

## Minute of Meeting Renfrewshire Licensing Forum

Date	Time	Venue
Wednesday, 23 May 2018	14:00	Corporate Meeting Room 3, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

H Cameron; C Colquhoun; C Dickson; M Dymond; D McEwan; S McLean; D Reid and P Sale.

### In Attendance

D Campbell, Assistant Managing Solicitor (Licensing) and P Shiach, Committee Services Officer (both Renfrewshire Council); and Sergeant J Hay, Police Scotland.

### Apologies

F MacKay and P Pieraccini.

### Declarations of Interest

There were no declarations of interest intimated prior to the commencement of the meeting.

## **1 Election of Convener**

It was noted that in terms of the Licensing (Scotland) Act 2005 a Forum, at its first meeting in each calendar year, must elect one of its members to be Convener. It was unanimously agreed that M Dymond be appointed as convener. M Dymond assumed the chair at this point.

### **Order of Business**

The Convener intimated that she proposed to alter the order of business to facilitate the conduct of the meeting by considering item 8 of the agenda prior to item 1 of the agenda.

## **2 Renfrewshire Licensing Forum - Revised Membership**

There was submitted a report by the Director of Finance & Resources relative to a review of the membership of Renfrewshire Licensing Forum (the Forum) given that a number of meetings had failed to attract a sufficient quorum of members. The report which had been approved at the meeting of the Finance, Resources and Customer Services Policy Board held on 28 March 2018, explained the establishment and function of the Forum, the criteria for membership and its current composition of 18 members.

The Licensing (Scotland) Act 2005 required that the Forum meet no less than four times each year and hold one joint meeting with the Licensing Board. In 2017 the joint meeting with the Licensing Board could not take place as a quorum was not achieved and the Forum was only able to meet once. In each of the years 2015 and 2016 there were only three meetings.

In order that due recognition be given to the interests of all groups represented on the Forum, it was proposed that the membership be reduced from 18 to 12, with a quorum of six, reflecting regular participation, comprising 1 x Licensing Standards Officer; 1 x Police Scotland; 1 x young person; 3 x Licensing trade; 2 x Health Board (including ADP); 1 x Children's Services; and 3 x local residents.

**DECIDED:** That it be agreed that membership of the Renfrewshire Licensing Forum be reduced from 18 to 12 members.

## **3 Minute of Previous Meeting**

There was submitted the Minute of the joint meeting of Renfrewshire Licensing Board and Renfrewshire Licensing Forum held on 18 April 2018

**DECIDED:** That the Minute be approved.

## **4 Note of Inquorate Meeting**

There was submitted the note of the inquorate meeting of Renfrewshire Licensing Forum held on 6 September 2017

**DECIDED:** That the note of the inquorate meeting be noted.

## **5 Note of Inquorate Joint Licensing Board/Licensing Forum Meeting**

There was submitted the note of the inquorate joint meeting of Renfrewshire Licensing Board/Licensing Forum held on 22 November 2017

**DECIDED:** That the note of the inquorate joint meeting be noted.

## **6 Police Scotland Update**

Police Constable McEwan advised that there were no issues to raise with the Forum but gave an undertaking to circulate the relevant Police Scotland statistics for the area to members of the Forum at the next meeting.

**DECIDED:** That the information be noted.

## **7 Licensing Standards Officer Update**

C Dickson (LSO) provided an update in relation to his recent licensing activities. He advised that during the period 120 compliance visits had been made to licensed premises. There had been 19 further visits through enquiries or revisits.

He indicated that further compliance visits had been deferred as current visits being undertaken were in relation to minimum pricing. He indicated that of 48 visits undertaken, 15 had been non-compliant. Several premises were being monitored.

The LSO provided information on the number of licensed premises in the Renfrewshire area with a breakdown of on and off-sale premises, the number of premises which were no longer licenced and the number of new premises licenced since his last report.

The LSO was then heard in answer to questions from members of the Forum on the report.

**DECIDED:** That information be noted.

## **8 Review of Statement of Licensing Policy 2018-2022: Responses to Initial Consultation and Further Procedure**

The Clerk to the Licensing Board updated the Forum relative to the Review of the Statement of Licensing Policy 2018-2022, the responses to the initial consultation and the further procedure to be undertaken. He indicated that the closing date for responses was 3 August 2018.

Following discussion, the Convener proposed that a Special Meeting of the Forum be convened in late June to allow the Forum to agree a formal response to the Consultation prior to the closing date of 3 August 2018. This was agreed unanimously.

**DECIDED:** That a Special Meeting of Renfrewshire Licensing Forum be be convened in late June to allow the Forum to agree a formal response to the Consultation prior to the closing date of 3 August 2018.

## **9 Festive Terminal Hour**

The Clerk to the Licensing Board advised the Forum that the Licensing Board would welcome comments prior to its determination of festive hours for 2018/19. The Convener suggested that the terminal hour policy had worked well previously and proposed that the Forum support terminal hours which were broadly in line with 2016/17. This was agreed unanimously.

**DECIDED:** That the Licensing Forum agree to support festive terminal hours policy as approved by the Licensing Board during the 2017/2018 festive period.

## **10 Proposed Dates for Future Meetings**

There was submitted a report by the Clerk proposing dates for future meetings of the Forum as under:

Wednesday 12 September 2018;  
Wednesday 21 November 2018;  
Wednesday 6 February 2019; and  
Wednesday 29 May 2019.

**DECIDED:**

(a) That the proposed dates for future meetings of the Forum, as detailed in paragraph 3.3 of the report be approved; and

(b) That it be delegated to the Clerk, in consultation with the Conveners of the Licensing Board and the Licensing Forum to determine which of these meetings will be a joint meeting with the Licensing Board.