

Licensing Forum Meeting

14.00 Friday 4th May 2018 – Dunedin Room, City Chambers

In Attendance

Andrew Mitchell (AM), Rosaleen Harley (RH), Isla Burton (IB), Tom Veitch (TV), John Young (JY), Marshall Bain (MB), Chris Wigglesworth (CW), Norman Tinlin (NT), Graeme Arnott (GA), Bridget Stevens (BS), Penny Richardson (PR), Luke McGarty (LM), Jim Sherval (JS)

1. **Apologies** – Dennis Williams, Peter Swanson, Sam Piacentini
2. **Minutes** – (Joint meeting with Board, 7 December '17) Correction, point 7. AOB – PR stated that she asked what challenges the Board face. This was agreed.
3. **Licensing Forum constitution and membership** - AM stated that as this was the first Forum meeting of the calendar year, the Forum needed to elect a new Convenor and asked for any nominations. NT nominated RH which was seconded by GA. CW nominated JS which was seconded by both MB and PR. AM asked if these nominations were accepted. Both RH and JS accepted. AM asked if RH and JS wanted to say a few words. RH stated that she was happy to continue as the Convenor until the Forum changes in light of the revised Constitution. JS stated that he has been a part of the Forum for several years, it is a good vibrant Forum and Edinburgh is lucky to have such a Forum and he would love to see its potential delivered. CW stated that he has been involved in the Forum a long time and feels that someone more objective should be chair and that with the Scottish Government's focus on public health that JS was a good choice. NT stated that he does not agree with CW and that the current Convenor is not a representative of the licensed trade. GA agreed with NT and stated his support for RH. BS asked JS what his current job role was and JS explained. MB stated that he felt that the Forum needed a chair who has an understanding of licensing and licensing law issues. PR said that you could argue for that either way and there was no guarantee that any of the current Forum members will continue in that role.
AM said that this was a matter for a future Forum and asked how the Forum wanted to vote. The Forum agreed to a show of hands.

Vote for RH – LM, GA, NT, MB, RH

Vote for JS – PS, BS, CW, JS

Abstain – JY & TV

AM – Therefore RH has been elected as Convenor.

Forum constitution - AM discussed the draft constitution which was approved in September 2017 and outlined the main changes. It is recognised that there is not a one size fits all recruitment process but it is important that it can be open and transparent.

AM stated that he has been asked to prepare a document regarding how a new Forum will be appointed and will take a further look at the constitution to see if anything needs to be tightened or clarified. AM proposed to have a draft Constitution sent out to the Forum and then sent out to the community Councils for responses. The current Forum membership will continue until the Council approve the Constitution then the current Forum will be dissolved.

Cllr Main stated that it is the duty of the Council to appoint members of the Forum and that there have been concerns regarding the process and it is a legal responsibility to constantly review the process.

NT commended AM on the way he has held himself up to criticism and asked if it is the Licensing Board that has overall responsibility for the Forum. AM stated the Forum is entirely independent and is not accountable to anyone. The Forum acts to scrutinise performance of the Board under the Act and to provide advice. The Council provides support but the Forum is entirely independent.

BS asked AM what the timescales would be for the draft constitution. AM stated that the timescales are challenging - they are trying for before summer but stressed that he doesn't want it to be pushed through. NT stated that some community Councils close down for the summer so this may cause delays. RH asked if AM would expect individual comments on the draft constitution or one opinion from the Forum. AM stated that it is in the hands of the Forum to decide. It was decided that a meeting would be called towards the end of the month to allow a group representation to be put forward.

PR mentioned that it would be good to have a member spec or criteria for Forum members as there is often a misunderstanding of the role of Forum members. AM agreed that this would be useful.

4. **Police Scotland** – JY asked for feedback on what the Forum would like Police Scotland to comment on, e.g. what content and what will support the work of the Forum. JY stated that the annual Chief Constable's report to the Licensing Board has been approved and can be circulated to the Forum, which will help to shape what the Forum would like the CC to comment on. CW asked if a quarterly report was produced. JY confirmed that it was only annually. NT stated that locality areas cannot scrutinise these unless they are provided with figures and asked if this was something JY could provide. JY said he was happy to follow this up and generate a report which could help the Forum and agreed he could provide a summary report. JY confirmed he would send this to IB who would circulate.
5. **AOCB** – JS stated that there was a good meeting during the week discussing overprovision. He also stated that he would bring to the attention of the Forum an Alcohol Focus Scotland report which would be useful for members and would help with overprovision discussions. JS said he would forward on to IB for circulation. LM brought to the attention of the Forum a booklet with guidance for minimum pricing for small companies and made reference to the website www.scottishshop.org.uk which would assist. AM stated that premises that don't comply with minimum pricing will go to the LB. TV is preparing a report on compliance for the Board and said that the Forum could ask for sight of this. RH asked if licences will be re-issued, given that MUP has been added as a national mandatory condition. AM said that he would take that to the Clerks for answer. MB stated that he thinks that minimum pricing is fantastic for licensing in Scotland and that they have been fighting for 35 years for this to come into force. TV thanked Scottish Grocers Federation which provided 500 booklets about minimum pricing which has helped with their visits and training and also asked that the Forum let him know if there is anything they want from him. PR made the Forum aware that the South rep Robin had passed away and wanted to note the Forum's thanks to Robin for this contribution to the Forum. PR asked that the Forum send a condolence card. RH agreed to do this. IB said she has circulated a link to the Licensing Board page of the website on which Nick has created a document regarding what to expect at a Board meeting and Nick would appreciate any feedback.

6. **DONM** – It was agreed that a meeting would be set for the end of May with Tuesdays and Wednesdays being better days. A date for post Summer was also discussed for some time in September