

(i) Policy Statement Timetable Updated**POLICY STATEMENT REVIEW**

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	Time-scale	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. Assessment will be updated throughout the review as required
3B	Fiona Stewart Iain Meredith	Draft outline Privacy Impact Assessment	30/9/17		ongoing	Drafts done. Assessment will be updated throughout the review as required
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 closed 15 th 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	Jan 2018			Done by way of an e-mail engagement. Partners will meet with the Boards where

		Safety, Transport Authorities and Tourism Representatives				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	21/2/18			
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 – May (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 Assessment	Feb – Mar (Week 1) 2018			
STEP 8 – Annual Meeting of the licensed trade						
8A	Fiona Stewart Peter Robertson	South Board engages with the Licensed Trade in their Area				This will be replaced by the 2018 Licensing Matters Event

8B	Fiona Stewart Jill Joss	Central Board engages with the Licensed Trade in their Area				This will be replaced by the 2018 Licensing Matters Event
8C	Fiona Stewart	North Board engages with the Licensed Trade in their Area				This will be replaced by the 2018 Licensing Matters Event
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 – Approval of Draft Revised Policy Statements						
9A	Peter Robertson	Approval of Draft Revised Policy – South Board	06/06/18			Board Meeting
9B	Jill Joss	Approval of Draft Revised Policy – Central Board	13/06/18			Board Meeting
9C	Fiona Stewart	Approval of Draft Revised Policy – North Board	22/06/18			Board Meeting
9D	Peter Robertson	Progress Report to South Board	06/06/18			Board Meeting
9E	Jill Joss	Progress Report to Central Board	13/06/18			Board Meeting
9F	Fiona Stewart	Progress Report to North Board	22/06/18			Board Meeting
STEP 10 – Formal consultation on revised Policy Statement						
10A	Fiona Stewart Peter Robertson	Formal consultation with all partners and the public on the proposed revised Statements of Licensing Policy	Jul- Sept 2018			

10B	Fiona Stewart Jill Joss	Either some form of community engagement exercise at each Board or a joint community engagement exercise with all Boards	July-Sept 2018			Possibly August Boards
10C	Peter Robertson	Progress Report to South Board	22/08/18			Board Meeting
10D	Jill Joss	Progress Report to Central Board	08/08/18			Board Meeting
10E	Fiona Stewart	Progress Report to North Board	29/08/18			Board Meeting
STEP 11 – Finalisation of Licensing Policy Statements						
11A	Fiona Stewart Peter Robertson	Possible Review Report to the Boards following consultation period	Sept 2018			Possible Special Meeting
11B	All Clerks	Finalise wording of Revised Licensing Policy Statements	Sept 2018			
11C	Fiona Stewart Iain Meredith	Finalise terms of the Equality Impact Assessment	Sept 2018			
11D	Fiona Stewart Iain Meredith	Finalise terms of the Privacy Impact Assessment	Sept 2018			
STEP 12 – Approval and publication of Policy Statements						
12A	Peter Robertson	Report to South Board for Approval of Policy Statement	03/10/18			Board Meeting
12B	Jill Joss	Report to Central Board for Approval of Policy Statement	10/10/18			Board Meeting

12C	Fiona Stewart	Report to North Board for Approval of Policy Statement	31/10/18			Board Meeting
12D	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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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	Prepared in draft form
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 ended 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
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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 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 February Boards to save resources
5B	Jill Joss	Review of Engagement Exercise with Central Board	Jan 2018			Deferred to February Boards to save resources
5C	Fiona Stewart	Review of Engagement Exercise with North Board	Jan 2018			Deferred to February 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 overprovision	21/2/18			
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STEP 6 – Draft revised Overprovision Policy Statements						
6A	Peter Robertson All Clerks Paralegal	Draft revised Statement of Licensing Policy	Feb – May (Week 1) 2018			
STEP 7 – Draft Impact Assessments						

7A	Peter Robertson Iain Meredith	Update the information in the Draft Equality Impact Assessment	Feb – May (Week 1) 2018			
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8A	Fiona Stewart Peter Robertson	South Board engages with the Licensed Trade in their Area				This will now be replaced by a Licensing Matters Event in 2018
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10A	Peter Robertson	Formal consultation with all partners and the public on the proposed revised Statements of Licensing Policy	July-Sept 2018			
10B	Peter Robertson	Either some form of community engagement exercise at each Board or a joint community engagement exercise with all Boards	July-Sept 2018			Possibly at August Boards
10C	Peter Robertson	Progress Report to South Board	22/08/18			Board Meeting
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11A	Peter Robertson	Possible Review Report to the Boards following consultation period	Sept 2018			Possible Special Meeting

11B	All Clerks	Finalise wording of Revised Licensing Policy Statement	Sept 2018			
11C	Peter Robertson Iain Meredith	Finalise terms of the Equality Impact Assessment	Sept 2018			
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