



A Meeting of the Forum will be held in COUNCIL CHAMBERS, WEST LOTHIAN  
CIVIC CENTRE, Howden Road South, Livingston, EH54 6AG

on

**Wednesday 8 February 2012 at 17.30**

### **AGENDA**

1. Apologies for absence
2. Election of Chair and Vice-Chair
3. Order of business
4. Declarations of interest – members should declare any interests they have in any business on the agenda, or any conflicts of interests arising, and decide if they should withdraw from dealing with any item of business
5. Minute of last Forum meeting and correspondence and matters arising (herewith)
6. Licensing Board:-
  - (a) Gala Day and similar applications – note submission to Board (herewith)
  - (b) Board Minutes, 9 December 2011 – for information and discussion (herewith)
  - (c) Over-provision (Standing Agenda Item)
  - (d) Joint Meetings – proposed for 23 March and 12 October 2012
  - (e) Response on illegal workers in licensed premises (herewith)
7. Updates:-
  - (a) Chair
  - (b) Development Worker
  - (c) LSOs
  - (d) Police
8. Agent-Purchasing Sub-Group DVD Production (Standing Agenda Item)

9. Education, training and invited speakers:-

- (a) "Jargon Buster" (herewith)
- (b) Seminar on 6 February 2012
- (c) Licensing Operative Training by Stewart Ness
- (d) Alcohol Focus Scotland

10. Workplan

- (a) Updated WorkPlan (herewith)
- (b) Proposed Forum work on Policy Statement (herewith)
- (c) Health Impact Assessments (herewith)

11. AOCB

(For further information contact James Millar on 01506 281613,  
james.millar@westlothian.gov.uk)

**FORUM OBJECTS**

- (a) To keep under review the operation of the 2005 Act in West Lothian and in particular, the exercise by the West Lothian Licensing Board of its functions under the Act.**
- (b) To give such advice and to make such recommendations to the Board in relation to those matters as the Forum considers appropriate.**

**NEXT MEETING – WEDNESDAY 11 APRIL 2012**

## **ITEM 2 – ELECTION OF CHAIR AND VICE-CHAIR**

### **EXTRACT FROM FORUM CONSTITUTION**

#### **Article 4 - Chair and Vice-Chair**

(1) At the first meeting in each calendar year the Forum shall elect one of its members to be the Chair of the Forum. The Chair will hold office until the next election the following calendar year, or until he or she intimates his or her resignation, or until he or she is otherwise removed as Chair by the Council.

(2) The Forum may at the same time elect a Vice-Chair from amongst the remaining members. The Vice-Chair will hold office until the next election the following calendar year, or until he or she intimates his or her resignation to the Council, or until he or she is removed as Vice-Chair by the Council.

(3) The Chair and Vice-Chair may act as such for a maximum period of four years in succession only. Thereafter neither is eligible for re-election to those posts for four subsequent years in succession, except that a member who has held the office of Vice-Chair shall not be prohibited from being elected to the office of Chair.

(4) Where a Chair or Vice-Chair resigns or otherwise ceases to be a member or to hold that office during their terms of office, it is for the members of the Forum to re-elect a replacement at the earliest opportunity. This replacement will hold office for the duration of the remaining year and be eligible for re-election at the following election, subject to this

(5) The Chair or Vice-Chair must intimate in writing his or her resignation to the Clerk.

#### **Article 6 - Conduct of Meetings**

(1) Meetings of the Forum shall be chaired by the Chair or by the Vice-Chair in the Chair's absence. In the event that neither is the members present shall elect one of their number to chair the meeting.

(2) The Chair's responsibilities shall include:-

(a) Ensuring that meetings are conducted in accordance with the Forum's Constitution and Standing Orders and best practice.

(b) Ensuring that the agenda of the meeting is properly dealt with and that clear decisions are reached.

(c) Permitting fair and reasonable debate, ensuring that the views and opinions of all those entitled to participate are allowed to be expressed, and that those views contribute to the outcome of the meeting.

(d) Ruling on the competency and relevancy of additional items of business not included on the agenda for the meeting.

(e) Ensuring that members comply with the Constitution and Standing Orders, and the Forum's Code of Conduct.

(3) Any questions regarding the remit or proceedings of the Forum are to be determined by the Chair, after consultation with the Clerk.

(4) The quorum for a meeting of the Forum is one half of the number of appointed Forum members, and substitutes in attendance shall be counted for that purpose.

(5) If after fifteen minutes from the appointed start time for a meeting a quorum is not present, the Chair shall adjourn the meeting to a time that he or she may then or afterwards fix in discussion with the Clerk. It should be recorded that owing to a lack of the necessary quorum no business could be transacted. The business on the agenda for an inquorate meeting shall be carried forward to the agenda for the next meeting.

(6) After a meeting has started if the number of Members present or able to participate in consideration of an item of business falls below the quorum the Clerk will draw this to the attention of the Chair and if after a lapse of 5 minutes a quorum cannot be found the meeting will be adjourned immediately to a time that he or she may then or afterwards fix in discussion with the Clerk. It should be recorded that owing to a lack of the necessary quorum no business could be transacted. The business on the agenda for an inquorate meeting shall be carried forward to the agenda for the next meeting.

