

Argyll and Bute Council
Comhairle Earra Ghaidheal agus Bhoid

Customer Services
Executive Director: Douglas Hendry



Kilmory, Lochgilphead, PA31 8RT
Tel: 01546 602127 Fax: 01546 604435
DX 599700 LOCHGILPHEAD
e.mail –douglas.hendry@argyll-bute.gov.uk

12 July 2011

NOTICE OF MEETING

A meeting of the **LOCAL LICENSING FORUM** will be held in the **COUNCIL CHAMBER, KILMORY, LOCHGILPHEAD** on **TUESDAY, 19 JULY 2011** at **10:00 AM**, which you are requested to attend.

Douglas Hendry
Executive Director - Customer Services

BUSINESS

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES OF MEETING OF LOCAL LICENSING FORUM HELD ON 17 MAY 2011**(Pages 1 - 4)
4. **ALCOHOL FOCUS SCOTLAND**(Pages 5 - 6)
5. **POLICE STATISTICS**(Pages 7 - 20)
6. **UPDATE FROM LSO**(Pages 21 - 22)
7. **ISSUE TRACKER**(Pages 23 - 24)
8. **EVALUATION OF THE IMPLEMENTATION OF AND COMPLIANCE WITH THE OBJECTIVES OF THE LICENSING (SCOTLAND) ACT 2005**(Pages 25 - 32)

LOCAL LICENSING FORUM

This page is intentionally left blank

**MINUTES of MEETING of ARGYLL AND BUTE LOCAL LICENSING FORUM held in the
COUNCIL CHAMBER, KILMORY, LOCHGILPHEAD
on TUESDAY, 17 MAY 2011**

Present: Eric Box (Chair)

Eric Dearie, Licensing Standards Officer
Martin Donovan, Licensed Trade
Tim Saul, Licensed Trade
J Russell Buchanan, Ex Licensee
Brian Kupris, Community Representative
Fred Bruce, Community Representative
Raymond Boyle, Community Representative
Sheila Johnston, Community Representative
Catherine Dobbie, Education Support Officer
David Greenwell, ADP – Health Board
Kenneth Harrison, Health Representative
Cath Cakebread, Argyll and Bute Addiction Team manager
Roanna Clark, Young Scot
Chief Inspector Marlene Baillie, Strathclyde Police
Iain Jackson, Governance Officer

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Superintendent Raymond Park, Calum MacLachlaimn, Iain McNaughton, Caroline Smith, Laura Meek and Charles Reppke.

2. DECLARATIONS OF INTEREST

None intimated.

3. MINUTES OF MEETING OF LOCAL LICENSING FORUM HELD ON 25 JANUARY 2011

The Minutes of the Meeting of the Local Licensing Forum held on 25 January 2011 were approved as a correct record.

Under item 6 (Alcohol Focus Scotland) Eric Box advised that Charles had been in contact with Linda Bowie from Alcohol Focus Scotland to discuss engaging with other Forums with a view to forming regional Forums but this had been put on hold due to Charles being heavily involved in the recent Scottish Parliament Elections. Eric also advised that the action points that had come out of the Forums training that morning could be incorporated into the setting of objectives for the Forum at a future meeting.

Eric Box thanked the Police for providing the statistics for the Helensburgh area.

4. NATIONAL LICENSING CONFERENCE 2011

It was noted that Eric Box would attend the conference on 15 September 2011.

5. ALCOHOL FOCUS SCOTLAND

Eric Box invited members of the Forum to raise any issues they may have under this item on the agenda before future meetings. He suggested that all new Members look at the Alcohol Focus Scotland website.

6. POLICE STATISTICS

The number of visits to licensed premises, storm incidents and drink related domestic incidents for the period January to March 2011 were presented to the Forum.

Brian commented that the figures for March had been higher after January's low figures. Marlene advised that this was due to seasonal trends.

Eric Box asked the reason for the higher number of visits in the MAKI area. Marlene advised that this was due to initiatives that had been run in the area.

Eric Box asked if there was a reason for the low figures related to underage drinking and drugs. Marlene advised that this was due to the fact that the Police must have reasonable cause to search a person within licensed premises.

