

Argyll and Bute Council
Comhairle Earra Ghaidheal agus Bhoid

Customer Services
Executive Director: Douglas Hendry



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11 July 2012

NOTICE OF MEETING

A meeting of the **LOCAL LICENSING FORUM** will be held in the **COUNCIL CHAMBER, KILMORY, LOCHGILPHEAD** on **WEDNESDAY, 18 JULY 2012** at **10:30 AM**, which you are requested to attend.

Douglas Hendry
Executive Director - Customer Services

BUSINESS

1. **APOLOGIES FOR ABSENCE**
2. **MINUTES**
Local Licensing Forum held on 11 April 2012. (Pages 1 - 4)
3. **ALCOHOL FOCUS SCOTLAND**
Letter sent to Mary Ellmers, Head of Training & Development, Alcohol Focus Scotland. (Pages 5 - 6)
4. **CHIEF CONSTABLES' REPORTS TO LICENSING BOARDS AND LOCAL LICENSING FORUMS**
Report for information by Chief Constable for the year April 2011 to March 2012. (Pages 7 - 14)
5. **RE-THINKING OF ALCOHOL LICENSING - TOPICS FOR DISCUSSION WITH LICENSING BOARD**
6. **POLICE STATISTICS**(Pages 15 - 18)
7. **UPDATE FROM LSO**(Pages 19 - 20)
8. **ISSUE TRACKER**(Pages 21 - 26)

- 9. DATE FOR JOINT MEETING OF LICENSING BOARD AND LOCAL LICENSING FORUM**

- 10. DATE OF NEXT MEETING**
Wednesday 17 October 2012 at 10.30am in Committee Room 1, Kilmory,
Lochgilphead

LOCAL LICENSING FORUM

Contact: Shona Marshall Tel. No. 01546 604407

**MINUTES of MEETING of LOCAL LICENSING FORUM held in the COUNCIL CHAMBER,
KILMORY, LOCHGILPHEAD
on WEDNESDAY, 11 APRIL 2012**

Present: Kenneth Harrison (Chair)

Alistair Davidson, Strathclyde Police
Eric Dearie, Licensing Standards Officer
Raymond Park, Licensing Standards Officer
Calum MacLachlann, Licensed Trade
Fred Bruce, Community Representative
Raymond Boyle, Community Representative
Sheila Johnston, Community Representative

Attending: Peter Robertson, Argyll and Bute Council
Graeme Forrester, Argyll and Bute Council
Shona Marshall, Argyll and Bute Council
Linda Bowie, Alcohol Focus Scotland
Caroline Church, Alcohol Focus Scotland
J Woods, Alcohol Focus Scotland

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Martin Donovan, Tim Saul, Eric Box, Cath Cakebread, Catherine Dobbie, Roanna Clark, Caroline Smith and Elaine Garman.

Brian Kupris, who had been a member of the Forum since its inception, had tendered his resignation due to work commitments. It was noted that a letter of thanks would be sent to him for his contribution to the work of the Forum.

2. MINUTES

The Minutes of the meeting of the Local Licensing Forum held on Tuesday 24 January 2012 were noted.

3. ALCOHOL FOCUS SCOTLAND

Linda Bowie, Senior Officer (Public Health & Licensing), Alcohol Focus Scotland gave a presentation on Local Licensing Forums (LLFs), as viewed by her organisation.

She outlined the background to LLFs and;

- Legislation on membership of Forums
- Legislation on the function of Forums
- Limitations to the role
- The function of the Licensing Board
- How the role could be approached
- The links between public health and licensing
- How Forums were performing

- Why some Forums worked better than others
- What the learning points were; and
- Working together.

Alcohol Focus Scotland (AFS) was available to provide advice to LLFs if requested, but a Forum was under no obligation to contact them. However, AFS was unable to tell a Forum on how it should operate within their area.

She went on to suggest that the Forum consider the 5 Licensing Objectives and identify a key area(s) from which a particular issue(s) could be identified for development and recommendation to the Licensing Board (LB). This could potentially involve individual members taking ownership of a topic, discussing and researching the issue within their own and partner organisations and bringing it together in a cohesive format for presentation to the LB.

When presenting proposals to the LB, she suggested that the Forum put it in writing in a clear and concise manner, collect evidence and provide two or three recommendations for consideration. This would go some way to ensure improved communication and understanding between the Forum and the LB, and potentially help prevent the difficulties previously encountered during discussions.

