Item 3

13th February 2024

LOCAL LICENSING FORUM'S MINUTES.

Glasgow, 5th December 2023.

Local Licensing Forum.

Present: Brian Fulton, Night Time Industry Association (Chair); Gary Atkinson, Community Resident – North West Area; Daniel Carter, NHS Greater Glasgow and Clyde; Lise Fisher, Neighbourhoods, Regeneration and Sustainability, Glasgow City Council; Billy Gold, Scottish Licensed Trade Association; Inspector Gareth Griffiths, Police Scotland; Archie Maciver, Licensing lawyer representative (Substitute for Jack Cummins); Bailie Margaret Morgan, Glasgow City Council; Matthew Reilly, Glasgow Pub Watch Groups; Elaina Smith, Glasgow City Health and Social Care Partnership (Substitute for Fiona Moss); and Paul Stewart, Neighbourhoods, Regeneration and Sustainability, Glasgow City Council.

Apologies: Pete Cheema, Scottish Grocers' Federation; Jack Cummins, Licensing lawyer representative; Eva Curran, National Union of Students; John Ferguson, Community Resident – North East Area; Chris McGuinness, Greater Glasgow Hotels' Association; Donald MacLeod, Concert Promoters' Association; Fiona Moss, Glasgow City Health and Social Care Partnership; and Gail Sheridan, Community Resident – South Area.

Attending: G McDermid (Clerk); I Miller, Legal Advisor to the Forum; G McNaught, Clerk to the City of Glasgow Licensing Board; K A Harkins, Chief Executive's Department, Glasgow City Council; and P Murphy, Financial Services, Glasgow City Council.

Appointment of Chair.

1 In the absence of Donald MacLeod, Brian Fulton was appointed to chair the meeting.

Membership update noted.

2 The Forum heard and noted a membership update by the Clerk to the Forum, advising that

(1) Glasgow City Council (GCC), at its meeting on 7th September 2023, had approved the appointment of Eva Curran (National Union of Students) in place of Adam Morrow; and

(2) correspondence had now been received from Jack Cummins confirming that following today's meetings, he would no longer act as the representative of

licensing lawyers in the city and that his replacement would be approved at a future meeting of GCC.

Minutes of previous meeting approved.

3 The minutes of the previous meeting of 5th September 2023 were submitted and approved.

Licensing (Scotland) Act 2005 – Publication of City of Glasgow Licensing Board's 2022/23 annual financial report noted etc.

4 There was submitted a report by the Clerk to the City of Glasgow Licensing Board regarding the publication of the Licensing Board's 2022/23 annual financial report, in terms of section 9B of the Licensing (Scotland) Act 2005, advising

(1) that annual financial reports must include

(a) a statement of the amount of relevant income received by the Board during the financial year;

(b) a statement of the amount of relevant expenditure incurred in respect of the Board's area during the year; and

(c) an explanation of how the amounts in the statement were calculated;

(2) of a definition of "relevant income" and "relevant expenditure", as detailed in the report;

(3) that Glasgow City Council (GCC) was under a statutory obligation to provide the Board with such information as it reasonably required for the purposes of preparing the annual financial report; and

(4) of the terms of the Board's 2022/23 annual financial report, including appropriate comparative information for 2020/21 and 2021/22, as detailed in the appendix to the report.

After consideration and having heard further from P Murphy, Financial Services, GCC, on the information detailed within the 2022/23 annual financial report and in response to members' questions, the Forum noted

(i) the contents of the report, including the terms of the Board's 2022/23 annual financial report; and

(iii) that the reason for the decrease in net expenditure in 2022/23 in comparison with 2021/22 and 2020/21 related primarily to the 1/3 reduction in licensing fees during the period of the COVID-19 pandemic and to efficiency savings generated across all Council services.

City of Glasgow Licensing Board – 2023/24 interim performance monitoring report noted etc.

5 There was submitted a report by the Clerk to the City of Glasgow Licensing Board detailing the performance of the Licensing Board in the administration of the Licensing (Scotland) Act 2005 over the first 6 months of 2023/24, advising

(1) of the key indicators used to measure performance in administering the Act;

(2) of performance in respect of the period from April to September 2023 in comparison with the targets set; and

(3) that overall the Board had achieved 77% of its performance targets in respect of this period compared with 74% of performance targets for the previous financial year.

After consideration, the Forum noted

(a) the contents of the report; and

(b) that the Clerk to the Board would consider how the performance data in relation to the processing of applications for occasional licences could be reported more accurately to reflect that the vast majority of such applications were processed on time for each function/event they had been applied for.

2024 work plan approved etc.

6 There was submitted a report by the Council's Director of Legal and Administration detailing a proposed 2024 work plan.

After consideration, the Forum

(1) approved the work plan, as detailed in the report; and

(2) noted

(a) the future meeting dates for 2024, as detailed in the report;

(b) that the joint Forum/Licensing Board meeting date in December 2024 would be agreed following consultation with the Conveners of both bodies;

(c) that any member was invited to ask for an item to be included on the agenda by the deadline date, as detailed in the report; and

(d) that in addition to the items listed in the work plan, officers would also look to include other reports/presentations on future agendas in relation to matters that could be of interest to members.