A discussion took place on domestic violence incidents related to alcohol. Marlene advised that 95% of violence incidents were related to alcohol and that they peak after the Christmas and New Year period. Cath commented that not all incidents relate to addictions. Marlene gave an overview of the police procedures that are undertaken following a domestic violence incident.

Decision

1. Noted that the drink related domestic incidents statistics were a useful piece of information and that they should be available for future meetings.
2. That an analysis of trends of the statistics over the past year would be made available for the next meeting of the Forum.

7. UPDATE FROM LSO

The Licensing Standards Officer had submitted an update detailing his activity between 25 January 2011 and 5 May 2011.

Cath asked what the choices were for the Licensing Board when running a licence review. Eric advised that there were 5 steps that could be taken; from a warning up to revocation of a licence.

Eric Box asked how the Pubwatch Scheme was progressing. Eric Dearie advised that there were schemes in Helensburgh, Oban and Campbeltown that were very vibrant and well attended.

Sheila asked if there was a target for the LSO inspections. Eric Dearie advised that the intention was to inspect all 594 premises in Argyll and Bute and that the first 100 had been chosen at random as a starting point. Out of those 100 premises, 92 had been inspected. After all premises had been inspected the intention would be to re-inspect every 3 years.

Decision

The Forum noted the report.

8. ISSUE TRACKER

The issue tracker was considered and the following points noted -

1. That the training had taken place that morning and would now be removed from the tracker.
2. That an update had been given on Overprovision and this would now be removed from the tracker.
3. With regard to Alcohol Focus Scotland, Charles had been in discussion with Linda Bowie and it is now anticipated that her visit to the Forum will be in October.
4. Roanna gave an update on the Educational DVD. She advised that the background work had been completed for the DVD but funding totalling £1050 was needed to employ help and for the use of equipment. Eric Box reminded Roanna that Charles had offered financial assistance at the last meeting of the Forum. Cath suggested Roanna submit a bid to ADP and added that bids required to be submitted by the end of May.
5. That the Forum Attendance issue had been dealt with and could be removed from the tracker.



Alcohol Focus
SCOTLAND

13May 2011

Charles Reppke
Argyll and Bute Council
Head of Governanace and Law
Kilmory
Lochgilphead
Argyll
PA31 8RT

Dear Mr Reppke

I am writing to inform you of some of the work being carried out by Alcohol Focus Scotland at a national level to further progress the links between licensing and public health.

We are aware that since the implementation of the Licensing (Scotland) Act 2005, many Licensing Boards have indicated that they wish more guidance on what is meant by the objective, "protecting and improving public health" and how this can be applied in a practical manner. Equally we are that many health professionals are becoming involved in liquor licensing for the first time and are still working to understand both the potential and the limitations of licensing in terms of public health. One area that has taken a bold approach to these issues is West Dunbartonshire, however there are also some excellent examples of good practice from other Boards. It is our intention to include these on the licensing section of our website <http://www.alcohol-focus-scotland.org.uk/licensing>.

- We are aware that there is some debate over the level of statistical evidence and 'causal link' required to influence statements of licensing policy, and we can see this reflected in the various approaches to overprovision statements. We are working with a small group to produce a good practice guide on making over provision assessments which we will then make available to all Boards and Forums (hopefully before June).
- Again with the support of a small working group, we have made recommendations to the Scottish Government on changes that we think should be made to the Licensing Guidance to better support the public health objective and which also touches on these issues of data collection, causal link, etc.
- Alcohol Focus Scotland and SHAAP (Scottish Health Action on Alcohol Problems) have commissioned a QC to give a legal opinion on these issues and to what extent licensing and public health can work together.
- We are convening a 'high-level expert group' at the Royal College of Physicians in June to agree a robust scientific, academic and legal evidence base for assessment of overprovision and the public health objective.

