

POLICY STATEMENT REVIEW

Review of Licensing Policy Statements

Supervising Officer – Lauren Cowie

Lead Officer – Fiona Stewart

| Item Number | Responsible Officer | Activity | Timescale |
|-------------|--------------------------------|---|---------------|
| 1A | Peter Robertson | South Board to agree Indicative Timetable for Review of Policy Statements | 2/8/17 |
| 1B | Jill Joss | Central Board to agree Indicative Timetable for Review of Policy Statements | 9/8/17 |
| 1C | Fiona Stewart | North Board to agree Indicative Timetable for Review of Policy Statements | 30/8/17 |
| 2A | Fiona Stewart | Review Existing Policy Statements | Aug-Sept 2017 |
| 2B | Paralegal Trainee | Look at examples of other policy Statements | Aug-Sept 2017 |
| 2C | Fiona Stewart Paralegal | Finalise Annual Report on Existing Policy Statement | Aug-Sept 2017 |
| 2D | Peter Robertson | Engage with South Board to identify main issues to address in the review | 4/10/17 |
| 2E | Jill Joss | Engage with Central Board to identify main issues to address in the review | 11/10/17 |
| 2F | Fiona Stewart | Engage with North Board to identify main issues to address in the review | 25/10/17 |
| 2G | Peter Robertson | Progress Report to South Board | 4/10/17 |
| 2H | Jill Joss | Progress Report to Central Board | 11/10/17 |
| 2I | Fiona Stewart | Progress Report to North Board | 25/10/17 |
| 3A | Fiona Stewart Iain Meredith | Draft outline Equalities Impact Assessment | 30/9/17 |
| 3B | Fiona Stewart Iain Meredith | Draft outline Privacy Impact Assessment | 30/9/17 |
| 4A | Fiona Stewart | Prepare and issue survey monkey to all stakeholders | Nov-Dec |

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| | Iain Meredith Paralegal ICT and Corporate Communications | | | 2017 |
| 4B | Fiona Stewart Trainee | Consult with Council Services and Community Councils | | Nov-Dec 2017 |
| 4C | Fiona Stewart | South Board engages with Forum re issues | | Nov 2017 |
| 4D | Fiona Stewart | Central Board engages with Forum re issues | | Nov 2017 |
| 4E | Fiona Stewart | North Board engages with Forum re issues | | Nov 2017 |
| 4F | Peter Robertson | South Board engages with Police, LSOS & Public Health | | 6/12/17 |
| 4G | Jill Joss | Central Board engages with Police, LSOS & Public Health | | 13/12/17 |
| 4H | Fiona Stewart | North Board engages with Police, LSOS & Public Health | | 20/12/17 |
| 4I | Peter Robertson | Progress Report to South Board | | 6/12/17 |
| 4J | Jill Joss | Progress Report to Central Board | | 13/12/17 |
| 4K | Fiona Stewart | Progress Report to North Board | | 20/12/17 |
| 4L | Fiona Stewart All Clerks | Officer engagement with Community Planning, Community Safety, Transport Authorities and Tourism Representatives | | Jan 2018 |
| 5A | Peter Robertson | Review of Engagement Exercise with South Board | | Jan 2018 |
| 5B | Jill Joss | Review of Engagement Exercise with Central Board | | Jan 2018 |
| 5C | Fiona Stewart | Review of Engagement Exercise with North Board | | Jan 2018 |
| 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 |
| 6A | Peter Robertson All Clerks Paralegal | Draft revised Statement of Licensing Policy | | Feb – Mar (Week 1) 2018 |
| 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 |

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| 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 |
| 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 |
| 9C | Fiona Stewart | Progress Report to South Board | Jun 2018 |
| 9D | Fiona Stewart All Clerks | Progress Report to Central Board | Jun 2018 |
| 9E | Fiona Stewart Iain Meredith | Progress Report to North Board | Jun 2018 |
| 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 |
| 11A | Peter Robertson | Report to South Board for Approval of Policy Statement | Oct 2018 |
| 11B | Jill Joss | Report to Central Board for Approval of Policy Statement | Oct 2018 |

