

Scottish Borders Local Licensing Forum Action Plan: October 2015 – October 2016

What we need to do	Action	Lead	Timescales	Outcome	Status
Gain a better understanding of decisions made by Licensing Board (LB).	Develop and maintain database with outcomes of decisions made in LB where objections have been supplies.	Clayton Lackenby	March 16	LLF keeps under review the decisions made by the Licensing Board and implementation of the Licensing (Scotland) Act 2005 in Borders.	Ongoing
Ensure Communities are better able to respond to applications and views will be considered by Licensing Board	Review AFS Community Toolkit and plan visits to 5 Area Forums to increase community's awareness of Licensing Board Policy and how they can submit appropriate representations on applications and variations.	Ian Tunnah, Mark Hay, Susan Walker, Other rep from Legal Team	End December 2016	Improved community engagement and appropriate responses made.	Ongoing
Improve engagement with Licensing Board	Liaise with Clerk to Board about joint CPD sessions (suggest first one on Air Weapons and Licensing (Scotland) Bill	Ian Tunnah	March 2016	Improved knowledge and awareness of Licensing legislation	Ongoing
Improve membership to capture Education/Social Work/Young People representation	Discuss with Community Learning & Development/Borders College/University	Susan Walker	Summer 2016	Improve representation on LLF.	Ongoing

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Review Licensing Board Statement of Policy 2013 – 2016	Short life working group identified. To meet after Summer 2016	Ian Tunnah, Susan Walker, Mark Hay, Neil Gillies	Summer 2017	Increased understanding of Board Policy	Ongoing
COMPLETED ACTIONS					
Develop 3 rd Edition of Alcohol Profile	Data being collated, analysed and report drafted.	Susan Walker/Erin Murray/Ian Tunnah	First draft to joint meeting 02.12.15	Evidence to support Board Policy Statement and decision making is available for Board members	Complete
	Carry out survey of Licensing Board to find out how helpful the Alcohol Profile is and any further requirements.	Susan Walker	15.10.15		Complete
Improve communication with LLF	<ul style="list-style-type: none"> • If any large documents are required in hard copy, LLF members to request from Committee Officers • Ensure distribution list kept up to date • Have 'email receipt' as routine • Ensure webpage kept up to date with access to minutes/agendas 	LLF Members Chair to liaise with Committee Officers	End October 2015	Improved communication with all LLF members.	Complete

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Gain a better understanding of decisions made by Licensing Board (LB).	Have LB minutes as standing item on LLF agenda for review and discussion.	Committee Officers	First meeting 2016	LLF keeps under review the decisions made by the Licensing Board and implementation of the Licensing (Scotland) Act 2005 in Borders.	Complete
Gain a better understanding of decisions made by Licensing Board (LB).	Request annual report for joint meeting in December 2015 to be circulated prior to the event.	Chair	ASAP		Complete
Send out LB minutes of meetings held between LLF meetings.	Committee Officers	ASAP		LLF keeps under review the decisions made by the Licensing Board and implementation of the Licensing (Scotland) Act 2005 in Borders.	Complete
Ensure communities are better able to respond to applications and views will be considered by Licensing Board.	Find out how to access Area Forums	Fiona Walling	End October	Improved community engagement and appropriate responses made.	Complete
Reflect On-trade views more effectively in 'Alcohol Profile	Gather snap shot of views from customers on consumption patterns prior to attending their venue.	Neil Gillies/Mark Hay	16.11.15	Licensing Board better informed about consumption patterns	

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Inform Licensing Board of work undertaken in Forum over past year	Draft LLF Annual Report in partnership with all LLF members.	Ian Tunnah/Susan Walker	4 th November 2015	Increase LB understanding of LLF	Completed
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