

Title of Item	Name of Officer or organisation	Date of Meeting	Action required	Notes
Servewise Training	LLF		Agreed to delay until new Members in place	<p>2010 Training Materials now available to borrow.</p> <p>Training to be arranged for next meeting</p>
Draft Statement on Overprovision	Licensing Board	Discussed Joint Meeting 17 Nov 09	Clerk to provide draft statement for comment following consideration by L.B	<p>Report on overprovision to be provided to meeting on 13 July 2010</p> <p>Peter Robertson asked to provide an update to the Forum on 25 January 2011</p> <p>Update was emailed to Members on 3 March 2011 with an update on the situation with regard to overprovision.</p>
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.	
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	
Forum Attendance	Committee Services	25 January 2011	Public agencies to be written a letter to establish if those nominated still appropriate	Letter sent out to representatives on 10 March 2011 – all confirmed that they are still the appropriate nominee for the Forum