She concluded her presentation by highlighting that the key to a successful relationship between a LLF and LB was communication. Members were then invited to ask questions.

Responding to a query on why some LLFs performed better than others, it was highlighted that they tended to be Forums which had dedicated administrative support, and members who had the time and capacity to collate evidence and present it to the LB in a cohesive format.

Decision

The Forum noted what Linda had said and thanked her for her interesting, informative and helpful presentation.

4. RE-THINKING OF ALCOHOL LICENSING - INTRODUCTION OF CURFEWS AND STAGGERING OF VENUE CLOSING TIMES

The Chair referred to a letter received from Mary Ellmers, Head of Training and Development, Alcohol Focus Scotland. In it she referred to the meeting of the Forum held on 26 October 2011 and the discussion held on the "Re-thinking Alcohol Licensing" report.

She wished to clarify to the Forum that the report was concerned with the links between licensing and the significant rise in the consumption of alcohol from the 1960s onwards and the associated rise of alcohol-related harms. The report did not contain any support for the idea of extending licenses hours and she was surprised that discussion on the report had led to a discussion on the possibility of extending licensing hours.

The Chair explained that there had been discussion at the meeting on Argyll and Bute Local Licensing hours, but that this had not taken place directly in conjunction with the report. It was noted that the Chair would respond to her concerns.

Discussion then followed on the correlation between pre-loading at an off license, extended opening hours for nightclubs, and the resultant harmful impact of these on public health. Linda Bowie referred to Dumfries and Galloway where earlier closing times for licensed premises had shown a direct link to a reduction in the statistics for health related problems in the area.

The Forum was of the opinion that it would be beneficial to have a discussion with the LB on what the actual policy was for granting extensions or changing opening hours for licensed premises.

As a new policy was being drawn up for implementation in 2013, it was suggested that the LLF should raise any recommendations or comments with the LB on the proposed policy as soon as possible to enable meaningful discussion.

Decision

The Forum noted that;

- (i) the Chair would respond to Mary Ellmers, Head of Training and Development, Alcohol Focus Scotland;
- (ii) an Item be placed on the Agenda for the next meeting of the Forum which would bullet point topics the Forum wished to discuss for presentation in a cohesive format to the Licensing Board for consideration; and
- (iii) a draft list of these topics be passed to C MacLachlainn prior to the meeting to enable him to have an informal discussion with licensed premises representatives and bring their comments to the Forum.

5. ALCOHOL:THE FACTS IN FIFE 2011

Linda Bowie explained that the report was an example of a piece of work carried out by a Forum for which they had taken ownership, and had organised their thinking along the 5 policy objectives. This was their first attempt at gathering such information and intended for it to be carried out on a yearly basis. This would help the Forum to identify trends and shape strategies for discussion.

The report was not a model document for each LLF to follow, but was an example of Forum members working together and using the resources available to them.

Decision

The Forum noted that similar information could be gathered for the Argyll and Bute Area. A decision would have to be taken on who would pull the information together.

6. POLICE STATISTICS

There was tabled information on the "Number of Visits to Licensed Premises, LB Sub Division Jan 2012 – March 2012".

Inspector Alistair Davidson spoke to the report on the Summary of Storm Incidents, January – March 2012.

Following this, Raymond Park, LSO, explained that visits by the police to licensed premises tended to take place following notification from a LSO.

There had been an increase in licensee holders attending training, such as courses run by Servewise, which had helped to reduce problems in premises. Licensees had a better understanding and awareness of their responsibilities for persons within and leaving their premises, and the impact on the surrounding neighbourhood.

Decision

Noted that the position and that further police statistics would be brought to the next meeting of the Forum.

7. UPDATE FROM LSO

The Forum noted the update from Eric Dearie.

Decision

Members noted the position and thanked him for his report.

8. ISSUE TRACKER

The Forum noted the following updates;

- (i) National Outcomes for LLF – Second interim report would be out shortly;
- (ii) Promotion of LLF – work was on going;
- (iii) Local Licensing Forum Conveners – Linda Bowie invited the Chair to attend these meetings; and
- (iv) Educational DVD – Don't make the same mistakes we did – Ongoing

Caroline Church gave an update on the National Communities Project. She provided a range of statistics which had been gathered from the questionnaire issued to local residents in the Lochgilphead/Ardrishaig area. These were subject to change as further responses were returned.

