

**Chief Executive: Fiona Lees**

Chief Governance Officer: David Mitchell  
Direct Dial: (01563) 576061 Fax: (01563) 576179  
Email: [david.mitchell@east-ayrshire.gov.uk](mailto:david.mitchell@east-ayrshire.gov.uk)

If telephoning or calling please ask for:  
Jennifer Morrison, Direct Dial (01563) 576139  
e-mail: [jennifer.morrison@east-ayrshire.gov.uk](mailto:jennifer.morrison@east-ayrshire.gov.uk)



To: Chairs of All Licensing Forums in Scotland

14 December 2016

Dear Chair

### **PROPOSED ESTABLISHMENT OF A NATIONAL LICENSING FORUM**

Following consultation with various West of Scotland Local Authorities, East Ayrshire Council in December 2014 hosted an event in Kilmarnock which was attended by representatives from six Local Authority areas.

The catalyst for this initial meeting was that it was felt that Local Forums across the country could be experiencing very similar problems in terms of membership, attendance, recruitment, support for members, and the Forum's relationship with the Board. At the above event it was agreed to the establishment of a West of Scotland Regional Meeting which would discuss common issues, and linking in with alcohol and drugs partnerships.

In October 2016, East Ayrshire Council hosted another joint West of Scotland event the impetus for which was that based on the experience of the East Ayrshire Local Licensing Forum it was felt that Licensing Forums were not working as effectively in the way they were set up in legislation, and that changes were required. The October 2016 event was attended by representatives from East Ayrshire, East Renfrewshire, North Ayrshire, North Lanarkshire, Renfrewshire, South Ayrshire and West Dunbartonshire. Also in attendance were Peter Reid, Licensing Team Leader from the Scottish Government and Linda Bowie, Alcohol Focus Scotland. The conclusion of this joint meeting was unanimous agreement by those in attendance that Forums were not working in the way in which they were set up in legislation and that they had no real influence on Licensing Boards. It was therefore agreed that the establishment of a National Forum would be beneficial as this could act as a sounding board for Licensing Forums to exchange best practice ideas and discuss the way forward.

The outcome of the October 2016 event was that a report be compiled on the outcome of the Joint Forum meeting and that this be sent to all Scottish Local Authorities Forums asking: (a) would you wish to see the establishment of a National Forum; (b) your thoughts on what the terms of reference and remit of a National Forum could be; (c) how a National Forum could be funded e.g. cost of hosting, travel, accommodation etc; and (d) who could be responsible for organising the National Forum. Your Forum's views would also be welcomed in terms of potential venues, frequency of national meetings, and a timescale for the first meeting. These points have been encapsulated in the enclosed questionnaire which I would be grateful if you could complete, and would welcome your response by **31 March 2017**.

Meanwhile/...

COUNCIL HEADQUARTERS  
LONDON ROAD  
KILMARNOCK KA3 7BU  
TEL: 01563 576000  
FAX: 01563 576500  
[www.east-ayrshire.gov.uk](http://www.east-ayrshire.gov.uk)

Meanwhile, should you require any further information on the above please contact Jennifer Morrison on Tel No (01563) 576139. I look forward to hearing from you.

Yours sincerely

pp

Eric Brown  
Chair  
East Ayrshire Local Licensing Forum  
SC