

Item No 7

LICENSING FORUM YOUTH CONSULTATION WORKING PARTY REPORT

Report of meeting held on 28 October. Michael Baron, Meichelle Walker and Lynne Symington (Lothian & Borders Police) present.

1.1 The following objectives and skeleton programme were agreed:

Objectives:

- To engage with young people (12 to 18) in Edinburgh on Licensing Issues
- To get feedback from young people on licensing issues
- To get young people's opinions on specific issues: underage drinking and the provision of facilities for young people in licensed premises.
- To identify a young person to sit on the Licensing Forum.

Programme:

- Intro & role of Licensing forum
- Quick guide to the Legislation with particular reference to young people
- Health and Social Issues wrt consumption of alcohol
- Workshops:
 - Underage drinking & health and social issues
 - Young people in Licensed Premises
 - Other issues & how can young people influence policy/get involved in policy making

Feedback:

It was felt that it would be important to provide feedback from the event and maintain contact with the participants after the event. We should let them have a copy of the views expressed and provide an opportunity to continue to provide feedback on licensing issues.

2.2 The following logistics necessary were discussed:

- Organising committee
This would need to include at least 2 people who were experienced in youth work in addition to the current members
- Numbers
It was agreed that 30 participants would be ideal
- Recruitment of participants.
A number of options were discussed. The following organisations were identified that could help:
 - Schools
 - Youth Groups
 - FE Colleges
 - Charities and Voluntary Orgs that work with youth
 - Young Scot
 - Youth Parliament
- Speakers and Session leaders
It was expected speakers would come from organisations that work with alcohol/licensing/young people already and would be available without cost. It was noted

that it was important that the material and delivery was appropriate for young people and the participation from the audience was encouraged. Volunteers would be required to facilitate workshops. It was expected that members of the Forum would be present to help on the day.

- **Timing**
a half day event was suggested. When it took place would depend on how long it took to put the budget and other logistics in place.
- **Venue**
a number of options were discussed. It was likely that a voluntary organisation may provide a venue at no cost, it was also suggested that holding it in licensed premises – a night club for instance – might make it more attractive to attendees.
- **Publicity & marketing**
This would be necessary to attract people to attend, to have a professional looking heading to papers used on the day, to provide ongoing consultation with people attending and to feedback to them after the event. It was felt that some sort of web presence for the forum would be important to demonstrate that legitimacy of the forum and the event. MB would discuss the issue with the Chair prior to the next meeting.
- **Admin support**
This would be required to organise the event (logistics of the venue, refreshments, contacting speakers), contact potential participants, dealing with registration for the event providing agendas and other papers on the day, writing a report on the views expressed and organising any feedback after the event. It was felt that while some of the work could be done by members of the organising group, some staff support would be needed.
- **Media**
It was felt that the Forum should try and get some press coverage of the event. This would need to be organised.
- **Other issues.**
Issues with regard to events for young people were noted. These included having to have adults present, permission for photographs, disclosure. Advice would be needed from youth workers co-opted.

2.3 Budget

Resources would need to be provided. The following costs were identified:

- Venue – Could be free could cost up to £300.
- Refreshments – £10 per head to cover juice on arrival and sandwich lunch for participants and speakers. £350
- Speakers Expenses – Probably small as speakers would come from organisations who supported the objects
- Publicity and marketing – Some design costs for logo etc. Requirement to set up web site. Mailing costs. Photocopying for event papers. Costs of dealing with post event feedback. Would this be provided by council?
- Admin support – Would this be provided by council?

3.1 Decisions Required by forum

- 1 Whether to continue work on the youth consultation
- 2 To agree to the objectives and outline programme
- 3 To identify source of the resources necessary – admin support and costs
- 4 To consider the provision of web resources for the Forum

Michael Baron
November 2010

LICENSING FORUM YOUTH CONSULTATION

The Forum Meeting asked for a draft budget for the event at its meeting on the 7 March.

Venue

We already have an offer of a free venue in an Edinburgh nightclub. If this is felt to be unsuitable, it is likely that a venue in a voluntary organisation could be found at around £200. Budget assumes a free venue. Would need equipment such as video projectors and flip charts. Assume could be provided without cost.

Refreshments

A half day event is planned. Sandwiches/snacks, soft drinks and tea and coffee would be provided. £10 per head allowed. We are planning for about 30 participants plus about 10 speakers and helpers etc.

Speakers Expenses

Probably small as speakers would come from organisations who supported the objects. It is assumed that members of the forum will attend and not claim expenses.

Publicity and Marketing

Pre-event need logo design and design of calling notice. Postage for mailing.

Web Site Creation and updating

Creating a web site to advertise and explain the event and to provide a focus for feedback after the event.

Admin Support

Require someone to take bookings, prepare material etc for event. Assume work on the day would be done by volunteers. Costs for photocopying papers, feedback forms etc.

Budget

Venue	0
Refreshments	400
Speakers Expenses	50
Publicity and marketing	100
Web Site Creation and updating	200
Admin Support	200
Total	950