9. FUTURE MEETING DATES

The Forum noted the following future meeting dates;

- Wednesday 18 July 2012
- Wednesday 17 October 2012

Governance and Law

Council Offices
Kilmory
Lochgilphead
PA31 8RT
email – Charles.Reppke@argyll-bute.gov.uk
www.argyll-bute.gov.uk

Mary Elmar
Alcohol Focus Scotland
166 Buchanan Street
Glasgow
G1 2LW

Direct Line 01546 604192
Ask for Charles Reppke
Our Ref:
Your Ref:
Date: 15 June 2012

Dear Mary

Re: Discussion of the Rethinking Alcohol Licensing Report

Thank you for your letter dated 29th March 2012 concerning the above. You raise many points from the document pack minuting the LLF meeting on 24th January 2012 which caused us some concern.

However I think the general jist of our discussion may have been missed either by you or by the phrasing used within the documents. We do take very seriously any evidence based study into alcohol misuse. In particular the “Rethinking” report has been of great interest to us. In fact I personally have attended some Holyrood discussion on the matter and with others from the LLF attended the Glasgow Seminar.

Our discussion at the LLF meeting went towards the possible rethinking of licensing hours with respect to the type of premise holding the licence. Argyll and Bute has a demography which we feel needs careful attention both for the local economy and the Health and Welfare of its constituents. In Oban, for example, we have a locus of nightlife whilst less than 3 miles out with the town we can find ourselves in a very rural setting.

We also have the added consideration of being a busy ferry port with the requirements of traffic (both commercial and tourist) travelling both to the islands recreationally and to Oban for shopping etc.

To this end we have looked at not only re-distributing the Licence norm but also the possibility of reducing the overall number of hours available for the retail sale of alcohol. However this is still at a very early and contemplative stage.

As part of this initiative the LLF spent time discussing the fact that late licences **could** perhaps be restricted to premises which were appropriate to accommodating such a licence; eg provision of food during the whole open period, availability of

taxi, and least disturbance to neighbouring residential property etc. thereby removing the ethos that all premises could take for granted that a 1.00am licence (for example) was the norm.

I apologise for any misconception or misunderstanding which our notes may have brought. We do take very seriously the responsibilities placed on us. Our LLF is very fortunate in that we have representatives from a wide diversity of sections of the community. However it is sometimes good practice to be reminded by organisations like your own of the original remit to the LLF system in particular taking heed of "The 5 Objectives" strategy.

In order to strike conformity of our procedures with other LLF's I would be grateful if you could please pass to me the contact details of the Convenors of other LLF's. In particular Highland, Glasgow City, and Dumfries and Galloway. I would very much like to attend one of their meetings as an observer. Likewise, you may pass on my contact details to other LLF's. Their representatives would be most welcome to attend any of our meetings in whole or part.

Thank you for your advice and help.

Yours sincerely

Charles Reppke
Head of Governance and Law



**STRATHCLYDE
POLICE**

Date: 31 May 2012

Your Ref:
Our Ref: L300

CHIEF CONSTABLE
Stephen House QPM

Argyll & Bute Licensing Forum
Kilmory
DX 599700
LOCHGILPHEAD

'L' Division Headquarters
Stirling Road
DUMBARTON
G82 3PT

Tel: 01389 822000

Fax: 01389 822030

Dear Sir

LICENSING (SCOTLAND) ACT 2005, SECTION 12A: CHIEF CONSTABLES' REPORTS TO LICENSING BOARDS AND LOCAL LICENSING FORUMS

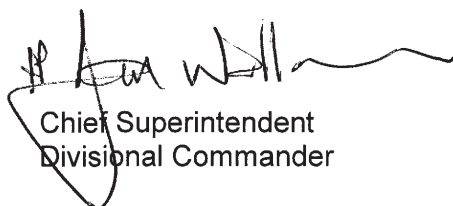
I refer to the above legislation, which provides that the Chief Constable should send a report to the Local Licensing Forum at the end of the financial year that sets out the following information.

- * His views about matters relating to policing in the Licensing Board's area during that year and the following year, in connection with the operation of the Licensing (Scotland) Act 2005; and
- * any steps taken during the year, or intended to be taken in the following year, to prevent the sale or supply of alcohol to children or young people in the Board's area.

I am pleased to enclose the Chief Constable's report for the year April 2011 to March 2012 for the information of the Forum. I would be happy to arrange for an officer to attend a meeting of the Forum to discuss the report should the Forum wish.

