

**REPORT TO ABERDEENSHIRE DIVISIONAL LICENSING BOARD**  
**SOUTH – 2<sup>nd</sup> October 2019**  
**CENTRAL – 9<sup>th</sup> October 2019**  
**NORTH – 1<sup>st</sup> November 2019**

**LICENSING MATTERS EVENT 2019**

**1 Reason for Report / Summary**

- 1.1 This report seeks to update members on the arrangements in place for the Licensing Matters Event and to discuss the role that the Board will have at the Event.

**2 Recommendations**

**The Board is recommended to:**

- 2.1 Acknowledge the arrangements in place**
- 2.2 Discuss the role that Board Members will have on the day**
- 2.3 Nominate a representative of the Board to assist in chairing the event, this will be shared between all 3 Boards.**

**3 Purpose and Decision Making Route**

- 3.1 This report provides an update to the Board following the paper presented at the June Boards on the Licensing Matters Event which is due to occur on the 27<sup>th</sup> November.

**4 Discussion**

- 4.1 There is a partnership approach to the now annual Licensing Matters Event, and partners from Police Scotland, the Alcohol and Drugs Partnership, NHS Grampian's Public Health Directorate and Opportunity North East are involved in planning this year's event.
- 4.2 Feedback was obtained from all of the Boards in June, and this, along with ideas and feedback from partners, has informed the arrangements for this year's event.
- 4.3 In terms of location, it was felt that whilst Inverurie is central to Aberdeenshire, the transport links are better to Woodhill House in Aberdeen. The availability of rooms and dates were investigated. It was initially considered that by moving the event to Aberdeen would mean putting a limit on the number of attendees, however the limit will be 75, which is the average number of attendees from the last two years. The plan is to manage the attendance at the event through an electronic system allowing the trade and interested parties to sign up online. This will enable officers to keep track of attendance easily. It was felt that given the feedback around accessibility, that a different location could be worth exploring.

Feedback will be sought on the change after the event and an evaluation over which option works best for future events will be completed and reported to the Boards.

- 4.4 The format of the event is set out in the agenda for the day which can be found at Appendix 1 to this report. It was felt that the participants would obtain more value from shorter sessions with partners in smaller groups to increase discussion and interaction.
- 4.5 A keynote address will be given by Opportunity North East on the impact of Food and Drink Tourism in Aberdeenshire. This will be followed by the participants being divided into three groups to attend sessions lead by Police Scotland, the Public Health Directorate of NHS Grampian and the Licensing Team alongside the Licensing Board members who are able to attend. Details of this are in Appendix 1. This is an opportunity for Board members to directly engage with participants in small groups to discuss key issues that affect them and to discuss, in general terms, the work of the Boards therefore a high turnout of Board members is encouraged.
- 4.6 Officers consider that it is appropriate that the chairing of the event is shared between a representative of each Board and so a nomination is sought from each Board and officers will liaise with all nominees in advance of the event.

## 5 Council Priorities, Implications and Risk

- 5.1 The report helps deliver Council Priority 1 – Supporting a strong, sustainable, diverse and successful economy.
- 5.2 This report is related to but not directly, the delivery of the LOIP Priority – Changing Aberdeenshire’s Relationship with Alcohol.
- 5.3 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed.

Subject	Yes	No	N/A
Financial		x	
Staffing		x	
Equalities		X	
Fairer Scotland Duty		x	
Town Centre First		x	
Sustainability		x	
Children and Young People’s Rights and Wellbeing		x	

- 5.4 An equality impact assessment is not required because any impact is on businesses and not on individuals and so does not have a differential impact on any of the protected characteristics.

- 5.5 There are no financial, staffing, sustainability and children and young people's rights and wellbeing implications.
- 6.1 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and their comments are incorporated within the report and are satisfied that the report complies with the Scheme of Governance and relevant legislation.

**Ritchie Johnson**  
**Director of Business Services**

Report prepared by Lauren Cowie, Principal Solicitor (Governance)  
Date 18<sup>th</sup> September 2019

**List of Appendices**

*Appendix 1 – Proposed Agenda for Licensing Matters Event 2019*

## **Appendix 1 – Proposed Agenda for Licensing Matters**

### **Proposed Structure for the Day**

**27<sup>th</sup> November 2019**

### **Venue – Woodhill House, Westburn Road, Aberdeen**

10.00 - 10.05 - Chairs Welcome, Council Chamber – **Representative from Board**

10.05 - 10.20 - Keynote Address – ONE on Food and Drink Tourism

**Representative from Board** to introduce how next sessions will work.

10.30 - 11.00 - BREAKOUT SESSION 1

11.00 - 11.15 - TEA BREAK

11.15 - 11.45 - BREAKOUT SESSION 2

11.50 - 12.20 - BREAKOUT SESSION 3

12.25 - 12.50 - Counter Terrorism

12.50 - 13.00 - Summary and Conclusion – **Representative from Board**

**Breakout Session 1** – Lead by NHS Grampian’s Public Health Directorate (Ante Room) – Health and Wellbeing with a focus on Mental Health of the Workforce

**Breakout Session 2** – Lead by Police Scotland (Committee Room 2) - Vulnerability, STOP and Crime Scene Preservation

**Breakout Session 3** – Lead by Licensing Team and Licensing Board Members – Licensing Process, New Technology and Engagement with Board Members.

The participants will attend all breakout sessions in rotation so there is a chance to talk to all.

Facilitators will be on hand.