

Renfrewshire Licensing Forum

Work Plan

Background

Local authorities are required to establish a local licensing forum (the Forum), the purpose of which is to keep under review the operation of the Act in the Forum's area and, in particular the exercise by the Licensing Board of its functions.

The Forum is required to provide such advice and make such representations to the Licensing Board in relation to those matters as the Forum considers appropriate

Renfrewshire Council has agreed that the licensing forum for the Renfrewshire area will have 12 members consisting of the following:

- 1 x Licensing Standards Officer
- 1 x Police Scotland representative
- 1 x Young Person representative
- 3 x Licensed Trade representatives
- 2 x Health Board representatives (including Alcohol & Drug Partnership)
- 1 x Children's Services representative

3 x Local Resident representatives

It is the job of the forum to review the licensing board in the area and to provide it with feedback. Specifically, the law states the forum's role is to:

- **Review:** “keeping under review the operation of this Act [The Licensing (Scotland) Act 2005] in the forum's area, and, in particular, the exercise by the relevant licensing board or boards of their functions”, and
- **Advise:** “giving such advice and making such recommendations to that... board in relation to those matters as the forum considers appropriate.”

This does not include reviewing or offering recommendations in relation to individual applications or cases, which the law prohibits.

This action plan is a summary of actions the forum have agreed to deliver in order to ensure it is fulfilling its role.

The Licensing Forum will use the “RAG Rating System” and is defined as follows –

- **Red** – not on target and has unmet work which poses a significant risk to service delivery
- **Amber** – requires remedial action to get back on track and specific actions need identified within the plan with short timescales where possible
- **Green** – On track for timescale set and requiring sustained input to complete

Action	Lead	Target completion date	Progress	Measure of success/evidence	RAG
Ensure the group has appropriate membership	Chair	Reviewed regularly	Working to recruit Young Person representation	Regularly quorate group and all member role positions filled	
Licensing Policy Review	All	Sept 22-October 23	Review schedule to be confirmed by Board	Ensure involvement as per timetable set by Licensing board	
Increase group knowledge around Licensing Objectives	Chair	Ongoing		Regular updates from specialists	
Review Licensing Board annual functions report		Annually		<p>Report to be included as an agenda item for discussion at forum meeting after receipt.</p> <p>Forum will make recommendations regarding the content/format of report, and any matters arising.</p> <p>A copy of the report will be provided to all members in advance of the meeting.</p>	
Gather evidence of how alcohol and licensing policy and practice is impacting on local communities.	All	Ongoing	Evidence and intelligence to be included as standing item on agenda	To commence from next meeting to allow all to have opportunity to gather information – forum can ask for relevant data from partners including refusal books review etc	
Renfrewshire Alcohol Information Event	Chair	tbc		a multi partner information event for Licensing Board members, to provide local intelligence and	

Action	Lead	Target completion date	Progress	Measure of success/evidence	RAG
				service feedback on how best to tackle alcohol related issues with a view to preventing crime and disorder, securing public safety, preventing public nuisance, protecting and improving public health and protecting children from harm.	
Monitor the use of occasional licences and make Recommendations as appropriate	All	Annually		e.g. regarding types of uses and number granted overall and to individual premises	