I trust that this is helpful.

Yours faithfully



Chief Superintendent
Divisional Commander

**CHIEF CONSTABLE'S REPORT TO ARGYLL & BUTE LICENSING
BOARD
FOR THE PERIOD 01/04/2011 – 31/03/2012**

INTRODUCTION

This report has been produced for the information of Argyll & Bute Licensing Board and Argyll & Bute Licensing Forum in accordance with Section 12A of the Licensing (Scotland) Act 2005.

The report relates to police performance and activities undertaken in the financial year April 2011 to March 2012 and is in two distinct parts:

Part 1: contains the Chief Constable's views about matters relating to policing in connection with the operation of the Act in the Board's area during the reporting year. It also looks forward and identifies areas he intends to address or focus on in the coming year.

Part 2: highlights the steps that officers have taken, or intend to take, to prevent the sale or supply of alcohol to children or young people in the Board's area.

Argyll & Bute is a beautiful sparsely populated area covering approximately 10% of Scotland while housing only 92,000 people.

The area relies a great deal on tourism to support the local economy.

Licensed premises contribute greatly to the tourist industry and as such it becomes vital that these premises are policed positively and proactively in line with the Licensing (Scotland) Act 2005 and the Licensing Objectives.

BOARD AREA – POLICING RESPONSIBILITY

Argyll & Bute is policed by Strathclyde Police 'L' Division with the Divisional Headquarters based at Dumbarton police office, Stirling Road, Dumbarton G82 3PT. The Divisional Commander Superintendent Russell Dunn has overall responsibility for licensing issues within the division.

Due to the geographical expanse of Argyll & Bute the area is split from a policing perspective into three geographical areas Oban, Kintyre and Cowal and Bute. Each of these areas has a designated Chief Inspector that has local control of licensing issues in their area. The area Chief Inspector further delegates licensing issues to one of the area Inspectors. The area Inspectors link in with the Divisional Licensing Departments based at Lochgilphead and Dumbarton regarding licensing issues.

PART 1: OPERATION OF THE LICENSING (SCOTLAND) ACT 2005**Introduction**

Area Inspectors and local officers regularly attend licensed premises for routine inspections in relation to compliance with the Licensing (Scotland) Act 2005.

Each day the area Inspector also reviews all police incidents relating to licensed premises in their areas.

Following this review and discussion at the sub-divisional morning meeting the area Inspector or their designated sergeant attends at the premises. There he reviews the incident in line with the premises behaviour in line with the Licensing (Scotland) Act 2005, Licensing Objectives. This review takes the form of a general discussion regarding the operation of the premises in line with the Licensing Objectives. Where the premises is found to fall short of these Objectives the attending officer will commence a Police Intervention highlighting the premises shortfalls in line with the Licensing Objectives. At this time the officer gives the premises recommendations in line with these objectives and a period of time to comply. At the end of the period of time allocated the area Inspector reviews the premises efforts to comply with these recommendations and uses this to decide whether the premises have made suitable effort to comply with the Licensing Objectives. Where a premises have been found to fail to reach what the police believe to be an acceptable standard the premises will be reported to the Licensing Board requesting a Licence Review.

a). Summary of policing in connection with the operation of the Act in the Board's area during the reporting year:

Table 1: Premises and personal licences

Applications for Reviews of Licences		Total
Premises Licences (Section 36)	Off-sale only (shop premises):	0
	On-sale (all others):	2
Personal Licences (Section 84A)	Off-sale only (shop premises):	0
	On-sale (all others):	0
Interventions		
Total number of Intervention Meetings carried out:		
Stage 1: Discussion		24
Stage 2: Intervention Meeting		8
Stage 3: Pre-review Warning		1

Off-sale only (shop premises):		
Stage 1: Discussion		0
Stage 2: Intervention Meeting		0
Stage 3: Pre-review Warning		0
On-sale (all others):		
Stage 1: Discussion		24
Stage 2: Intervention Meeting		8
Stage 3: Pre-review Warning		1

Working in Partnership:

