

## ABERDEENSHIRE COUNCIL

### NORTH ABERDEENSHIRE LICENSING FORUM

COUNTY HALL, BANFF, 1<sup>st</sup> NOVEMBER, 2017

**Present:** Mr John Clark, Ms Norma Thomson, Mr Kenneth McGeough, Ms Lesley Muir, Ms Sarah Ward, and Mr Brian Topping.

**Officer:** Anna Ziarkowska (Assistant Committee Officer), Aberdeenshire Council

**In presence of:** Mr Nigel Buchan

#### 1. APOLOGIES FOR ABSENCE

Apologies had been received from Mr Calvin Little, Ms Lauren Eastwood, Mr David Fusco and Mr Wayne Gault.

#### 2. MINUTE OF MEETING OF 12<sup>th</sup> JUNE 2017

The Minute of the Meeting of 12<sup>th</sup> June 2017 had been circulated and **approved**.

#### 3. MATTERS ARISING

The chair welcomed Mr Nigel Buchan who attended the meeting on behalf of New Deer Royal British Legion. Forum Members went through the action sheet from the last meeting to provide an update on progress in respect of each point. There were no further matters arising.

#### 4. LICENSING BOARD REVIEW OF POLICY STATEMENT – UPDATE ON CONSULTATION PROCESS

There had been circulated email on behalf of the Aberdeenshire Licensing Boards containing the indicative plan for the review of the Policy Statement. The lead officer for the review of the Policy Statement is Fiona Stewart; the lead officer for Overprovision element of the Policy is Peter Robertson.

Forum Members were informed that the review of Licensing Policy Statement has been initiated and online survey including consultation questions would be issued to all stakeholders shortly. It was reported that Licensing Boards wish to engage face to face with partners and wish to organise a joint session between Board and Forum in order to fully discuss issues arising out of the Licensing Policy Review and to work together to find practical solutions. Details of the meeting would be forwarded to the Forum Members in due course.

After consideration, the Forum **agreed** to note information provided.

#### 5. ABERDEENSHIRE ALCOHOL AND DRUG SERVICES

There had been circulated email on behalf of Alcohol and Drug Partnership along with a poster advising on the Aberdeenshire Alcohol and Drug Services. Members were informed that Alcohol and Drug Services in Aberdeenshire use a simplified access system and that all referrals for alcohol and/or drug issues from any source (professional or self-referred) are funnelled through a hub structure managed by Turning Point Scotland in North Aberdeenshire and Alcohol and Drugs Action in South Aberdeenshire. Contact details to particular Local Treatment Facilities were provided and acknowledged.

After consideration, the Forum **agreed** to note information provided.

## 6. LICENSING BOARD UPDATE

Mr Brian Topping advised that he was appointed as a Convener of the Licensing Board for North Division. It was reported that a lot of 'new' Elected Members sit on the Board who are keen to learn and work in a partnership. Mr Topping thanked Forum Members for their attendance at the first Board Meeting following the election and invited Forum Members to meet and engage with him if any issues arisen. Mr Topping highlighted a need to work closely with stakeholders and his 'open door policy' for everyone who does wish to comment on current processes or input as to how to do things differently. It was reported that Board wish to organise a separate 'get together' session between Forum, Trade and themselves in order to meet each other and build up partnership relationship. However, due to the tight schedule the meeting will not take place until March next year.

Mr Topping also indicated that the review process is well on target and that a survey on licensing policy would be issued to all stakeholders any time soon.

After consideration, the Forum **agreed** to note the information provided.

## 7. LICENSING STANDARDS OFFICER UPDATE

Ms Sarah Ward advised that new Board Members have been appointed following the election in May and they agreed to go out for night-time visits to licensed premises with LSOs and Police Scotland. The first visit took place on Friday, 6<sup>th</sup> October, 2017 and Members were keen to continue with a monthly site visits. It was reported that LSOs continuing to carry out their routine programme of inspections in a cooperation with the Police Officers. Ms Ward highlighted the recent issues with intoxication in a number of premises and advised that this matter should be brought to the Board's attention under the Licensing Policy Review consultation process. It was also indicated that few new premises have started operating in the North Area.

Members were reminded that new post of Civil Licensing Standard Officer has been introduced by statute to ensure compliance with conditions of civic licensing and may potentially impact on the LSOs' workload. Mr Ward, however, assured that LSOs will remain equally focus on alcohol issues.

After consideration, the Forum **agreed** to note the information provided in the update.

## 8. POLICE SCOTLAND UPDATE

Mr Kenneth McGeough advised that licensing team within Police Scotland adopted more operational strategy in its daily work and started visiting the licenced premises with a view to identify and deal with any issues arising in co-operation with Licensing Standards Officers. It was also reported that officers visiting premises have been given a detailed guidance and questionnaire for conducting interviews with license holders in order to streamline the procedure.

Members were also informed that the Chief Constable submitted Annual Report to the North Licensing Board which outlined the activities undertaken by Police Scotland over the last twelve months for North Aberdeenshire Licensing Board. Mr McGeough advised that report provides good summary of Police Scotland actions and procedures adopted in respect of licensing and asked Committee Officer to provide Forum Members with a copy.

After consideration, the Forum **agreed** to note the information provided in the update.

## 9. ANY OTHER BUSINESS

No items reported.

## 10. DATE OF NEXT MEETING

It was **agreed** that the next meeting of the Forum would take place on Wednesday, 21<sup>st</sup> February, 2017 at 2.00 p.m. in Buchan House, Peterhead.

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