...../

reducing harm caused by alcohol

166 Buchanan Street, Glasgow G1 2LW Tel: 0141 572 6700 Fax: 0141 333 1606
enquiries@alcohol-focus-scotland.org.uk www.alcohol-focus-scotland.org.uk

Scottish Charity Number SC009538



Alcohol Focus
SCOTLAND

2

13 May 2011

Charles Reppke
Argyll and Bute Council
Head of Governanace and Law

It is our intention to work with Licensing Boards to produce accessible resources. I look forward to sharing the results of these with Licensing Boards, Local Licensing Forums and Alcohol and Drug Partnerships throughout Scotland to further inform their future work. In the meantime we are aware that there is work being done in different localities in Scotland, touching on some of these issues and we are keen to have open channels of communication to share good practice and offer support. We would appreciate if you have experiences or examples that you think would be of use to others, if you could email them to licensing@alcohol-focus-scotland.org.uk.

It is also our intention to discuss these issues in more detail at The National Licensing Conference, hosted by Alcohol Focus Scotland. It will be held on Thursday 15th of September at the Grand Central Hotel in Glasgow. Although it has not yet been announced, we have received confirmation from Sir Crispin Agnew that he will speak, and we will of course be inviting the Justice Minister after the election. The Conference theme will be 'From Principles to Practice'. A booking form can be downloaded from our website at <http://www.alcohol-focus-scotland.org.uk/national-licensing-conference>.

Yours sincerely

Dr Evelyn Gillan
Chief Executive

**Summary of Storm Incidents
April 2011**

	Public Drunkenness	Outwith Lic Hours Sect.62	Noise Comp Inside	Noise Complaint Outside	Disturb Outside Violent	Disturb Inside Violent	Drunkenness & Disorderly Conduct	Assist Remove Patron	Underage Drinking	In Extended Hours	Drugs in Licensed Premises	Arrests
Oban			4	5	2		1	2			1	1
Lorn Isles						1		1				
C'town Kintyre						2		1				1
Islay Mid Argyll	1				2	3	1					2
Dunoon Cowal R'say				3	1	1		2	1			
Total	1		6	9	5	11	3	7	1		1	5

This page is intentionally left blank

**Summary of Storm Incidents
May 2011**

	Public Drunkenness	Outwith Lic Hours Sect.62	Noise Comp Inside	Noise Comp Outside	Disturb Outside Violent	Disturb Inside Violent	Drunkenness & Disorderly Conduct	Assist Remove Patrons	Underage Drinking	In extended Hours	Drugs in Licensed Premises	arrests
Oban	3		2	2	2	6	2	2			1	7
Lorn							1	1			1	
Isles						1		1				
C'town						1						
Kintyre												
Islay							1				1	1
Mid Argyll			1			1		3			1	2
Dunoon	1		1	2	2	4			1		1	2
Cowal												
R'say	1				1	3		1				3
TOTAL	5		4	4	5	16	4	8	1		5	15
Helensburgh												
Gare'head												
TOTAL												

This page is intentionally left blank

**Summary of Storm Incidents
June 2011**

	Public Drunkenness	Outwith Lic Hours Sect.62	Noise Comp Inside	Noise Comp Outside	Disturb Outside Violent	Disturb Inside Violent	Drunkenness & Disorderly Conduct	Assist Remove Patrons	Underage Drinking	In extended Hours	Drugs in licensed premises	arrests
Oban	1		4	3		3					1	4
Lorn Isles	1											
C'town Kintyre Islay				1		3			1			2
Mid Argyll					2	1						1
Dunoon Cowal R'say	3 1		1	2	4 1	4		3	1			4 1 2
TOTAL	6		5	6	7	16		5	3		1	14
Helensburgh Garelochhead												
TOTAL												

This page is intentionally left blank

**Summary of Storm Incidents
Helensburgh**

	Public Drunkenness	Outwith Lic Hours Sect.62	Noise Comp Inside	Noise Complaint Outside	Disturb Outside Violent	Disturb Inside Violent	Drunkenness & Disorderly Conduct	Assist Remove Patron	Underage Drinking	In Extended Hours	Drugs in Licensed Premises	Arrests
Apr11	1		1		5	4		2			1	4
May 11	3		2	1	1	4	1	5	1		1	1
Jun 11	2		1	1	1	4		1				
Total	6		4	2	7	12	1	8	1		2	5