Table 2: Initiatives with Partners

Activity Details
<p>a) Strathclyde police are working closely with Argyll & Bute Licensing Standards Officers (LSO) to assist with licensing issues. Where a premise has been identified for a police Intervention the LSO works closely with the police and other agencies to rectify the noted problem in an attempt to prevent this leading to a licence review.</p> <p>b) Where a local Pub Watch is in operation a designated local police officer attends these meeting in support of the group. These Pub Watches have a positive impact on the safety of both patrons of the premises and staff as well as the potential to enjoy a trouble free evening on licensed premises.</p> <p>c) Following a 'glassing' incident in the Dunoon area of Argyll & Bute the police Licensing Department in conjunction with A&B LSO attended at a number of identified premises in possession of the 'Polariscope' glass testing machine. All identified premises were advised at this time regarding the suitability of the glasses they were using and the safest way forward.</p>

Training and Development (Internal):

Table 3: Training and Development Carried Out

Training details
<p>'L' Division Licensing personnel have attended various Licensing seminars while keeping themselves abreast of any changes in Licensing legislation.</p> <p>All identified area licensing officers are regularly updated with changes in Licensing legislation.</p> <p>A section of Divisional Training now requires probationer constables to attend the Licensing Department for a days input from Licensing personnel.</p> <p>All relevant changes in Licensing legislation are devolved to Divisional staff to assist in the front line use of this by patrol officers.</p>

National Policing Activity:

Table 4: National Policing Activity

a)

National Policing Activity
<p>'L' Division have over the period of this report participated in National Policing Activity in relation to various Initiatives related to Drink Driving Campaigns, working with UK Borders Agency and tackling Serious and Organised Crime Groups. Although figures are not available in relation to these Initiatives these operations must always looked upon as disruptive to these forms of criminality.</p>

b) Particular views about matters relating to policing in connection with the operation of the Act in the Board's area during the reporting year:

'L' Division has carried out a pro-active year in relation to the Licensing (Scotland) Act 2005 and the Licensing Objectives. Police officers have carried out numerous visits to licensed premises to create a positive link between staff on licensed premises and the police.

Our Licensing department has monitored all incidents related to licensed premises and where necessary raised a police Intervention to improve the running of the premises. On occasion the police have been required to report certain premises to Argyll & Bute Licensing Board for failure to conform to the Licensing Objectives.

c) Looking ahead (2012-2013) - Particular views about matters relating to policing in connection with the operation of the Act in the Board's area for the coming year and any areas identified for development.

'L' Division will continue to visit all licensed premises at various times but will now include a new format for licensed premises 'Inspections. These Inspections will assist the police in tackling failure to conform to the Licensing Objectives while offering further support to the premises.

Divisional enquiry has revealed an issue with regard to alcohol sales outside licensing hours. This will be strictly policed and where premises are identified to be selling alcohol outside their permitted hours they will be reported both to the local Procurator Fiscal and to the Licensing Board for a review of their Licence.

Oban Chief Inspector Brian Auld has identified the need in the area for an organised Pub Watch to assist in the safe management of local licensed premises. This will be set up and organised in collaboration between the Divisional Licensing sergeant, area staff and local licence holders.

PART 2: PREVENTING THE SALE OR SUPPLY OF ALCOHOL TO CHILDREN OR YOUNG PEOPLE

Introduction

The police are aware that children and young persons can be the most vulnerable groups in our society. The Licensing (Scotland) Act 2005 specifically covers under its Licensing Objectives 'Protecting children from harm'.

In relation to these concerns 'L' Division has been proactive in policing premises in relation to the underage sale of alcohol to children and young persons. Local officers make regular visits to licensed premises to deter and detect the sale or supply of alcohol to children or young persons.

a) Activity carried out to prevent the sale or supply of alcohol to children

Table 5: Offences relating to children and young persons

Total number of persons charged under sections 102 to 109 of the Licensing (Scotland) Act 2005	3
Designated Premises Managers/Personal Licence Holders	0
No Personal Licence Holders	0

b) Proposed activity to be carried out to prevent the sale or supply of alcohol to children during next reporting period:

We will continue to proactively attend premises in relation to the potential for the sale of alcohol to children and young persons. This will now involve the Strathclyde police licensed premises Inspection where required.


Where an area is known for alcohol related youth problems and there is information that the alcohol is being purchased locally we will consider the use of an organised Test Purchase Operation targeting licensed premises in these areas. We will continue to work with our partner agencies in identifying these areas where we will proactively prevent and detect offenders.

CONCLUSION

'L' Division police officers covering the Argyll & Bute area have shown a positive approach to the Licensing (Scotland) Act 2005 throughout this year. They have shown support to the licensed trade while implementing the requirements of the Act and detecting offences.

This good work will be continued with officers intending to work closely with licensed premises in achieving the Licensing Objectives and supporting the local community.