(7) The Chair shall determine the order of business, and shall rule if necessary in relation to urgent business being added to the agenda.

(8) If a vote is necessary in disposing of an item of business, a motion and an amendment shall be required. Every motion and amendment requires a seconder, and if there is no seconder the motion or amendment falls, and is not debated or recorded.

(9) Except with leave of the Chair, members shall be permitted to speak on one occasion only in any debate, for such period as the Chair shall determine, except that the mover of the motion shall be permitted to sum up briefly to conclude the debate.

(10) The Forum will operate under the principle of one vote per member present, irrespective of the reason or method of their appointment, and no proxy votes shall be allowed.

(11) Voting shall be by in public, by a show of hands, unless at least one member requests that the vote proceed by a roll-call vote.

(12) Decisions will be taken by a simple majority of those voting.

(13) In the event of a tie, the Chair shall have a casting vote which he or she may use at his or her absolute discretion.

(14) The numbers voting for and against any motion will be recorded in the Minute and the names of members so doing shall be recorded where there is a roll call vote.

MINUTE of MEETING of the WEST LOTHIAN LOCAL LICENSING FORUM held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, LIVINGSTON, on WEDNESDAY 14 DECEMBER 2011

**Present and apologies**

<b>First Name</b>	<b>Surname</b>	<b>Category</b>	
Graeme	Black	Youth member	Present
Helen	Davis	Social Work	Apologies
Angela	Doran	Community	Absent
Margot	Ferguson	Social Work/Health	Present
Colin	Glen	LSO	Apologies
Conner	Graham	Police	Apologies, Sally Cooney substituting
Rachel	Hastie	Youth member	Present
Vikki	Johnston	Youth member	Absent
Alison	Kerr	Community	Apologies
John	McLean	WL CHCP	Apologies
Norma	McKinney	Community	Present
Siobhan	Mullen	Housing	Present
Alan	Murray	Health	Apologies
Stewart	Ness	Trade	Present
Arun	Randev	Trade	Present
Mary	Rankine	Education	Absent
Marsha	Scott	Social Work/Health	Apologies

<i>Dawna</i>	<i>Chisholm</i>	<i>Support Worker</i>	<i>Present</i>
<i>Millar</i>	<i>James</i>	<i>Clerk/Adviser</i>	<i>Present</i>

1. **OPENING REMARKS BY THE CHAIR -**

The chair welcomed to the meeting as guests and observers Councillor John Cochrane (Chair of the Licensing Board), Dr Bethany Threlfall (Consultant in Accident & Emergency Medicine, St John's Hospital), and Inspectors Kevin Kerr and Gillian Tennant (Lothian & Borders Police). She advised that they would be welcome to participate in the meeting.

2. **MINUTE OF LAST MEETING AND MATTERS ARISING -**

The Forum approved the Minute of its Meeting held on 12 October 2011.

There were no matters arising.

3. **JOINT MEETING WITH THE LICENSING BOARD**

The Chair summarised the recent joint meeting with the Board, and explained the issues discussed, including over-provision and festive extensions of hours. The Board's decision on extended hours over the festive period was welcomed, since it reflected the views expressed by the Forum, as was the feedback on the Board's position on over-provision.

The overall view of those who had attended was that the meeting had been more relaxed than before, and that the Board members had been more receptive to comment and willing to enter into discussion.

4. **LICENSING BOARD BUSINESS**

**(a) Under-age discos and functions.**

The Forum considered the revised draft submission which incorporated comments from Forum members to date.

#### Decision

Agreed that the submission should be sent to the Board.

#### (b) Festive period regular extensions.

The Forum noted and welcomed the decision taken by the Board not to set a policy on extended hours that would generally be permitted over the festive period.

It was explained however that many applications had still been made, and that the Board by law was required to deal with each case on its own merits and examine it against the Board's policies.

#### Decisions

1. To welcome the Board's decision in relation to extended hours over the festive period.
2. To note that several applications for extended hours had been granted at the recent Board meeting after being tested against the Board's Policy Statement.
3. To agree that the Chair should pass on the Forum's views, including a suggestion that in future this issue should be addressed by the Board earlier in the year.

#### (c) Gala day and similar applications.

The Forum considered a draft submission which was circulated for members at the meeting.

#### Decisions

1. To note the draft submission.
2. To agree that members should pass any comments to Dawna on or before 23 December 2011.
3. To agree that Dawna would thereafter circulate an amended version in January for final comment.
4. To agree that thereafter the Chair should submit the final version to the Board.

#### (d) Board minutes, 4 and 11 November 2011

The Forum considered the copies of the minutes of Board meetings on 4 and 11 November, and the Clerk advised that Board minutes for public sessions could now be accessed on the council's website.

#### Decisions

1. To note that the minutes of the public sessions of the Board were now available on the council's website.
2. To agree that such minutes would continue to be placed on the agenda for Forum meetings to keep Forum members informed of Board decisions.

#### (e) Over-Provision

The Chair circulated a copy of a letter from the Board, dated 14 December 2011, setting out the Board's decision on its policy on over-provision. The Board had decided that there was insufficient evidence available to the standard required by the Act to allow it to set a policy on over-provision to be used to try to control numbers of licences.

#### Decisions

1. To note the Board's position on over-provision as set out in the letter dated 14 December.
2. To agree that the Chair should write to the Board to express the Forum's disappointment with the Board's policy decision.