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| 11C | Fiona Stewart | Report to North Board for Approval of Policy Statement | Oct 2018 |
| 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

| Item Number | Responsible Officer | Activity | Timescale |
|-------------|---|--|---------------|
| 1A | Peter Robertson | South Board to agree Indicative Timetable for Review of Overprovision Policy | 2/8/17 |
| 1B | Jill Joss | Central Board to agree Indicative Timetable for Review of Overprovision Policy | 9/8/17 |
| 1C | Fiona Stewart | North Board to agree Indicative Timetable for Review of Overprovision Policy | 30/8/17 |
| 2A | Peter Robertson | Review Existing Overprovision Policies | Aug-Sept 2017 |
| 2B | Paralegal Trainee | Look at examples of other policy Statements | Aug-Sept 2017 |
| 2C | Peter Robertson Susan Odlin Paralegal | Identify occupancy Capacity Figures and Licensed Hours Stats for each Board | Aug-Sept 2017 |

| | Trainee | | |
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| 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 |
| 2E | Peter Robertson | Progress Report to South Board | 4/10/17 |
| 2F | Jill Joss | Progress Report to Central Board | 11/10/17 |
| 2G | Fiona Stewart | Progress Report to North Board | 25/10/17 |
| 3A | Peter Robertson Iain Meredith | Draft outline Equalities Impact Assessment | 30/9/17 |
| 3B | Peter Robertson Iain Meredith | Draft outline Privacy Impact Assessment | 30/9/17 |
| 4A | Peter Robertson Iain Meredith Paralegal ICT and Corporate Communications | Prepare and issue survey monkey to all stakeholders | Nov-Dec 2017 |
| 4B | Peter Robertson Trainee | Consult with Council Services and Community Councils | Nov-Dec 2017 |
| 4C | Peter Robertson | South Board engages with Forum re issues | Nov 2017 |
| 4D | Peter Robertson | Central Board engages with Forum re issues | Nov 2017 |
| 4E | Peter Robertson | North Board engages with Forum re issues | Nov 2017 |
| 4F | Peter Robertson | South Board engages with Police, LSOS & Public Health | 6/12/17 |
| 4G | Jill Joss | Central Board engages with Police, LSOS & Public Health | 13/12/17 |
| 4H | Fiona Stewart | North Board engages with Police, LSOS & Public Health | 20/12/17 |
| 4I | Peter Robertson | Progress Report to South Board | 6/12/17 |
| 4J | Jill Joss | Progress Report to Central Board | 13/12/17 |
| 4K | Fiona Stewart | Progress Report to North Board | 20/12/17 |
| 4L | Peter Robertson All clerks | Officer engagement with Community Planning, Community Safety, Transport Authorities and Tourism Representatives | Jan 2018 |

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| 5A | Peter Robertson | Review of Engagement Exercise with South Board | | Jan 2018 | |
| 5B | Jill Joss | Review of Engagement Exercise with Central Board | | Jan 2018 | |
| 5C | Fiona Stewart | Review of Engagement Exercise with North Board | | Jan 2018 | |
| 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 | | 14/2/18 | |
| 5F | Fiona Stewart | Report to North Board to agree localities for overprovision | | 28/2/18 | |
| 6A | Peter Robertson All Clerks Paralegal | Draft revised Statement of Licensing Policy | | Feb – Mar (Week 1) 2018 | |
| 7A | Peter Robertson Iain Meredith | Update the information in the Draft Equality Impact Assessment | | Feb – Mar (Week 1) 2018 | |
| 7B | Peter Robertson Iain Meredith | Update the information in the Draft Privacy Impact Assessment | | Feb – Mar (Week 1) 2018 | |
| 8A | Fiona Stewart Peter Robertson | South Board engages with the Licensed Trade in their Area | | 7/3/18 | |
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| 8F | Fiona Stewart | Progress Report to North Board | | 25/4/18 | |
| 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 | |
| 9C | Peter Robertson | Progress Report to South Board | | Jun 2018 | |
| 9D | Jill Joss | Progress Report to Central Board | | Jun 2018 | |

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| 9E | Fiona Stewart | Progress Report to North Board | | Jun 2018 | |
| 10A | Peter Robertson | Review Report to South Board following consultation period | | Aug 2018 | |
| 10B | Peter Robertson Jill Joss | Review Report to Central Board following consultation period | | Aug 2018 | |
| 10C | Peter Robertson Fiona Stewart | Review Report to North Board following consultation period | | Aug 2018 | |
| 10D | Peter Robertson All Clerks | Finalise wording of Revised Licensing Policy Statement | | Sept 2018 | |
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