Yours faithfully



Chief Superintendent
Divisional Commander

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Summary of Storm Incidents
June 2012

	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			2		2	5	1	3			1	5
Lorn												
Isles							1	1				
C'town	1		1		1	3		2			1	3
Kintyre												
Islay			1		2							
Mid Argyll			2		2	2		2			1	1
Dunoon					3	1	1					1
Cowal						2						
R'say					1	4		5				2
TOTAL	1		6		11	17	3	13			3	12

Summary of Storm Incidents
Helensburgh

	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
April			2	2	4	3		4				2
May				3	1	3		2			1	1
June	2			1	2	3					1	1
Total	2		2	6	7	9		6			2	4

Drink related Domestic Incidents	Apr 12	May 12	Jun 12	Total
LORN & ISLES	5	5	6	16
KINTYRE & ISLAY	4	8	4	16
M. ARGYLL	4	5	4	13
DUNOON & COWAL	3	13	7	23
R'SAY	4	3	3	10
HELENSBURGH	7	13	3	23
TOTAL	27	47	27	101

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LOCAL LICENSING FORUM MEETING TUESDAY 18TH JULY 2012
LICENSING STANDARDS OFFICER REPORT
ACTIVITY BETWEEN 12th April and 3rd July 2012

1. GUIDANCE

Training

Training input provided on two occasions to the Scottish Certificate for Personal Licence Holders (SCPLH) courses in Oban and Luss. Input gave overview of the role of the LSO.

Information/Advice

Guidance and advice provided on 38 separate occasions (by phone, e-mail or in person), including advice on premises/occasional/personal licences and variations, and club regulations. Advice was also provided on the law relative to children and young person's working within various types of premises.

Liaison

The service liaised with the licensed trade, neighbours, police, environmental health and building and planning services. Advice and co-operation also sought from the Anti-Social Behaviour Co-ordinator in relation to new licences and future town planning issues in Helensburgh.

The service continued its involvement in The National Communities Project (CALA) in Mid Argyll.

2. COMPLIANCE

Licence Processing – April to June 2012

196 Occasional licences and 17 Extended Hours licences applications processed.

Licensing Board

Two meetings attended - on 24/04/12 and 26/06/12.

Premises Licence Review

One Premises licence review application (PLRA) was heard at the April Licensing Board meeting and the premises licence holder, who had been charged by police for allowing an after-hours 'lock-in', was issued with a warning letter. The premises licence holder's personal licence was suspended by the Licensing Board for six months at the following Board meeting in June.

Formal LSO Inspections

The formal inspection programme for the period 2012-2013 is now underway and a total of 45 premises have been inspected so far. This programme will continue until March 2013 and will average 12 to 14 premises inspections per month. All inspections continue to focus on:

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

3. MEDIATION

Licensing Complaints

10 complaints have been dealt with and resolved (Music and patron noise related), with three neighbour complaints still being investigated.

http://www.argyll-bute.gov.uk/law-and-licensing/licensing-standards	
<u>East Area – B &C and H & L</u>	<u>West Area– MAKI, Kintyre & Islay and OLI</u>
Raymond Park Argyll and Bute Council, 22 Hill Street, DUNOON, Argyll PA23 7AP Tel: 01369 707158	Eric Dearie Argyll and Bute Council, Kilmory, Lochgilphead, Argyll, PA31 8RT Tel: 01546-604317
email: licensing.standards@argyll-bute.gov.uk	

Title of Item	Name of Officer or organisation	Date of Meeting	Action required	Notes
National Outcomes for LLF		<p>Discussed October 2009</p> <p>26 October 2011</p> <p>11 April 2012</p>	Await National Outcomes	<p>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</p> <p>Noted at meeting on 26 October 2011 that the study was around one third complete</p> <p>Noted that Second Interim report was due out shortly</p>
Promotion of LLF	Council	<p>Discussed Joint Meeting Nov 09</p> <p>19 July 2011</p> <p>11 April 2012</p>	Arrange with New Communications Manager	<p>New Communication Manager in post – discussion with Chair to be set up</p> <p>Noted that it may be appropriate to promote the work of the LLF to the new Licensing Board in May 2012</p> <p>Noted that this work was ongoing</p>

