



MINUTES OF THE MEETING OF THE EAST LoTHIAN LICENSING FORUM

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THURSDAY 23 SEPTEMBER 2021
ONLINE (CONNECT REMOTE SYSTEM)

Forum Members Present:

Mr S Baxter
Mr D Dickson
Mr R Fruzynski
Mr A Podder
Mr G Blaikie
PC G Bairden

Council Officials Present:

Ms J Totney
Ms F Currie

Elected Members Present:

There were no Elected Members present at the meeting

Clerk:

Ms S Birrell

Visitors Present:

There were no visitors present at the meeting

Apologies:

There were no apologies recorded at the meeting

Declarations of Interest: There were no Declarations of Interest recorded at the meeting.

1. ELECTION OF OFFICERS FOR 2021-2023

In the absence of any proposals for the roles of Convenor or Secretary, Mr Dickson agreed to chair the meeting on a one off basis.

2. MINUTES OF THE MEETING OF THE EAST Lothian LOCAL LICENSING FORUM HELD ON 11 MARCH 2020 AND NOTE OF INQUORATE MEETING ON 10 MARCH 2021 FOR APPROVAL AND MATTERS ARISING

The minute was agreed as an accurate record of the meeting. There were no material matters arising.

3. MEMBERSHIP OF THE LICENSING FORUM

Ms Totney spoke to the item, informing those present that the new system for membership had been tested and was fully operational. Existing members would require to be reappointed by East Lothian Council every two years. In response to questions from Mr Dickson, she agreed to forward re-appointment instructions to all existing members by the end of October 2021.

Decision

The Forum agreed to note the verbal report.

4. LICENSING STANDARDS OFFICER REPORT

Mr Fruzynski referred the Forum to his report, which had been circulated with the papers from the meeting.

Decision

The Forum agreed to note the report.

5. POLICE REPORT

PC Bairden introduced himself as this was his first meeting of the Local Licensing Forum. He asked members if they had any suggestions for what to include in future reports from Police Scotland. Mr Dickson commented that the verbal reports on licensing activity undertaken by local police, and any issues in the area given by PC Bowsher in previous meetings had always been welcomed by Forum members. Ms Birrell recommended that PC Bairden accessed former meeting minutes to get an idea of the reporting carried out by police representatives.

Decision

The Forum agreed to note PC Bairden's comments.

6. ANY OTHER BUSINESS

Mr Dickson asked if members could request paper copies of meeting documents, and asked about members who had failed to attend a number of meetings remaining on the membership list. He also criticised the online meeting system which was prone to technical issues with sound and dropped calls.

Ms Birrell clarified, from the Forum's scheme of administration, that if a member was absent from three consecutive quorate meetings they would be automatically removed from the membership of the Forum.

Mr Fruzynski remarked that online meetings were necessary and would be continuing at this time. He added that the Scottish Government were currently looking into online vs face to face meetings or a hybrid of utilising both kinds, and that further guidance could be provided to Local Authorities as a result of these ongoing discussions.

Decision

The Forum agreed that Ms Birrell would contact East Lothian Council regarding providing paper copies of meeting documents on request.

7. AGREEMENT OF PROPOSED MEETING DATES/TIMES

The Forum took a roll call vote on the proposed future meeting dates/times of Wednesday 8 December 2021 at 7pm and Wednesday 9 March 2022 at 10am.

Vote

For	4
Against	1

Decision

The Forum agreed that the next two meetings would take place on Wednesday 8 December 2021 at 7pm, and Wednesday 9 March 2022 at 10am.



MINUTES OF THE MEETING OF THE EAST LoTHIAN LICENSING FORUM

**WEDNESDAY 9th MARCH 2022
ONLINE (REMOTE CONNECT SYSTEM)**

Forum Members Present:

Mr S Baxter
Mr G Blaikie
Mr D Dickson
Mr J Thayers

Elected Members Present:

There were no Elected Members present at the meeting

Council Officials Present:

Ms F Currie, Clerk

Visitors Present:

There were no visitors present at the meeting

Apologies:

PC G Bairden
Mr R Fruzynski
Mr A Podder

The Clerk advised the Forum that the meeting was not quorate. The current quorum for East Lothian Licensing Forum was 5 members and only 4 were present.

No business could be carried out at a meeting unless a quorum was present. As the quorum had not been met, the meeting was postponed to a date and time to be determined.

Local Licensing Forum Survey (June 2022)

The Scottish Government is working with Alcohol Focus Scotland to undertake a short survey of local licensing board forums / local councils to identify current levels of forum activity. We are also keen to hear about what is working well and any suggestions of how forums could be better supported or improved.

We are asking a representative from each forum, or a relevant council officer if the forum is inactive, to provide **one response** to an **online** version of this survey available at:

<https://www.surveymonkey.co.uk/r/LJJG6HD>

The survey will be live for three months and we would encourage that the questions below are discussed at a forum meeting prior to the answers being submitted online.

Questions contained in online survey

- 1) Which local authority are you in?
- 2) Is the forum currently active?
 - If 'no', please only answer questions 3-6
 - If 'yes', please only answer questions 7-12
- 3) Please describe the main reasons that the forum is inactive
- 4) Are there currently any plans to reactivate the forum? Please use the space below to provide further information
- 5) Please use this space to provide any suggestions of how forums could be supported/improved
- 6) Please use this space to provide any general comments you would like to make about forums
- 7) Approximately how many times has the forum met in the previous 12 months
- 8) To what extent do you agree or disagree with the following statements about the forum?

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know
Forum members have a good understanding of their role and remit						
The forum has clear aims/objectives						
The forum has developed a workplan						
The Licensing Board takes the forum's views into account						
There is good communication between the forum and Licensing Board						
The forum has sufficient resources						

The forum receives support and input from local agencies						
The forum meets regularly						
The forum has a good level of membership retention						

9) Overall, how would you describe the current effectiveness of the forum in relation to the following:

	Very effective	Fairly effective	Not effective
Keeping under review the operation of the licensing system in the area			
Giving advice and recommendations to the Licensing Board			

10) Please indicate how many of each 'category' of forum member is represented on your forum (please allocate each member to only one category in order to avoid any double counting).

N.B: If a member belongs to more than one category, please add them to the category that best represents their key reason for attending the forum e.g., a licence holder who is also a resident should only be included within the licence holder category.

Category	LSO	Health Board	Licence holder	Police	Health (other)	Education	Social work	Young people	Residents	Other
Number										

If you have members within the 'other' category, please provide details

11) Please use this space to provide any suggestions of how forums could be supported/improved

12) Please use this space to provide any general comments you would like to make about forums