This page is intentionally left blank

**Number of Visits To Licensed Premises
LB Sub Division
April 2011 – June 2011**

	Apr 11	May 11	June 11	Total
OBAN	371	384	365	1120
MAKI	490	381	792	1663
COWAL	420	558	582	1560
TOTAL	1281	1323	1739	4343
HELENSBURGH	124	93	113	330

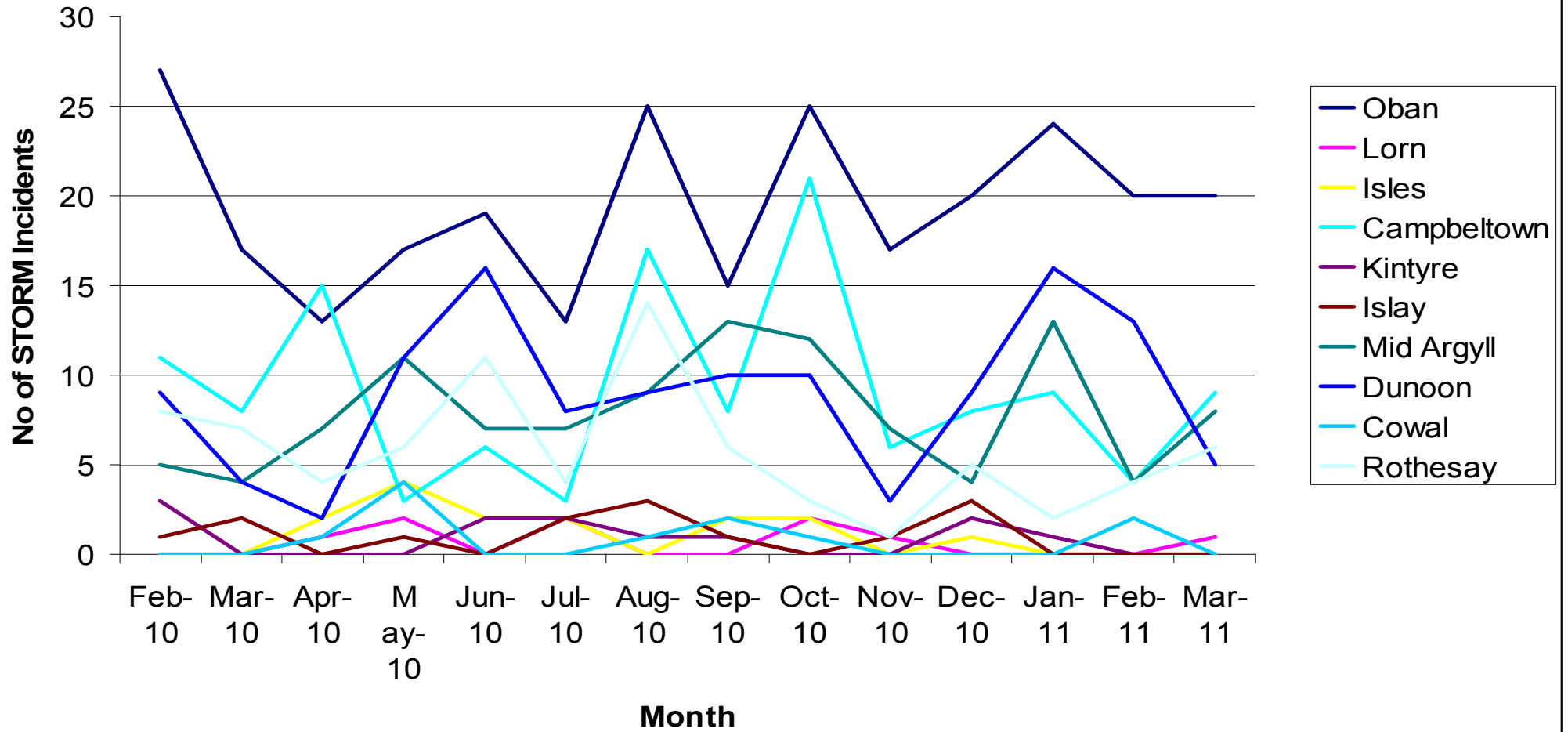
Total Number of visits over the 3 month period = 4673

