



ITEM NO 7

4 October 2012

Ms Kathleen Mason
Local Licensing Forum
Scottish Borders Council
The Licensing Unit
Council Headquarters
Newtown St Boswells
TD6 0SA

CORPORATE SERVICES
- 8 OCT 2012

ADMIN & LEGAL

Dear Ms Mason

**Licensing resource toolkit: Factsheet 1
Using evidence to support policy and decision making**

Please find enclosed a copy of *Using evidence to support policy and decision making*. This is the second part of a toolkit which Alcohol Focus Scotland is developing to provide more guidance on public health and licensing and to build on the *Rethinking Alcohol Licensing* report launched last year. I would appreciate it if you could bring this to the attention of members of the Local Licensing Forum.

The first part of the toolkit comprised of three sections: the *Changing Times* booklet, the *Licensing Process Who's Involved* sheet and the *Licensing Policy Statement Timeline*. All sections of the toolkit are available in an electronic format and can be downloaded from the Alcohol Focus Scotland website. <http://www.alcohol-focus-scotland.org.uk/public-health-and-licensing>. We also have some hard copies available of both parts – please contact enquiries@alcohol-focus-scotland.org.uk or call 0141 572 6700 if this would be of use.

If you have any queries about this toolkit, or any matters relating to public health and licensing, please do not hesitate to get in touch.

Yours sincerely