#### 5. SCOTTISH PARLIAMENT CALL FOR EVIDENCE ON THE ALCOHOL ETC. (SCOTLAND) BILL

The Forum noted the call for evidence made by the Scottish Parliament as part of its consideration of the Alcohol etc. (Scotland) Bill. A draft submission had been prepared and circulated to Forum members for discussion.

#### Decision -

To agree the terms of the proposed submission and that it should be sent to the Parliament as soon as possible.

#### 6. WORKPLAN

The Forum considered a draft WorkPlan which had been prepared to set out areas of interest for the Forum to deal with over the coming months. The Chair advised that a WorkPlan would be especially useful since Dawna's post would soon be coming to an end.

#### Decisions -

1. To agree the terms of the WorkPlan and that it should appear on the agenda for every Forum meeting.
2. To agree updates and additions to it would be reflected in the version for the next Forum meeting.

#### 7. MEETING DATES

The Forum considered and approved the proposed meeting arrangements for 2012.

#### 8. UPDATES

(a) The Forum heard a brief update from the Chair, including her reminder that she would be stepping down as Chair and that elections would take place at the next meeting.

(b) The Forum noted the update from Dawna which was circulated to members at the meeting.

(c) The LSOs had sent apologies for the meeting and so no update was available.

(d) The Forum noted that local police issues had been discussed elsewhere on the

agenda.

The Board heard from Inspector Tennant in relation to Forum arrangements in her police division, covering East and Midlothian. She saw the role of the Development Worker as being key, and that this Forum compared well to those in her own area. She commented that financial support was not available there either and that she had seen some common issues, such as licences for gala days.

#### Decisions

To note the updates.

9. AGENT- PURCHASING AND DVD PRODUCTION

The Forum noted that final production work was ongoing in relation to the DVD itself, and the schools information pack.

10. TRAINING AND INVITED SPEAKERS

The Forum discussed possible training arrangements and invitations to speakers to attend. It was agreed that these should be added to the WorkPlan, and in the meantime it was agreed that Forum members should contact Stewart Ness if they wished to take up his offer to undergo the compulsory staff training required for serving alcohol.

11. AOCB

(a) Stewart and Sally provided a brief update on PubWatch in Livingston and Bathgate.

(b) It was noted that BestBarNone was continuing and would be re-launched next year.

(c) Arun requested that the Board should be asked about its position on the use of illegal workers in licensed premises, based on experiences in other areas, and it was agreed to do so.

(d) Arun also requested that the Board be asked to carry out reviews of premises with inherited hours which were outside the usual Board policy. Councillor Cochrane advised that the Board had no control over "grandfather rights", and that the issue should be taken up with the Scottish Parliament. The Forum agreed to take no action.

**DATE OF NEXT MEETING – WEDNESDAY 8 FEBRUARY 2012**

# West Lothian Alcohol Licensing Forum

## Occasional Licenses

It has come to the Forum's attention that completed applications for occasional licenses (OL) can only be accessed online. Although the Forum fully understands that this is the preferred method, this does not enable Community Councils to get involved in the licensing process unless they have internet access.

The time given for objections does not give Community Councils enough time to consider the application and the impact this will have on their community, this is particularly relevant to events which are to be held in open public spaces with unpredicted numbers of people attending, such as a local Gala Day.

**The Forum would like to explore options which will enable Community Councils to be better informed, a sub group has been formed to look at these options, items discussed included;**

1. Could the Forum work with Committee Services to ensure there is a member of the Community Council which will be the contact for Licensing matters (Community Councils often have a member who will deal with Housing, Planning etc), this person could be contacted upon receipt of an occasional license application which involves dispensing alcohol in a open public space in their area. *This suggestion has already been taken on board.*
2. Other than Committee Services who would be best placed to share this information with Community Councils?
  - Community Police Officer
  - LSO
  - Regeneration Officer
3. Would it be possible to distinguish between a private and public function on the application and on the list of applications, in order that the reader can determine if the event is open to the public or closed. This will give the reader an idea of what type of event the license has been applied for.
4. The Board must be made aware of the knock on effect that granting of occasional licenses have – extra Police and LSO resource, as well as the environmental impact, applies particularly to Gala Days.

5. The Board could impose a condition on the grant of an occasional license which would require any person selling, pouring or delivering alcohol in terms of the OL to either hold a training qualification, or alternatively to be trained to the standard prescribed in the Licensing (Training of Staff) (Scotland) Regulation 2007. Such a condition could be imposed on any OL event which the Board feels may pose a higher risk to the licensing objectives. The Board could impose such a condition on events such as large public events where the consumption of alcohol often forms a significant aspect of the occasion.
6. **Grounds for refusing an OL**
- The Board considers the granting of the application would be inconsistent with one or more of the licensing objective
  - The Board considers that the premises are unsuitable for the use for the sale of alcohol

**Should an Occasional License be granted for a large event in public space, the Forum wish to recommend that the Licensing Board have the following mechanisms in place?**

- There is a clear delineation of the licensed premises
- No alcohol should be removed from the licensed area
- A personal license holder will be present whilst alcohol is being sold within
- Appropriate stewarding will be in place to provide appropriate control of the marquee and those persons engaged in such duties are registered with the Security Industry Authority – consideration must be given the size of the marquee and its holding capacity when deciding how many steward need to be on duty
- Appropriate signage must be clearly displayed at the bar counter relative to age restriction, alcohol provision and relevant conditions of the license

It may be the case that the Board already consider these points, in this instance the Forum would like a specific policy developed which addresses these points.