Title of Item	Name of Officer or Organisation	Date of Meeting	Action required	Notes
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.	<p>Noted that there was a central Forum for LSOs.</p> <p>Noted that Eric Box would be meeting other Conveners and Linda Bowie on 2 December 2011</p> <p>Linda Bowie invited the Chair to attend the LLF Conveners meetings</p>
		19 July 2011	Charles to discuss with Linda Bowie the possibility of a central Local Licensing Forum	
		26 October 2011		
		11 April 2012		
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.	<p>Charles been in discussion with Linda Bowie and anticipated visit to October meeting (17/05/11)</p> <p>Noted that Linda had given no firm commitment to attend October 2011 meeting – Charles to contact her</p> <p>Noted that Linda Bowie to attend the April 2012 meeting of the LLF</p>
		19 July 2011		
		26 October 2011		

Title of Item	Name of Officer or Organisation	Date of Meeting	Action required	Notes
Educational DVD – Don't make the same mistakes we did	Young Scot	<p>25 January 2011</p> <p>26 October 2011</p> <p>24 January 2012</p> <p>11 April 2012</p>	DVD to be shown at a future meeting of the Forum	<p>Noted that funding of £1050 needed to continue production (17/05/11)</p> <p>Noted that a total of £2000 funding had been received from Charles Reppke and from the Substance Misuse Group in Oban</p> <p>The Forum agreed their support to the suggestion that youth activities be funded by the use of an alcohol levy, as was the case in Poland</p> <p>Noted that this work was ongoing</p>
National Communities Project	Peter Robertson	<p>26 October 2011</p> <p>24 January 2012</p> <p>11 April 2012</p>	<p>Caroline Church to be invited to a future meeting of the Forum to gauge the Forum's interest in participating</p> <p>Caroline Church gave a presentation on the National Communities Project Lochgilphead/Ardrishaig</p> <p>Caroline Church gave an update on the National Communities Project Lochgilphead/Ardrishaig.</p>	<p>Noted the position and agreed that copies of the presentation be sent to members of the Forum</p> <p>Noted that the range of statistics which had been gathered from the questionnaire issued to local residents in the Lochgilphead/Ardrishaig area were subject to change as further responses were returned</p>

Title of Item	Name of Officer or Organisation	Date of Meeting	Action required	Notes
Re-thinking Alcohol Licensing	Committee Services	26 October 2011	Forum to discuss further the introduction of curfews and staggering of venue closing times to reduce problems associated with crowds at closing times.	 Agreed to put this as an Item on the Agenda for the next meeting of the Forum. Agreed that Caroline Church bring information to the next meeting of the Forum on any set precedences or evidence available from other parts of the country on the effect of later licensing hours on public disorder, hospital admissions etc. Agreed that Chair would respond to Mary Ellmers, Head of Training and Development, Alcohol Focus Scotland Agreed that this be put as an Item on the Agenda for the next meeting of the Forum Agreed that a draft list of these topics be passed to C MacLachlainn prior to the
		24 January 2012	Forum to discuss further the introduction of curfews and staggering of venue closing times to reduce problems associated with crowds at closing times.	
		11 April 2012	Letter from Mary Ellmers, Alcohol Focus Scotland Forum to bullet point topics the Forum wished to discuss for presentation in a cohesive format to the Licensing Board for consideration	

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				meeting to enable him to have an informal discussion with licensed premises representatives and bring their comments to the Forum
Local Licensing Forums – Best Practice Discussion	Committee Services	<p>24 January 2012</p> <p>11 April 2012</p>	<p>Forum to put “Alcohol: The Facts in Fife 2011” on the Agenda for the next meeting of the Forum.</p> <p>Forum noted that similar information contained in the “Alcohol: The Facts in Fife 2011” document could be gathered for the Argyll and Bute area.</p>	<p>Agreed that Caroline Church obtain copy of the “Alcohol: The Facts in Fife 2011” report for circulation to members of the Forum</p> <p>Agreed that Craig McNally obtain a copy of the NHS Highland report on health issues attributed to access to alcohol in the Highlands in relation to health for circulation to the Forum.</p> <p>Decision to be taken on who would pull the information together</p>
Police Statistics	Committee Services	24 January 2012	Arrange for the analysis on police statistics to be put on the Agenda for the next meeting of the Forum	Agreed that an analysis of police statistics for 2011 be brought to the next meeting of the Forum.

Title of Item	Name of Officer or Organisation	Date of Meeting	Action required	Notes
		11 April 2012	Noted the position	Noted that further police statistics would be brought to the next meeting of the Forum