

## 8. 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	Time-scale	Tracking	Updated	Comments
<b>STEP 1 – Agree the timeline</b>						
1A	Peter Robertson	South Board to agree Indicative Timetable for Review of Policy Statements	2/8/17		17/8/17	<b>Approved 16/8/17</b> - 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	<b>Approved 9/8/17</b>
1C	Fiona Stewart	North Board to agree Indicative Timetable for Review of Policy Statements	30/8/17		31/8/17	<b>Approved 30/8/17</b>
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	<b>Completed</b>
<b>STEP 2 – Review existing Policy Statement and identify focus issues for the review</b>						

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

4A	Fiona Stewart Iain Meredith Paralegal ICT and Corporate Communications	Prepare and issue survey monkey to all stakeholders	Nov- Dec 2017			<b>Survey monkey closed 15<sup>th</sup> January 2018</b>
4B	Fiona Stewart Trainee	Consult with Council Services and Community Councils	Nov- Dec 2017		31/12/17	<b>Completed</b>
4C	Fiona Stewart	South Board engages with Forum re issues	Nov 2017		6/12/17	<b>Deferred to December Boards to save resources</b>
4D	Fiona Stewart	Central Board engages with Forum re issues	Nov 2017		13/12/17	<b>Deferred to December Boards to save resources</b>
4E	Fiona Stewart	North Board engages with Forum re issues	Nov 2017		13/12/17	<b>Deferred to December Boards to save resources</b>
4F	Peter Robertson	South Board engages with Police, LSOS & Public Health	6/12/17		6/12/17	<b>Completed</b>
4G	Jill Joss	Central Board engages with Police, LSOS & Public Health	13/12/1 7		13/12/17	<b>Completed</b>
4H	Fiona Stewart	North Board engages with Police, LSOS & Public Health	20/12/1 7		20/12/17	<b>Completed</b>
4I	Peter Robertson	Progress Report to South Board	6/12/17		6/12/17	<b>Completed</b>
4J	Jill Joss	Progress Report to Central Board	13/12/1 7		13/12/17	<b>Completed</b>
4K	Fiona Stewart	Progress Report to North Board	20/12/1 7		20/12/17	<b>Completed</b>
4L	Fiona Stewart All Clerks	Officer engagement with Community Planning, Community Safety, Transport Authorities and Tourism	Jan 2018		31/01/18	Done by way of an e-mail engagement. Partners will meet with the Boards where necessary

		Representatives				
<b>STEP 5 – Review of engagement with partners (in conjunction with overprovision policy review)</b>						
5A	Peter Robertson	Review of Engagement Exercise with South Board	Jan 2018		07/02/18	Deferred to February Board to save resources
5B	Jill Joss	Review of Engagement Exercise with Central Board	Jan 2018		21/02/18	Deferred to February Board to save resources
5C	Fiona Stewart	Review of Engagement Exercise with North Board	Jan 2018		28/02/18	Deferred to February Board to save resources
5D	Peter Robertson	Progress Report to South Board	7/2/18		7/2/18	<b>Completed</b>
5E	Jill Joss	Progress Report to Central Board	21/2/18		21/2/18	<b>Completed</b>
5F	Fiona Stewart	Progress Report to North Board	28/2/18		28/2/18	<b>Completed</b>
<b>STEP 6 – Draft revised Statements of Licensing Policy</b>						
6A	Peter Robertson All Clerks Paralegal	Draft revised Statement of Licensing Policy	Feb – May (Week 1) 2018			On track to present to the Boards in June 2018. Finalisation work being completed week commencing 21 <sup>st</sup> May 2018
<b>STEP 7 – Draft Impact Assessments</b>						
7A	Iain Meredith	Update the information in the Draft Equality Impact Assessment	Feb – Mar (Week 1) 2018			Updated drafts to be completed week commencing 21 <sup>st</sup> May 2018
7B	Iain Meredith	Update the information in the Draft Privacy Impact Assessment	Feb – Mar (Week 1) 2018			Updated drafts to be completed week commencing 21 <sup>st</sup> May 2018
7C	Fiona Stewart	Prepare Town Centre Impact Assessment	Feb – Mar (Week 1) 2018			drafts to be completed week commencing 21 <sup>st</sup> May 2018
<b>STEP 8 – Annual Meeting of the licensed trade</b>						