MINUTE of the MEETING of the WEST LOTHIAN LICENSING BOARD held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, LIVINGSTON on FRIDAY 9 December 2011

Present – Mr J Cochran (Convener), Mr F Anderson, Mr W Boyle, Mr T Conn, Mr J Dixon, Mr J Muir, Mr G Paul

Apologies – Mr J Walker

#### PUBLIC SESSION

#### Licensing (Scotland) Act 2005

The Board disposed of various applications as shown in the Statutory Register. Particular attention was given to the following applications:-

#### Minutes

The Board approved the following minutes:-

Minutes of public session meetings held on 4 November 2011 and 11 November 2011

#### Applications for the Grant of Gaming Machines

1. The Harvester, 71 Cameron Way, Knightsbridge, Livingston

The Board considered an application by Norman Tulloch for the grant of a gaming machine licence in respect of The Harvester. Mr Tulloch was represented by Mr Scott Ballantyne.

There were no objections or representations and the Board agreed to grant the application.

#### Applications for Grant of Premises Licence

1. The Link Mail Unit 342 Eleanora Square, Livingston  
The Board considered an application by CR Edinburgh Ltd for the provisional grant of a premises licence.  
The applicant was represented by Mr MacDonald, MacDonald Licensing.  
A representation had been received from Lothian and Borders Police and Chief Inspector Kevin Kerr spoke to the report.  
Mr MacDonald confirmed that the structure for the sale of alcohol would be fixed and that the layout plan clearly showed the area where alcohol would be permitted for consumption. Mr MacDonald also confirmed that alcohol sold prior to 12.30pm on a Sunday would be ancillary to a table meal.  
A motion to grant the application as presented was made by Councillor Anderson but the motion fell as he did not have a seconder. Councillor Dixon

seconded by Councillor Muir moved that the application be granted but with a change to the commencement of trading hours on a Sunday to 12.30pm in line with Board policy as the Board was of the view that the sandwiches and snacks available would not amount a table meal.

The application was granted with the revision of trading hours on a Sunday to 12.30pm.

#### Applications for Major Variations of Premises Licences

1. Purple Sage Restaurant, Benetton Centre, Livingston

The Board considered an application by Co-operative Food Group Limited for a variation of a premises licence in respect of Purple Sage Restaurant to amend the licence to include off sales, to alter the alcohol sales area and to include new activities.

The applicant was represented by Ms Galloway and Mr Collins, the Area Manager and Mr Ramage, the store manager were also in attendance.

The Board were advised that the building warrant had since been issued and the Board agreed to grant the licence.

2. D.Lux, 1 Hawk Brae, Leithwell

The Board considered an application by Lodge Hotels (Da Vinci) Ltd for a variation of a premises licence in respect of D Luxe to vary the layout plan, extend the terminal hour on Thursday and Sunday until 2.00am and to change the premises name.

The applicant was represented by Mr Carlin from Sneadon Morrison, Mr Randev was also in attendance.

A representation had been received from Lothian and Borders Police and Chief Inspector Kevin Kerr spoke to the report.

A representation had also been received from the Licensing Standards Officer and Colin Glen spoke to the report.

Mr Carlin addressed the Board and questioned the source of the information contained in the representation from Lothian and Borders Police. Mr Carlin responded in detail to each of the fifteen points raised and reiterated the police statement that there were no problems with the management of the premises. Chief Inspector Kerr advised that the source of the data contained in the report was from the NHS National Service Scotland Alcohol Statistics 2011 and was available to view.

The Board asked various questions relating to the application and a motion to refuse the additional hours was proposed by Councillor Muir and seconded by Councillor Dixon. An amendment to grant the application was proposed by Councillor Anderson but the motion fell as he did not have a seconder.

The Board agreed to grant the variation of the layout plan and change of premises name but refused the extension of the terminal hour.

Mr Carlin requested that a Section 32 direction be granted and the Board agreed to grant this request.

3. Hilcroft Hotel, East Main Street, Whitburn

The Board considered an application by Colin Hildibh in respect of the Hilcroft Hotel to increase the terminal hour for the function suite to 1.00am seven days a week and to amend the outdoor drinking facility to include patrons.

The applicant was represented by Mr Williams from Gillespie MacAndrew.

A representation had been received from Lethian and Borders Police and Chief Inspector Kevin Kerr spoke to the report.

A motion from Councillor Muir to refuse the part of the application relating to the increase in the terminal hour was seconded by Councillor Paul.

The Board agreed to refuse the increase in the terminal hour and agreed to grant the variation in respect of the outdoor drinking facility.

Premises Licence Review(s)

1. West End Hotel, 3 West End, West Calder

The Board were advised that the annual fee had been paid and agreed that no further action be taken.

2. Woodmuir Social Club, Woodmuir Road, Braich

The Board agreed to re-cite a representative from the Woodmuir Social Club to its meeting to be held on 17 January 2011.