This page is intentionally left blank

Drink related Domestic Incidents	April 11	May 11	June 11	Total
OBAN	5	3	1	9
LORN	1	1		2
ISLE				
C'TOWN	2		2	4
KINTYRE	1		1	2
ISLAY			1	1
MID ARGYLL	3	2	4	9
DUNOON	4	2	2	8
COWAL			1	1
ROTHESAY	6	5		11
HELENSBURGH	1	4	3	8
TOTAL	23	17	15	55

This page is intentionally left blank

Analysis of STORM Incidents



This page is intentionally left blank

LOCAL LICENSING FORUM MEETING TUESDAY 19TH JULY 2011**LICENSING STANDARDS OFFICER REPORT****ACTIVITY BETWEEN 17/05/11 TO 06/07/11**

Generally a quiet period due to being on annual leave for most of June.

1. GUIDANCETraining

No training input over period.

Liaison

Maintained contact with Licensing Board, police and trade.

2. COMPLIANCELicence Processing

106 Occasional licence and 13 Extended Hours licence applications processed.

Licensing Board

Attended meeting on 10/05/11.

Premises Licence Review

No reviews over period.

Formal LSO Inspections

A total of 6 formal LSO inspections were carried out.

All inspections continue to focus on:

- Statutory Notices Display
- Staff Training/Knowledge
- Management Overview
- Security
- Children & Young Persons

Monthly Premises Review Meetings

Final monthly meeting for premises in Helensburgh.

3. MEDIATIONLicensing Complaints

I have dealt with and resolved 3 complaints, in Oban (2); Campbeltown (1), all centred on noise nuisance and disorder.

Eric Dearie
Licensing Standards Officer
6th July 2011

This page is intentionally left blank

Title of Item	Name of Officer or organisation	Date of Meeting	Action required	Notes
Training	LLF		Agreed to delay until new Members in place	2010 Training Materials now available to borrow. Training to be arranged for next meeting. Training took place on 17 May 2011 – outcomes to be discussed at future meeting (17/05/11)
National Outcomes for LLF		Discussed October 09	Await National Outcomes	Fiona Meyers from NHS appointed to conduct 3 year study of new Act to include the role of Boards and Forums – outcomes could not be set until this had been completed
Promotion of LLF	Council	Discussed Joint Meeting Nov 09	Arrange with New Communications Manager	New Communication Manager in post – discussion with Chair to be set up
Local Licensing Forum Conveners	LLF	27 October 2010	Convener to set up meeting with other Forums with a view to having some consistency within the roles of forums.	
Alcohol Focus Scotland	Committee Services	27 October 2010	Agenda item “Alcohol Focus Scotland” to be added to agenda for future meetings and responses reported back to AFS.	Charles been in discussion with Linda Bowie and anticipated visit to October meeting (17/05/11)
Educational DVD – Don’t make the same mistakes we did	Young Scot	25 January 2011	DVD to be shown at a future meeting of the Forum	Noted that funding of £1050 needed to continue production (17/05/11)

Police Statistics	Committee Services	17 may 2011	Document showing Police Statistic trends over previous year to be provided to July meeting.	
Evaluation of Alcohol Licensing Act	Scottish Centre for Social Research	17 May 2011	Scottish Centre for Social Research to attend meeting on 19 July 2011 for group discussion.	



healthscotland.com

You are here: [Home](#) [Scotland's health](#) [Evaluation](#) [Monitoring and Evaluating Scotland's Alcohol Strategy\(MESAS\)](#) [Monitoring and Evaluating Scotland's Alcohol Strategy \(MESAS\)](#)

Monitoring and Evaluating Scotland's Alcohol Strategy (MESAS)

Monitoring and Evaluating Scotland's Alcohol Strategy (MESAS) is a portfolio of evaluation studies led by NHS Health Scotland on behalf of the Scottish Government (2010-2015).