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		4/4/18	Completed
8E	Jill Joss	Progress Report to Central Board	11/4/18		11/4/18	Completed
8F	Fiona Stewart	Progress Report to North Board	25/4/18		25/4/18	Completed
<b>STEP 9 – Approval of Draft Revised Policy Statements</b>						
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
<b>STEP 10 – Formal consultation on revised Policy Statement</b>						

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-September 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
<b>STEP 11 – Finalisation of Licensing Policy Statements</b>						
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			
<b>STEP 12 – Approval and publication of Policy Statements</b>						
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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**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
<b>STEP 1 – Agree the timeline</b>						
1A	Peter Robertson	South Board to agree Indicative Timetable for Review of Overprovision Policy	2/8/17		17/8/17	<b>Approved 16/8/17</b> - 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	<b>Approved 9/8/17</b>
1C	Fiona Stewart	North Board to agree Indicative Timetable for Review of Overprovision Policy	30/8/17		31/8/17	<b>Approved 30/8/17</b>
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	<b>Completed</b>
<b>STEP 2 – Review existing Policy Statement and gather evidence to assist the Boards in identifying localities</b>						
2A	Peter Robertson	Review Existing Overprovision Policies	Aug-Sept 2017		18/8/17	<b>Completed</b>

2B	Paralegal Trainee	Look at examples of other policy Statements	Aug-Sept 2017		18/8/17	<b>Completed</b>
2C	Peter Robertson Susan Odlin Paralegal Trainee	Identify occupancy Capacity Figures and Licensed Hours Stats for each Board	Aug-Sept 2017		11/9/17	<b>Completed</b>
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	<b>Completed</b>
2E	Peter Robertson	Progress Report to South Board	4/10/17		4/10/17	<b>Completed</b>
2F	Jill Joss	Progress Report to Central Board	11/10/17		11/10/17	<b>Completed</b>
2G	Fiona Stewart	Progress Report to North Board	25/10/17		25/10/17	<b>Completed</b>
<b>STEP 3 – Draft Impact Assessments</b>						
3A	Iain Meredith	Draft outline Equalities Impact Assessment	30/9/17		ongoing	<b>Prepared in draft form Being Updated for June Boards</b>
3B	Iain Meredith	Draft outline Privacy Impact Assessment	30/9/17		ongoing	<b>Prepared in draft form Being Updated for June Boards</b>
3C	Fiona Stewart	Draft Town Centre Impact Assessment	30/09/17		Ongoing	<b>Prepared in draft form being updated for June Boards</b>
<b>STEP 4 - Engagement with partners on identified issues (in conjunction with review of Policy Statements)</b>						

4A	Peter Robertson Iain Meredith Paralegal ICT and Corporate Communicati ons	Prepare and issue survey monkey to all stakeholders	Nov-Dec 2017			<b>Survey Monkey ended 15<sup>th</sup> January 2018</b>
4B	Peter Robertson Trainee	Consult with Council Services and Community Councils	Nov-Dec 2017		31/12/17	<b>Completed</b>
4C	Peter Robertson	South Board engages with Forum re issues	Nov 2017		6/12/17	<b>Deferred to December Boards to save resources</b>
4D	Peter Robertson	Central Board engages with Forum re issues	Nov 2017		13/12/17	<b>Deferred to December Boards to save resources</b>
4E	Peter Robertson	North Board engages with Forum re issues	Nov 2017		20/12/17	<b>Deferred to December Boards to save resources</b>
4F	Peter Robertson	South Board engages with Police, LSOS & Public Health	6/12/17		6/12/17	<b>Completed</b>
4G	Jill Joss	Central Board engages with Police, LSOS & Public Health	13/12/17		13/12/17	<b>Completed</b>
4H	Fiona Stewart	North Board engages with Police, LSOS & Public Health	20/12/17		20/12/17	<b>Completed</b>
4I	Peter Robertson	Progress Report to South Board	6/12/17		6/12/17	<b>Completed</b>
4J	Jill Joss	Progress Report to Central Board	13/12/17		13/12/17	<b>Completed</b>
4K	Fiona Stewart	Progress Report to North Board	20/12/17		20/12/17	<b>Completed</b>

