

Item 4b

National Licensing Group – Terms of Reference

Background

- The National Licensing Group was set up in response to feedback (calls for a National Forum to be established) provided by attendees at the Local Licensing Forum session, held at Glasgow City Chambers on 9 June 2023.
- The Terms of Reference document has been formulated on the back of the first exploratory conversation, held on 30 August 2023, to look at the potential setting up of a National Licensing Group/Forum.

Terms of Reference and Membership

Vision

The vision of the National Licensing Group is to look at ways to collectively drive behavioural change by working together to look at opportunities to generally share good practice and promote policy in action, and also look at ways to collectively promote a consistency of approach across Local Licensing Forums where appropriate, while recognising and respecting the need to maintain the independence of individual forums who will continue to consider local issues.

Recognising the dynamic and at times urgent nature of responding to local licensing matters, the Group at this stage will aim to meet every 3 months, but with the option to meet urgently if any matters of mutual interest arise.

Scope

- Seek to build a common understanding of the implications of new / renewed Licensing Policy Statements
- Provide a forum/group for members to collaborate and share information and updates.
- Work together to address the challenges and opportunities presented by any legislative / policy change that impacts on the alcohol licensing regime in Scotland.
- Engage where appropriate with other licensing stakeholders to inform thinking and approach.
- Develop a communications tool to encourage on-going engagement amongst group members.

Deliverables

- Work together to develop a communications platform to pave the way for regular engagement and updates to be uploaded and shared by members by December 2023
- Create a library of 'examples of policy in action' / best practice with a focus on promotion of policy approaches introduced at local level via Licensing Policy Statements, with a view highlighting the actions taken by January 2024.

□ Consider learning and development needs across Local Licensing Forums to help pinpoint any training approaches that can help to add value, skill, knowledge and strengthen local licensing forums in action by January 2024.

Secretariat

The Scottish Government will chair and provide secretariat to the National Licensing Group.

Group Membership

- Jim Wilson (JW) – Scottish Government (SG), Justice
- Adam Sinclair (AS) – SG, Justice
- Donald MacLeod – Glasgow Licensing Forum
- Iain Miller – Glasgow Licensing Forum
- Laura Dougall – NHS Lothian, West Lothian
- Douglas Hardaker – Fife Licensing Forum
- Neil Ewing – Fife Licensing Forum/ Police Scotland
- Gillian Dewar – Fife Licensing Forum
- Gregor Hannah – Fife Licensing Forum
- Ian Hiles – East Ayrshire Licensing Forum
- John Mooney – Aberdeen Licensing Forum
- Chris Kelly – NHS Greater Glasgow
- Ayleigh Kirk – Police Scotland
- Arlene Lindie – Police Scotland
- Lindsay Fyfe – Falkirk Licensing Forum
- Dominic McMahon – East Renfrewshire Licensing Forum
- Michael McDougall – West Dunbartonshire Licensing Forum
- Nick Long – Orkney Licensing Forum
- Sheryl Wilcox – East Ayrshire Licensing Forum
- Susan Elliot – Borders Licensing Forum/ NHS Borders
- Graham Piggott – East Ayrshire Licensing Forum

Frequency of meetings

Meetings will take place every 3 months.

Jim Wilson
Scottish Government
September 2023