With the implementation of the Licensing (Scotland) Act 2005, the new Alcohol Etc (Scotland) Bill, and the development of a new strategic approach to addressing alcohol-related harms, outlined in 'Changing Scotland's Relationship with Alcohol: A Framework for Action' ([external link](#)), the Scottish Government has asked NHS Health Scotland to lead on monitoring and evaluating the implementation and impact of current alcohol strategy in Scotland, via a portfolio of studies that asks not just, 'did it work', but 'how is it working, who for and how might it work better?'

The evaluation comprises of a portfolio of seven studies. The studies started at the beginning of 2010 and will run through to 2015, with the monitoring of routine data continuing beyond. Further information on the study portfolio can be found in the [MESAS Briefing Paper \(December 2009\)](#)

Reporting

There will be an annual report pulling together all the studies. The final reports of any commissioned studies will also be published.

In March 2011, the [first annual \(baseline\) report](#) was published. This report sets the scene for the evaluation by describing the current alcohol strategy, its Theory of Change and the plan for evaluation. It then describes the baseline trends for alcohol consumption, affordability and alcohol-related harms. Future annual reports will update these trends and describe the trends for other outcomes.

Portfolio

Study 1: Implementation of the Licensing Act (Scotland) 2005

This study is being carried out by [ScotCen](#). The study started in January 2010 and is due to finish in March 2013.

[Summary of the Research Brief: Licensing Act \(Scotland\) 2005](#)

[Summary Proposal: Scotcen](#)

Study 2: Implementation of NHS-delivered Alcohol Brief Interventions

This study is being carried out by the University of Stirling in conjunction with the Universities of Dundee and Glasgow. The study started in April 2010 and is due to report in June 2011.

[Summary Research Brief: NHS-delivered Alcohol Brief Interventions](#)

[Summary Evaluation Proposal \(April 2010\): NHS-delivered Alcohol Brief Interventions](#)

Study 3: Capacity of Treatment and Core Services

To be commissioned.

Study 4: Changes in Knowledge and Attitudes

This study is being undertaken in house by NHS Health Scotland. It will report through the annual reports.

Study 5: Changes in Affordability and Consumption

This study is being undertaken in house by NHS Health Scotland. It will report through the annual reports. The sales data in the March 2011 report replaces [all previously published sales](#). In addition to the sales data in the sales data, there is

[A descriptive analysis of price band data for alcohol sold through the off-trade, Scotland 2009.](#)

Study 6: Scoping Study of Economic Impact on the Alcohol Industry of pricing and non-price policies to regulate the affordability and availability of Alcohol in Scotland.

[Summary Research Brief: Economic Impact](#)

[Scoping Study of the Economic Impact on the Alcohol Industry of pricing and non-price policies.](#)

[Economic Impact on the Alcohol Industry Final Report.](#)

Study 7: Consumption and Alcohol-Related Harm

This study is being undertaken by the Information Services Division. It will report through the annual reports.

For further details on the MESAS portfolio of studies please contact:

Contact us

[Fiona Myers](#), Public Health Advisor

NHS Health Scotland.

Reviewed 19th April 2011

News

17 March 2011

A [report which sets the scene for the evaluation](#) is now available. This details the Theory of Change, the evaluation plan and describes the baseline trends for, alcohol consumption, alcohol affordability and alcohol-related harms against which future progress will be measured.

For further information please contact Clare Beeston 0141 354 2966

24 February 2011

The [final report of a scoping study](#) assessing the feasibility of measuring the economic impact on the alcohol industry of policies addressing the affordability and availability of alcohol is now available.

For further information please contact Neil Craig 0131 313 7555.

NHS Health Scotland

**AN EVALUATION OF THE IMPLEMENTATION OF, AND COMPLIANCE WITH,
THE OBJECTIVES OF THE LICENSING (SCOTLAND) ACT 2005**

A SUMMARY OF THE RESEARCH BRIEF

Introduction

In October 2009 tenders were invited to undertake an evaluation of the implementation of, and compliance with, the objectives and relevant requirements of the Licensing (Scotland) Act 2005 (abbreviated here to the 'Licensing Act'). The three-year evaluation, which commenced in February 2010, is intended to provide learning to further support improvements in implementation and compliance and the achievement of the Act's five objectives at national and local levels.