Applications to Vary Betting Office Licences

1. William Hill, 9-11 West Main Street, Armadale

The Board considered an application by William Hill (Organization) Ltd for the variation of a betting office licence.

There were no objections or representations and the Board agreed to grant the application.

Home Bargains, Unit 4 Almondvale South Retail Park, Livingston - Request to Re-Advertise Site Notice

The Board considered a request from Home Bargains to re-advertise their site notice. The Board agreed to this request.

Occasional Extensions Over the Festive Period

The Board considered the following applications for extensions to core hours during the festive period:-

1. Club Earth, Almondside, Howden South Road, Livingston

The applicants were represented by Mr Williams, Gillespie McAndrew and Mr Fegan from the premises was also in attendance.

A representation had been received by Lethian and Borders Police and Chief Inspector Kerr spoke to the report. A further report was received from the Licensing Standards Officer and Colin Glen spoke to the report.

The Board agreed to grant the extension to 3am on the 22 December as requested.

A motion to grant an amended time for 25 December from 2.00am - 3.00am was proposed by Councillor Muir and seconded by Councillor Paul. A counter motion to grant the hours as requested was proposed by Councillor Anderson and seconded by Councillor Boyle. A vote was taken and the motion was granted by 4 votes to 2.

A motion to grant an amended time for 26 December from 1.00am - 2.00am was proposed by Councillor Muir and seconded by Councillor Paul. A counter motion to grant the hours as requested was proposed by Councillor Anderson and seconded by Councillor Boyle. A vote was taken and the motion was granted by 4 votes to 2.

The Board agreed to grant the extension to 3am on 1 January as requested.

2. Cross Tavern, 2 East Main Street, Whitburn

The applicant was represented by Mr Williams, Gillespie McAndrew.

The Board agreed to grant the extensions as requested.

3. Eirn Tree Inn, 46-48 Calder Road, Bellshiel

The applicant was represented by Mr Williams, Gillespie McAndrew.

The Board agreed to grant the extensions as requested.

4. Hilcroft Hotel, East Main Street, Whitburn

The applicant was represented by Mr Williams, Gillespie McAndrew.

The Board agreed to grant the extensions as requested.

5. The Club, 14 Greenhills Road, Broxburn

The applicant was represented by Mr Carlin, Sneddon Morrisons and Mr Corbaleasa was also in attendance.

The applicant had applied for nineteen dates from 9 December 2011 until 2 January 2012 and after some discussion by Board members, the applicant agreed to restrict the application to a 1 hour extension to the terminal hour on

each of the days requested. The Board thereafter agreed to grant the application.

6. The Crown, 24 East Main Street, Blackburn  
The applicant was represented by Mr Carlin, Sneddon Morrisons and Mr Cortisessa was also in attendance.  
The applicant had applied for nineteen dates from 9 December until 2 January. Mr Carlin advised that his client wished to delete the 9, 10 and 11 December from the application and after some discussion by Board members, the applicant agreed to restrict the application to a 1 hour extension to the terminal hour on each of the remaining sixteen dates. The Board thereafter agreed to grant the application.
7. Football & Cricketers Arms, 111 High Street, Lillitgow  
The applicant was represented by Mr Carlin, Sneddon Morrisons.  
The Board agreed to grant the extension as requested.
8. Grand Central, Cammoylean Centre South, Livingston  
The applicant was represented by Mr Carlin, Sneddon Morrisons and Mr Cortisessa was also in attendance.  
The applicant had applied for nineteen dates from 9 December until 2 January and after some discussion by Board members, the applicant agreed to restrict the application to a 1 hour extension to the terminal hour on each of the dates requested. The Board thereafter agreed to grant the application.
9. The Newseafield, Unit 1, Almondvale Avenue, Livingston  
The applicant was represented by Mr McIvor who advised that his client wished to delete the 8 December from his application.  
The Board agreed to grant the extensions as requested.
10. The Old Post Office, 29-31 High Street, Lillitgow  
The applicant was represented by Mr Bird, the Area Manager.  
The Board agreed to grant the extensions as requested.
11. Seafield Bowling Club, Old Rows, Seafield  
The applicants were represented by Mr White, Club Secretary.  
The Board agreed to grant the extension as requested.
12. Twig Disco, 41 Livery Street, Bathgate  
The applicants were represented by Mr DJ Ressta.  
The applicants had applied for seventeen dates from 19 December 2011 until 4 January 2012 and agreed to restrict the application to a 1 hour extension to

the terminal hour on each of the days requested. The Board thereafter agreed to grant the extensions.

