

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>

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Local Licensing Forum Conveners	LLF	<p>27 October 2010</p> <p>19 July 2011</p> <p>26 October 2011</p> <p>11 April 2012</p>	<p>Convener to set up meeting with other Forums with a view to having some consistency within the roles of forums.</p> <p>Charles to discuss with Linda Bowie the possibility of a central Local Licensing Forum</p>	<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>
Alcohol Focus Scotland	Committee Services	<p>27 October 2010</p> <p>19 July 2011</p> <p>26 October 2011</p>	<p>Agenda item "Alcohol Focus Scotland" to be added to agenda for future meetings and responses reported back to AFS.</p>	<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>

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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>

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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	24 January 2012	Forum to put “Alcohol: The Facts in Fife 2011” on the Agenda for the next meeting of the Forum.	Agreed that Caroline Church obtain copy of the “Alcohol: The Facts in Fife 2011” report for circulation to members of the Forum
		11 April 2012	Forum noted that similar information contained in the “Alcohol: The Facts in Fife 2011” document could be gathered for the Argyll and Bute area.	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.
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	Decision to be taken on who would pull the information together
				Agreed that an analysis of police statistics for 2011 be brought to the next meeting of the Forum.

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		11 April 2012	Noted the position	Noted that further police statistics would be brought to the next meeting of the Forum