The following summarises the aims, specific objectives and suggested methods for evaluating and monitoring the Licensing Act.

Context

In response to the growing scale and burden of alcohol related harms the Scottish Government is taking forward action to tackle alcohol misuse through the new Licensing (Scotland) Act 2005 and the new strategic approach to alcohol outlined in Changing Scotland's Relationship with Alcohol: A Framework for Action. The Licensing Act, which came into full effect on 1 September 2009, overhauls existing licensing arrangements and introduces a range of significant new measures to protect communities from alcohol-related harm.

To assess the impact of the new strategy and legislative changes a Monitoring and Evaluation Reference Group for Alcohol (MERGA), led by NHS Health Scotland, was established and developed a portfolio of monitoring and evaluation studies¹.

Within this context the evaluation of the Licensing (Scotland) Act 2005 is concerned with the impact of the legislation in meeting the five licensing objectives. The focus will be on the implementation of the relevant sections of the legislation; the adoption by the agencies and professionals responsible for implementation; short term outcomes, in terms of compliance with the legislation; and intermediate outcomes in terms of the impact on the availability of alcohol. This evaluation is not, however, addressing the administrative aspects of implementation.

Research aims and objectives

The broad aims of the research are to:

- Monitor and describe the implementation of, and compliance with, the licensing objectives and relevant requirements of the Licensing Act and associated regulations
- Assess the effectiveness of implementation and compliance in controlling the availability of alcohol

¹ Since the brief was issued responsibility for delivery of the portfolio of seven monitoring and evaluation studies has passed to the Monitoring and Evaluating Scotland's Alcohol Strategy (MESAS) Project Team

- Assess the factors facilitating implementation and compliance and/or which act as barriers
- Generate learning to support further improvement in implementation and the achievement of the Act's objectives at national and local levels and, as appropriate, inform any future legislation
- Contribute the findings from the evaluation to the evidence from the wider portfolio of studies developed by MERGA to assess the overall impact of the actions aimed at tackling alcohol related harms.

To meet these aims the research has eight objectives:

1. To monitor changes in the numbers of licences applied for and registered, and assess trends (from Sept 2009) in 'capacity' and in licensed hours with a view to assessing the on-going effectiveness of the Act in controlling the availability of alcohol
2. To monitor compliance with the relevant requirements of the Licensing Act and actions taken in terms of sanctions for breaches and to identify and account for any differences in practice across Licensing Board areas. The following are of particular interest:
 - Bans on irresponsible promotions in on-sales
 - Training for personal licence holders and staff
 - Refusal to serve a customer who is drunk
3. To obtain an understanding of the numbers of LSOs, the local authority department/services within which they are based, their roles and activities and the implications for their potential to improve the implementation of, and compliance with, the Licensing Act
4. To obtain an understanding of whether and how Local Licensing Boards are addressing the Licensing Act's five objectives in their Licensing Policy Statements, building on the research commissioned by Alcohol Focus Scotland in 2008²
5. To obtain an understanding of the ways in which Licensing Boards interpret and apply key relevant requirements of the Licensing Act, including: assessments of 'capacity' for on and off sales; definition and application of criteria of 'over-provision'; and facilitation of the 'public right' to make objections and representations in relation to licence applications
6. To analyse the membership, roles and operation of the Local Licensing Forums, their relationships with Local Licensing Boards and the impact of the forums on the policies and actions of the Boards, identifying the factors that facilitate their role and those which act as barriers to their effectiveness
7. To review the implementation of test purchasing, including the actions taken when failure to comply is identified, and to determine the barriers and

² See MP Consultancy (2008) *Licensing Law and the Impact of the Public Health Objective - A Review Paper*, Glasgow: Alcohol Focus Scotland <http://www.alcohol-focus-scotland.org.uk/pdfs/Licensing%20and%20Public%20Health%20Review.pdf>

facilitators to implementation, including the implications of the roll out model being different from the model originally piloted³

8. To analyse and integrate the findings to generate learning to further improve the effective implementation of, and compliance with, the Licensing Act and inform any future legislation.