13. Whitburn Bowling Club, 121 West Main Street, Whitburn  
The applicants were represented by Mrs Halliday and Mr McNulty who agreed to amend their application from 2.30am to 2am.  
The Board agreed to grant the extension as requested.
14. Auld Hills In The Vics, 108 - 110 High Street, Lillitgow  
The applicants were represented by Mr Aitken.  
The Board agreed to grant the extension as requested.
15. Bankton House Hotel, Bankton Wood, Livingston  
In absence of a representative from the premises, the Board agreed to grant a one hour extension to the terminal hour on 31 December 2011.
16. Bankton Meins Bowling Club, Bankton Walk, Livingston  
In absence of a representative from the premises, the Board agreed to grant the application.
17. Black Blitch, 14 - 16 West Port, Lillitgow  
The applicants were represented by Mr Carlin, Sneddon Morrison.  
The Board agreed to grant the extension as requested.
18. Black Bull Inn, Market Street, Mid Calder  
In absence of a representative from the premises, the Board agreed to grant the hours as requested.
19. Code (West Port Hotel), 18 - 20 West Port, Lillitgow  
In absence of a representative from the premises the Board agreed to grant the hours as requested.
20. D Luxe Bar/Club, 1 Hawk Bree, Leathwell  
The applicant was represented by Mr Carlin, Sneddon Morrisons and Mr Randev was also in attendance.  
The Deputa Clerk advised the Board that an application had been lodged late and that only one of the dates requested allowed for 28 days notice as required by the board's policy. Mr Carlin advised that an application had been submitted within the timescale but that the cheque for payment of the fee must have become detached and he asked the Board to consider accepting the application in these circumstances. Mr Carlin further advised that the premises did not require 15 December 2011. The Board agreed to

consider the application and thereafter agreed to grant a one hour extension on the other dates requested.

21. Deans Bowling Club, 2 Main Street, Deans  
In absence of a representative from the premises, the Board agreed to grant the hours as requested.
22. East Calder & District Horning Society, Calbank Road, East Calder  
In absence of a representative from the premises, the Board agreed to grant the hours as requested.
23. The Fairway Hotel, 2 Edinburgh Road, Bathgate  
In absence of a representative from the premises, the Board agreed to grant the hours as requested.
24. The Goschen Lounges, 33a Goschen Place, Broomburn  
In absence of a representative from the premises, the Board agreed to grant the hours as requested.
25. Linlithgow Rosa FC Social Club, Elmhead Road, Linlithgow  
In absence of a representative from the premises, the Board agreed to grant the hours as requested.
26. Livingston Leitham Bowling Club, Leitham Pavilion, Craigshill  
In absence of a representative from the premises, the Board agreed to grant a one hour extension to the terminal hour on 1 January 2012.
27. Lodge Almondvale 1658, Craigshill Road East, Craigshill  
In absence of a representative from the premises, the Board agreed to grant a one hour extension to the terminal hour on 31 December 2011.
28. Mason's Arms, 14 - 16 North Bridge Street, Bathgate  
In absence of a representative from the premises, the Board agreed to grant the hours as requested.
29. Parzero, Bridgend & District Golf Club, Willowdean, Bridgend  
In absence of a representative from the premises, the Board agreed to grant a one hour extension to the terminal hour on 31 December 2011.
30. Polkemmet Social Club, 7a East Main Street, Whitburn  
In absence of a representative from the premises, the Board agreed to grant the hours as requested.
31. Pumphreston Golf Club, Drumshoreland Road, Pumphreston

In absence of a representative from the premises, the Board agreed the hours as requested.

32. Tap O' The Broom, 87 South Street, Armadale  
In absence of a representative from the premises, the Board agreed to grant the hours as requested.
33. Tony Macaroni, The Hub, Livingston  
In absence of a representative from the premises, the Board agreed to grant a one hour extension to the terminal hour on 31 December 2011.

## **ITEM 6(e) – ILLEGAL WORKERS**

(Text of response from Clerk to Licensing Board, 19 January 2012)

In relation to employing illegal workers, the board held a review hearing in February 2011 following a request from the UK Border Agency in relation to illegal workers in local licensed premises.

The board revoked their licence and the licence holders appealed.

Between the date of the review hearing and the appeal being determined, the Court of Session issued their decision in the Brightcrew case. Essentially Brightcrew states that board should not step outside their essential function of the control of the sale of alcohol and that the licensing objectives are not freestanding and therefore any inconsistency with a licensing objective must flow from the sale of alcohol.

As the board had relied on the licensing objective of preventing crime and disorder, the board conceded the appeal with no expenses due to or by either party.

In the light of the Brightcrew decision, in my view the board could not adopt a policy in relation to illegal workers.



## **Licensing terms**

Licensing Boards

Licensing Standards Officers (LSOs)

Licensing Policy Statement

What is a Local Licensing Forum?

What is the legal background to Local

Licensing Forums?

Support for Forums

Police

Premises licence

Operating plan

Licensed hours

Premises manager

Conditions

Occasional licence

Offences

Personal licence

Irresponsible promotions

5 objectives

Licensing Register

Test purchasing

Overprovision

## **Licensing Boards**

A Licensing Board is a quasi-judicial body established by the council for the area to meet the requirements of the Licensing (Scotland) Act 2005, although they've been around in a similar format since 1976. Where a council is split into divisions it may choose to have a Licensing Board per division.

Licensing Boards are responsible for making decisions on licensing applications made under the Licensing (Scotland) Act 2005. They can also review personal and premises licences, which includes the options of suspending or revoking the licence. Decisions are recorded in the publicly available Licensing Register.

Boards must publish a Licensing Policy Statement every three years and must assess overprovision in the area they cover.

There are between 5 and 10 members. Board members are local councillors elected by the Council onto the Licensing Board. Members must complete a one-day accredited training course, and pass an exam, within 3 months of being elected to the Board.

## **Licensing Standards Officers (LSOs)**

The council is required by law to employ Licensing Standards Officers (LSOs), although the council can determine how many are appropriate for their area.