4L	Peter Robertson All clerks	Officer engagement with Community Planning, Community Safety, Transport Authorities and Tourism Representatives	Jan 2018		31/01/18	Engagement carried out by e-mail. Partners will meet with the Boards where necessary
<b>STEP 5 – Review of engagement with partners (in conjunction with review of Policy Statements)</b>						
5A	Peter Robertson	Review of Engagement Exercise with South Board	Jan 2018		7/2/18	Deferred to February Boards to save resources
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5C	Fiona Stewart	Review of Engagement Exercise with North Board	Jan 2018		28/2/18	Deferred to February Boards to save resources
5D	Peter Robertson	Report to South Board to agree localities for overprovision	7/2/18		7/2/18	Completed
5E	Jill Joss	Report to Central Board to agree localities for overprovision	21/2/18		21/2/18	Completed
5F	Fiona Stewart	Report to North Board to agree localities for overprovision	28/2/18		28/2/18	Completed
<b>STEP 6 – Draft revised Overprovision Policy Statements</b>						
6A	Peter Robertson All Clerks Paralegal	Draft revised Statement of Licensing Policy	Feb – May (Week 1) 2018		On track	Finalised document being prepared to present to June Boards
<b>STEP 7 – Draft Impact Assessments</b>						

7A	Iain Meredith	Update the information in the Draft Equality Impact Assessment	Feb – May (Week 1) 2018			Updates being finalised for June Boards
7B	Iain Meredith	Update the information in the Draft Privacy Impact Assessment	Feb – May (Week 1) 2018			Updates Being Finalised for June Boards
<b>STEP 8 – Annual Meeting of the licensed trade</b>						
8A	Fiona Stewart Peter Robertson	South Board engages with the Licensed Trade in their Area			On track	<b>This will now be replaced by a Licensing Matters Event in 2018</b>
8B	Fiona Stewart Jill Joss	Central Board engages with the Licensed Trade in their Area			On track	<b>This will now be replaced by a Licensing Matters Event in 2018</b>
8C	Fiona Stewart	North Board engages with the Licensed Trade in their Area			On Track	<b>This will now be replaced by a Licensing Matters Event in 2018</b>
8D	Peter Robertson	Progress Report to South Board	4/4/18		4/4/18	<b>Completed</b>
8E	Jill Joss	Progress Report to Central Board	11/4/18		11/4/18	<b>Completed</b>
8F	Fiona Stewart	Progress Report to North Board	25/4/18		25/4/18	<b>Completed</b>
<b>STEP 9 – Approval of Draft Overprovision Policy Statements</b>						
9A	Peter Robertson	Approval of Draft Policy at South Board	06/06/18			Board Meeting
9B	Jill Joss	Approval of Draft Policy at Central Board	27/06/18			Board Meeting
9C	Fiona Stewart	Approval of Draft Policy at South Board	22/06/18			Board Meeting
9C	Peter Robertson	Progress Report to South Board	06/06/18			Board Meeting

9D	Jill Joss	Progress Report to Central Board	27/06/18			Board Meeting
9E	Fiona Stewart	Progress Report to North Board	22/06/18			Board Meeting
<b>STEP 10 – Formal consultation on revised Overprovision Policy Statements</b>						
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
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
<b>STEP 11 – Finalisation of Overprovision Policy Statements</b>						
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			
11D	Peter Robertson Iain Meredith	Finalise terms of the Privacy Impact Assessment	Sept 2018			
<b>STEP 12 – Approval and publication of Overprovision Policy Statements</b>						
12A	Peter Robertson	Report to South Board for Approval of Overprovision Policy Statement	03/10/18			Board Meeting
12B	Jill Joss	Report to Central Board for Approval of Overprovision Policy Statement	10/10/18			Board Meeting
12C	Fiona Stewart	Report to North Board for Approval of Overprovision Policy Statement	31/10/18			Board Meeting
12D	Fiona Stewart Susan Odlin	Publication of Approved Overprovision Policy Statements on the Boards' Website	31/10/18			