

SCOTTISH BORDERS LOCAL LICENSING FORUM

MINUTE of MEETING of the SCOTTISH BORDERS LICENSING FORUM held in Committee Room 3, Council Headquarters, Newtown St Boswells on 1 October 2013 at 4.00 p.m.

Present: M. Ballantyne (Convener) S. Bell, M. Hay, G Todd, Chief Inspector K. Simpson, S. Walker.
Apologies: N. Gillies, J. Swanson, I. Tunnah, E Whitehead.
In Attendance: Legal and Licensing Services Manager, Democratic Services Officers (J. Turnbull).

MEMBERSHIP

1. The Convener welcomed Mr Mark Hay, who was a new member of the Forum. Mr Hay was a Premises Licence holder from the Queen's Head Hotel in Kelso, and had over 30 years experience in the licensing trade.

**DECISION
NOTED.**

ORDER OF BUSINESS

2. The Convener varied the order of business as shown on the agenda and the Minute reflects the order in which the items were considered at the meeting.

MINUTE

3. A note of the Meeting of 11 June 2013 had been circulated.

With reference to paragraph 10 of the Minute of 11 June, it was noted that "Lothian and Borders Police" should be amended to read "Police Scotland".

**DECISION
NOTED subject to the above amendment.**

MATTERS ARISING

4. The Legal and Licensing Services Manager would be reminded that training disks were required for the two new members, Mr Gillies and Mr Hay.

**DECISION
AGREED to request that the Legal and Licensing Services Manager request two training disks from Alcohol Focus for the two new members of the Forum.**

SCOTTISH BORDERS ALCOHOL PROFILE

5. Ms Walker reported that Mr Gillies had raised concerns at aspects of the Profile. Ms Walker has met with Mr Gillies informally to discuss the concerns and had answered the questions raised. The Convener and Ms Walker would provide a formal written response and circulate to members of the Forum for information.

**DECISION
AGREED that the Convener and Ms Walker will write a formal response.**

NATIONAL LICENSING CONFERENCE

6. Forum members had attended the recent Alcohol Focus National Licensing Conference in Glasgow. A brief overview of the event was given and Ms Walker advised that she had taken notes and would circulate to the Forum.

DECISION

AGREED that Ms Walker circulate a note to members of the Forum, on the National Licensing Conference.

LOCAL LICENSING CONFERENCE

7. There had been 22 applications received (including expressions of interest) for the Conference so far. The licensees present at the meeting advised that they had not received the promotional flyer and concern was expressed that the mailing had not reached its target. To enable uptake the following was agreed: the closing date for applications was extended to 14 October 2013; the Convener would request that the Southern Reporter publish an article promoting the event and informing of the new closing date; Inspector Simpson would promote the event on the Crimebusters spot and speak to Communications and Marketing regarding the event featuring on the revolving by-line; the clerk would arrange for community councillors to be informed; the Convener would send a letter to Chief Inspector Simpson and Mr Hay promoting the Conference and they would hand out with flyers this weekend.
8. The programme was discussed; the Legal and Licensing Services Manager would also present a brief introduction on the role of the Licensing Board. The folder would include:

Map showing venue location
 Programme
 Speaker Biographies
 Role of Local Licensing Forum
 Role of Local Licensing Board
 Scottish Borders Alcohol Profile
 Draft Local Licensing Policy
 Evaluation
 Useful contacts for training requirement, first aid. (S Bell would prepare).

DECISION**AGREED**

- (i) **To extend the closing date for applications to 14 October 2013;**
 (ii) **To request that the Convener contact the Southern Reporter regarding promoting the event in their newspaper to be published on 3 October 2013;**
 (iii) **To agree that Chief Inspector Simpson promote the event through Crimebusters; and**
 (iv) **To request that the Convener prepare a letter to hand out with flyers.**

REVIEW OF LOCAL LICENSING POLICY

9. There had been circulated by the Legal and Licensing Services Manager the Local Licensing Policy. The Forum discussed the Policy and agreed that they would prepare a response following the Conference, in order that the views of those attending would be reflected and included.

DECISION

AGREED To request that Forum members meet after the Conference, at approximately 3 pm, to formulate their response to the consultation on the Local Licensing Policy.

SEXUAL ENTERTAINMENT VENUES

10. Ms Walker had circulated the Scottish Government's Consultation on Regulation of Sexual Entertainment Venues to Forum members and had also met with the Licensing Standards Officer and Violence Against Woman Coordinator to consider. It was discussed that responses often gave conflicting views, for example, the majority of responders had agreed that three or less events should not be exempt, but there was a minority who did not agree. The Forum would discuss at the next meeting, formulating a consultation policy that would support consistency in the handling of responses particularly where there is a conflict of views.
11. Ms Walker expressed concern that Forum consultation responses were being seen as her comments. The Convenor suggested that in future consultation requests should go out from the Clerk without Forum members' names on and the responses should come to the Clerk for onward transmission to the relevant person thus ensuring that consultations were seen to be from the Forum rather than an individual.

DECISION

AGREED to discuss formulating a consultation policy at the next meeting of the Forum.

FUTURE MEETINGS

12. The convener would discuss with the Legal and Licensing Services Manager the arrangements for a joint meeting with the Local Licensing Board and Equality and Diversity Training requirements.
13. The next meeting of the Forum was scheduled for Tuesday, 21 January 2014. However, the Convener would arrange for the Local Licensing Working Group to meet before the Conference, if appropriate.

DECISION

NOTED.

The meeting concluded at 6.20 p.m..