Research methods

To meet these aims and objectives the evaluation has three major components:

1. The development and implementation of a process for analysing routinely collected national and local monitoring data, as available, to inform an understanding of the implementation of, and compliance with, the Licensing Act (objectives 1, 2, 7). This component will run throughout the life of the evaluation, with final reporting on the first three years operation of the Act at the end of the evaluation. Because it is anticipated that monitoring of the Act will continue beyond the life of the study the methodology and approach developed for analysing the data by the successful researchers will need to be entirely transferable to another body or agency
2. The design, administration and analysis of 'bespoke' Scotland-wide surveys to contribute to an understanding of the implementation of, and compliance with, the Licensing Act and to an assessment of effectiveness (objectives 3, 4, 5, 8)
3. Case studies of a sample of 4 – 6 Local Licensing Board areas to explore the factors facilitating and/or acting as barriers to effective implementation and compliance (objectives 3, 4, 5, 6, 7, 8)⁴. The case studies will include qualitative and quantitative data collection from LSOs, the Licensing Boards and Licensing Forums in each study area, to provide a picture of the interactions between the different components of the licensing system.

Table 1 below summarises the anticipated links between the evaluation objectives, the proposed methods and the level of analysis (i.e. national level data or case study data).

³ For the evaluation of the pilot see Macgregor, A. (2007) *Evaluation of Test Purchasing Pilot for Sales and Alcohol to under 18s: Final Report*, Edinburgh: Scottish Government <http://www.scotland.gov.uk/Publications/2007/10/16091859/0>

⁴ For the purposes of the evaluation a 'case' will comprise the Local Licensing Board area. This may cover only part of a local authority area.

Table 1 Objectives, methods and level of analysis (national/case study)

Objectives	Methods Level	
	National	Local/Case study
1. To monitor changes in the number of licences applied for and registered, trends in 'capacity' and licensed hours	Quantitative analysis of national trends over time	
2. To monitor compliance with the relevant requirements of the Licensing Act and actions taken in terms of sanctions for breaches	Analysis of available national statistics	Quantitative analysis of Licensing Board Registers and LSO records in case study areas Qualitative analysis in case study areas to identify the factors informing local practices to ensure compliance and action in respect of non-compliance
3. To obtain an understanding of the numbers, the organisational base, role, activities etc of LSOs	Collection and analysis of statistics on the proportionate number of LSOs	Documentary analysis of a sample of LSO job descriptions Interviews with case study area LSOs to explore their work plan, workload etc. Interviews with a sample of licensees in case study areas
4. To obtain an understanding of whether and how licensing boards are addressing the Licensing Act's five objectives in their policy statements	Documentary analysis of policy statements (across Scotland or sample including case study areas)	

Table 1 Continued

	Methods Level	
Objectives	National	Local/case study
5. To obtain an understanding of the ways in which Boards interpret and apply key relevant requirements of the Licensing Act, in particular their assessment of 'capacity' for on/off sales and application of criteria of over provision, and how they facilitate the 'public right' to object or make representations	Survey of clerks and chairs/convenors of Licensing boards (including potential follow-up survey toward the end of the evaluation period)	Quantitative analysis of Licensing Boards' Registers of Applications in case study areas Case studies to explore factors informing interpretation and application of the key relevant requirements of the Act
6. To analyse the membership, roles and operation of the local Licensing Forums including their relationships with Boards, and their impact on the actions and policies of the Boards		Case studies to explore operation and impact of the Forums
7. To review the pattern and model of the implementation of Test purchasing	Quantitative analysis of ACPOS data	Analysis of Licensing Board Registers and LSO records in case study areas to identify actions taken when breaches detected Case studies to explore model and patterns of usage of test purchasing
8. Analysis and Integration of findings throughout the course of the evaluation to inform briefings and briefing papers to inform early learning	National data	Data from quantitative and qualitative case study analyses

Project Management

Project Management will be by Fiona Myers, Public Health Adviser, NHS Health Scotland, support by a small Project Advisory Group including representatives from Scottish Government, Alcohol Focus Scotland and CoSla.

This page is intentionally left blank