LSOs have 3 roles:

1. **Guidance** – to provide guidance on liquor licensing to members of the public and the licensed trade
2. **Mediation** – to mediate in low level disputes between members of the public and the licensed trade
3. **Compliance** – to check that licensed premises are complying with the law. (Note: the police are still responsible for enforcing the law.) If there are problems which are not resolved, the LSO can initiate a review of the licence.

This means that LSOs would be expected to visit licensed premises, build good relationships with the licensed trade, have a good knowledge of liquor licensing law and conflict management skills.

LSOs must complete a three-day accredited training course, and pass an exam, within 18 months of being employed in the role.

### Licensing Policy Statement

The Licensing Board is obliged to issue a Licensing Policy Statement every 3 years which will set out the Board's general approach to making licensing decisions. The Licensing Policy Statement is important. It shows how the Licensing Board will meet the 5 objectives that underpin all liquor licensing in Scotland. It should include the sort of hours the Board considers appropriate for different premises in the area; a statement of overprovision (from Nov 2010); a statement regarding Licensing Standards Officers and the agreed procedures the Board has for licensing administration. It can include many other things as well such as how licensing links to other local strategies and any conditions the Board are likely to attach to licences. A Supplementary Licensing Policy Statement can be issued by the Board at any time if the need arises.

The Licensing Policy Statement can normally be found on the Council's website.

### What is a Local Licensing Forum?

A Local Licensing Forum is a body established by the local authority (the council) to meet the requirements of the Licensing (Scotland) Act 2005.

The principle behind Local Licensing Forums is to link the people who are affected by licensing decisions to the decision makers, and to feed in the 'grass roots' perspective. Licensing touches all of us – be it the benefits or the problems linked to particular premises where you live; the impact of drinking on the work of the police, ambulance, fire and health

services; or the litter and anti-social behaviour caused by customers of certain premises.

The Forum's role is to keep under review the operation of the Licensing (Scotland) Act 2005 in its area and to give advice and make recommendations to the Licensing Board in relation to such matters as the Forum considers appropriate. This will be mainly at a policy level as the Forum cannot comment on individual cases.

The Forum is independent from the Licensing Board but at the same time it shares the common goal of having the local community's best interests at the heart of its decision making.

### **What is the legal background to Local Licensing Forums?**

The Licensing (Scotland) Act 2005 requires each council to establish a Local Licensing Forum. Where the council has several divisions, they may choose to establish a Local Licensing Forum for each division.

The law states that Local Licensing Forums have two roles:

- **Review:** Forums should review the operation of the Act in their area and keep under review the exercise by the Licensing Board of their functions.
- **Advice:** Forums should give advice and make recommendations on such matters as the Forum considers appropriate.

The law requires a Local Licensing Forum to have between 5 and 21 members. At least one Licensing Standards Officer for the area and one representative of:

- Licence holders
- Police
- Health, education or social work
- Young people
- Residents

### **Support for Forums**

#### **Administration**

Apart from having a statutory duty to establish Licensing Forums, councils require to provide Forums with such staff, property and services as the council considers is required for the Forum's purposes. It is normal for this to include a venue for the Forum meetings, an administration person to take, produce and circulate minutes and a legally qualified person

with experience of liquor licensing to provide legal advice if required. It could also include a budget for training of Forum members if considered appropriate.

### **Information**

The Licensing Board must supply data and relevant information to the Forum when requested. Licensing Boards must also consider any recommendations made by the Forum and, if they choose not to follow the Forum's advice, they must provide reasons to the Forum within 42 days.

At least one Licensing Standards Officer (LSO) sits on the Forum. The LSOs work closely with the Licensing Board, the Licensing Forum, the local police and the licensed trade and can bring information from each of these areas. They can supply information from their own observations made when visiting premises; from any complaints received and some statistical information.

Members of the Forum represent a range of interests in order that they can bring a variety of perspectives on the local situation to the Forum. The type of information they can bring will also vary. For example, representatives of bodies such as the police are more likely to have statistical information, whereas representatives of residents will bring their, and their neighbours', observations of issues.

### **Police**

The police are responsible for enforcing the legislation. There will be a police representative on the Local Licensing Forum and the police normally attend Licensing Board meetings and will be asked for their comments on applications or reviews.

### **Premises licences**

In order to sell alcohol a place must be licensed. The company or owner applies to the Licensing Board of the council area where the premises is situated for a premises licence. If the application is granted, the Licensing Board will attach various conditions to the premises licence which they must abide by.

### **Operating plan**

The operating plan forms part of the premises licence. It will detail how the premises will run, including:

- What activities will happen on the premises and at what times
- The licensed hours for the premises – i.e. the times when the premises will be open and selling alcohol
- Whether alcohol will be sold for drinking on the premises (on-licence) and/or for taking away (off-sales)
- For on-licence only, whether children will be allowed and if so, what ages, to which parts of the premises and at what times
- The capacity of the premises
- The name of the premises manager

### **Premises manager**

The premises manager is the person who is responsible for the day-to-day running of the premises. They must be a personal licence holder. They can only be the premises manager for one premises.

### **Occasional licences**

If a premises is not usually licensed but wishes to sell alcohol on an occasion, an application can be made to the Licensing Board for an occasional licence. The Licensing Board will attach various conditions to the licence.

