalities Impact Assessment	30/9/17		ongoing	Prepared in draft form
3B	Peter Robertson Iain Meredith	Draft outline Privacy Impact Assessment	30/9/17		ongoing	
STEP 4 - Engagement with partners on identified issues (in conjunction with review of Policy Statements)						
4A	Peter Robertson Iain Meredith Paralegal ICT and Corporate Communications	Prepare and issue survey monkey to all stakeholders	Nov-Dec 2017			Survey Monkey ends 15th January 2018
4B	Peter Robertson Trainee	Consult with Council Services and Community Councils	Nov-Dec 2017		31/12/17	Completed
4C	Peter Robertson	South Board engages with Forum re issues	Nov 2017		6/12/17	Deferred to December Boards to save resources
4D	Peter Robertson	Central Board engages with Forum re issues	Nov 2017		13/12/17	Deferred to December Boards to save resources
4E	Peter Robertson	North Board engages with Forum re issues	Nov 2017		20/12/17	Deferred to December Boards to save resources
4F	Peter Robertson	South Board engages with Police, LSOS & Public Health	6/12/17		6/12/17	Completed
4G	Jill Joss	Central Board engages with Police, LSOS & Public Health	13/12/17		13/12/17	Completed

4H	Fiona Stewart	North Board engages with Police, LSOS & Public Health	20/12/17		20/12/17	Completed
4I	Peter Robertson	Progress Report to South Board	6/12/17		6/12/17	Completed
4J	Jill Joss	Progress Report to Central Board	13/12/17		13/12/17	Completed
4K	Fiona Stewart	Progress Report to North Board	20/12/17		20/12/17	Completed
4L	Peter Robertson All clerks	Officer engagement with Community Planning, Community Safety, Transport Authorities and Tourism Representatives	Jan 2018		On track	Engagement carried out by e-mail. Partners will meet with the Boards in February where necessary
STEP 5 – Review of engagement with partners (in conjunction with review of Policy Statements)						
5A	Peter Robertson	Review of Engagement Exercise with South Board	Jan 2018			Deferred to December Boards to save resources
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5C	Fiona Stewart	Review of Engagement Exercise with North Board	Jan 2018			Deferred to December Boards to save resources
5D	Peter Robertson	Report to South Board to agree localities for overprovision	7/2/18			
5E	Jill Joss	Report to Central Board to agree localities for	14/2/18			

		overprovision				
5F	Fiona Stewart	Report to North Board to agree localities for overprovision	28/2/18			
STEP 6 – Draft revised Overprovision Policy Statements						
6A	Peter Robertson All Clerks Paralegal	Draft revised Statement of Licensing Policy	Feb – Mar (Week 1) 2018			
STEP 7 – Draft Impact Assessments						
7A	Peter Robertson Iain Meredith	Update the information in the Draft Equality Impact Assessment	Feb – Mar (Week 1) 2018			
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8E	Jill Joss	Progress Report to Central Board	11/4/18			
8F	Fiona Stewart	Progress Report to	25/4/18			

		North Board				
STEP 9 – Formal consultation on revised Overprovision Policy Statements						
9A	Peter Robertson	Formal consultation with all partners and the public on the proposed revised Statements of Licensing Policy	May-Jul 2018			
9B	Fiona Stewart	Either some form of community engagement exercise at each Board or a joint community engagement exercise with all Boards	Jun 2018			At each Board in June / Special Meeting
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10D	Peter Robertson All Clerks	Finalise wording of Revised Licensing Policy Statement	Sept 2018			
10E	Peter Robertson Iain Meredith	Finalise terms of the Equality Impact Assessment	Sept 2018			
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11C	Fiona Stewart	Report to North Board for Approval of Policy Statement	Oct 2018			Board Meeting
STEP 12 – Publication of Overprovision Policy Statements						
12A	Peter Robertson Susan Odlin	Publication of Approved Policy Statements on the Boards' Website	31/10/18			