

Minute of meeting of the **ANGUS LOCAL LICENSING FORUM** held in Training Room C, Angus House, Forfar on Monday 3 June 2019 at 10am.

**Present:** HOLDERS OF PREMISES LICENCES & PERSONAL LICENCES  
SHEENA COCHRANE  
GRAEME STRACHAN  
BRUCE SHERIDAN

RESIDENTS  
ANGIE MERRILEES

ANGUS COUNCIL  
DANIEL COLEMAN, LICENSING STANDARDS OFFICER  
NANNETTE PAGE, SENIOR SOLICITOR  
LYNSEY KIMMITT, SOLICITOR

HEALTH  
LAURA OGILVY, DEVELOPMENT OFFICER, ANGUS ALCOHOL & DRUGS PARTNERSHIP

POLICE  
PC CAMMY FORBES

ANGUS LICENSING BOARD MEMBERS  
COUNCILLOR MOORE

**Also Present:** FIONA ANDERSON, Committee Officer

**Apologies:** Apologies for absence were intimated on behalf of Dr Emma Fletcher, NHS Tayside and Councillor Fotheringham.

Sheena Cochrane, in the Chair

**1. WELCOME AND MEMBERSHIP**

The Chairman welcomed everyone to the meeting.

**2. MINUTE OF PREVIOUS MEETING**

There was submitted and approved, as a correct record, the minute of meeting of the Angus Local Licensing Forum of 25 February 2019.

**3. MATTERS ARISING**

**(a) TIMINGS OF JOINT FORUM MEETINGS**

With reference to Article 8 of the minute of the Forum of 25 February 2019, it was noted that the members of the Angus Licensing Board had agreed to hold the joint Forum meeting held in October/November with Board members at 10am preceding the Angus Licensing Board meeting. This would allow the members of the Forum to leave following the joint meeting or stay if they wished and attend the Board meeting.

The members welcomed this decision and thanked the members of the Board.

**4. EQUALITY AND DIVERSITY TRAINING**

There was an update from Doreen Phillips, Senior Practitioner (equalities) regarding equalities and diversity training which was being offered to members of the Licensing Forum to ensure their knowledge and understanding of these issues were increased.

Doreen advised the members that she would provide the training and would arrange a date and time suitable to them to deliver the training.

## 5. LICENSING STANDARDS OFFICER REPORT

There was submitted and noted a report by the Licensing Standards Officer updating the members on a number of licensing issues. It was noted that since the last Forum meeting the Board had met on 3 occasions (one special) and dealt with the following:-

- Considered 3 new premises licence application
- Considered 1 provisional premises licence application
- Considered 3 major variation applications
- Considered 2 Personal Licence notice of conviction
- Considered 2 new Personal Licence applications
- Considered 3 application for extended hours

The Licensing Board had also noted the following applications had been dealt with in accordance with the Scheme of Delegation (for period 13.1.19 – 22.4.19):-

- 118 Occasional Licence applications
- 1 Extended Hours applications
- 65 Personal Licence applications
- 16 Requests for minor variation or transfer

### **In-force Premises Licences**

It was noted that as of 24 May 2019, there were 347 premises licences in-force; 105 on-sales, 153 on/off sales and 89 off sales.

### **Dates of future Licensing Board meetings 2019:**

8/8/19, 12/9/19, 31/10/19 (joint meeting).

Daniel advised the members that he was attending compulsory training soon in connection with his job. Regarding personal licence renewals, all applications required to be submitted by 31 May 2019. It was noted that a large amount of forms had not been received and in Angus as at 24 May 2019, 105 personal licences had been renewed out of a total of 264.

## 6. SCOTTISH GOVERNMENT CONSULTATIONS

In accordance with section 142 of the Act, the Angus Licensing Board must have regard to the terms of the Act's guidance while carrying out their statutory functions. It was noted that the Scottish Government were consulting on the terms of a new draft of the current guidance and a link to the draft guidance and consultation paper was provided. The consultation period opened on 19 March and closed on 11 June 2019. The consultation period on Occasional licences closed on 16 July 2019.

The consultation sought views on the terms of the new draft guidance which has been updated with regard to legislative changes since the original guidance was issued in 2007. The members noted that further legislation which had impacted on the licensing regime in Scotland, since the introduction of the Act, included:-

- Alcohol etc. (Scotland) Act 2010
- Criminal Justice and Licensing (Scotland) Act 2010
- Alcohol (Minimum Pricing) (Scotland) Act 2012
- Air Weapons and Licensing (Scotland) Act 2015

In relation to the new draft guidance, particular attention was drawn to the following sections that had received an update which was likely to benefit the Angus Licensing Board:

- Statements of Licensing Policy (Chapter 4)
- The Overprovision Assessment (Chapter 5)
- Premises Licence (Chapter 8)
- Occasional Licence (Chapter 9)

The members noted that the consultation had not focussed on specific questions but rather, invited comments on areas of the guidance which were unclear and invited comments to be taken into account within the guidance.

A draft response would be prepared on behalf of the Board and the members of the Forum were urged to submit their own personal responses. Graeme advised that he had already submitted his own response in connection with occasional licences.

## **7. ANY ISSUES FROM ANGUS ALCOHOL AND DRUGS PARTNERSHIP**

Laura advised that in connection with the above consultations, Angus Alcohol and Drugs Partnership would be submitting their own responses.

With regards the promotion of the CMO's low-risk alcohol guidelines and the National Campaign which had been launched on 11 March 2019, posters and other resources had been made available. She thanked the Police who had helped distribute the posters etc. during visits to licensing establishments.

Following some discussion, the members noted the position.

## **8. REVIEW OF LICENSING BOARD ANNUAL FUNCTIONS REPORT 2017/2018**

There was submitted a Review of Licensing Board Annual Functions Reports 2017 – 2018 which had been produced by Alcohol Focus, Scotland as at March 2019.

It was noted that the first reports were required to be published by Licensing Boards for 2017 – 2018 financial year and AFS had conducted a review of the published reports in order to assess the extent to which they met statutory requirements, and also served to fulfil their intended purpose of increasing transparency in the licensing process and supporting local communities to see how licensing boards conduct their business.

The report advised that AFS was only able to locate 24 reports for the purposes of review, covering 32 out of the 40 licensing Boards in Scotland.

Following discussion members noted the new statutory requirement on the Boards to produce an Annual Functions Report and noted that Angus Licensing Boards report had received good comments regarding their detailed appendices which allowed for a more in-depth analysis of alcohol provision (and decision making).

The members noted the Report.

## **9. POLICING ISSUES**

PC Forbes, Police Scotland address the Forum and advised them that at present there were no real issues with licenced premises within Angus. One premises was subject to an intervention plan which appeared to be working and two premises were the subject of a review which would be dealt with the Angus Licensing Board on 10 June 2019.

He advised that regular visits along with the LSO were taking place to licensed premises and it had been found that many staff members were unaware of where the relevant paperwork was kept. This was a matter that required improving on and the designated premises manager should make all staff aware of where this paperwork was kept so that it could be readily available for inspection.

The annual Chief Constable's Report was currently being prepared and would be submitted to the Board and Forum in due course. He advised that although it was a standard report it would report on specific issues within Angus.

The Chairman thanked PC Forbes for his report.

**10. ANGUS LICENSING BOARD MINUTES**

There was submitted and noted the minutes of meetings of the Angus Licensing Board of 14 February and 4 April 2019.

**11. DATE OF NEXT MEETING**

It was noted that the next meeting of the Forum would be the joint meeting with Angus Licensing Board members and would take place on Thursday 31 October 2019.