### **Personal licences**

To be the premises manager for a licensed premises a person must be a personal licence holder (PLH). Personal licence holders must complete a one-day accredited course and pass an exam. They must then apply to the Licensing Board for their licence and include certain information.

It is good practice for premises to have more than one person trained to this level to provide support for the premises manager. The Licensing Board may require large or busy premises to have several personal licence holders. Certain late opening premises – mainly nightclubs and lap dancing venues – are required by the law to have a personal licence holder on the premises at all times after 1am.

## Conditions

There are a number of national mandatory conditions that are attached to all premises and occasional licences. These are listed at [http://www.opsi.gov.uk/legislation/scotland/acts2005/asp\\_20050016\\_en\\_15](http://www.opsi.gov.uk/legislation/scotland/acts2005/asp_20050016_en_15).

In addition a Licensing Board can choose to attach local conditions to some or all of the premises and occasional licences in their area.

## Offences

There are a range of offences detailed under licensing law. It is not appropriate to list them here however be aware that they include buying or drinking alcohol when drunk in licensed premises; buying or drinking alcohol for an underager (there is a small exception with meals); selling alcohol to a drunk person or an underage person.

In addition note that licence holders can commit offences by failing to display certain important notices, generally relating to underagers.

## Licensed hours

Licensed hours means the times when a premises is allowed to sell alcohol. These hours will be listed on the premises licence. If a premises wishes to change their licensed hours they would apply to the Licensing Board for a variation of their licence.

Licensing Boards normally give an indication of the sort of licensed hours they think appropriate for premises in their Licensing Policy.

## Irresponsible promotions

It is one of the national mandatory conditions attached to all premises and occasional licences that they may not carry out an irresponsible drinks promotion on, or in connection with, the premises. A list of examples of irresponsible promotions is given in the Act, and Scottish Government Ministers can add to this list in the future. In addition, the Licensing

Board may judge a particular promotion to be irresponsible.

### **5 objectives**

The Licensing (Scotland) Act 2005 is based on 5 licensing objectives. All licensing decisions must be made with reference to these 5 objectives. All are of equal importance. They are:

- preventing crime and disorder,
- securing public safety,
- preventing public nuisance,
- protecting and improving public health, and
- protecting children from harm.

### **Licensing Register**

The Licensing Register is kept by the Licensing Board. It must be available to the public to view. It will have information about applications and decisions made about premises, personal and occasional licences.

### **Test purchasing**

Test purchasing is where an underage person is sent into premises to attempt to buy age-restricted products. Only the police can authorise test purchasing of alcohol. (Note that Trading Standards carry out test purchasing of items such as cigarettes.)

Normally the police will use test purchasing where there are concerns about a premises selling alcohol to persons under 18 years of age.

### **Overprovision**

Overprovision is where there are too many premises in a particular locality.

Licensing Boards must include a statement of overprovision in the Licensing Policy. It is for the Licensing Board to decide how they wish to divide their area into localities. They must

also consider the different types of premises in the locality and the size of the those premises.

## Millar, James

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**From:** Denis McCusker [Denis.McCusker@alcohol-focus-scotland.org.uk]  
**Sent:** 26 January 2012 16:24  
**To:** Denis McCusker; Ian O'Donnell  
**Subject:** Invitation to attend the Re-thinking Alcohol Licensing Regional Events

Dear Colleague,

### Initiation to attend a Re-thinking Alcohol Licensing Regional Event

#### What are they?

Each event will offer an opportunity to hear more about how the ideas put forward in the report *Re-thinking Alcohol Licensing* can be considered in local licensing decision making and planning. Events last 2 hours, with tea and coffee available beforehand. The format will include a presentation on the background to *Re-thinking Alcohol Licensing*, and one on data collection issues. Each presentation will be followed by a focussed discussion session.

#### Where and when are they?

Edinburgh 6<sup>th</sup> February morning  
Inverness 7<sup>th</sup> February afternoon  
Glasgow 20<sup>th</sup> February afternoon  
Perth 21<sup>st</sup> February morning  
Kirkcudbright 2<sup>nd</sup> March afternoon

Note that the Inverness event will offer the opportunity to join via video link, although capacity for this service is limited. If this is of interest, please note your interest to the training team.

#### Who can attend?

The events are open to Licensing Board members, support staff and other Councillors with an interest in alcohol issues; Local Licensing Forum members and support staff; LSOs; members of Alcohol and Drug Partnerships (ADPs); Health Boards and police.

Letters have been sent to the Chairs of relevant bodies inviting them and their members to their local event. We appreciate that occasionally there may be a diary clash - please note that stakeholders may attend any of the events.

#### Why should people attend?

Licensing has a very important part to play in controlling the harms arising from the sale of alcohol in Scotland. *Re-thinking Alcohol Licensing* outlines a new approach in licensing, one which moves away from focusing on the decision making at the individual level to place greater focus on the aggregate affect of licensing across whole areas and where, consequently, the licensing board policy statement assumes increased importance as a tool for defining and supporting local policy. Cabinet Secretary for Justice, Kenny MacAskill has said of the report, "*I expect [this] to inform our thinking in taking all our [the Scottish Government's] alcohol licensing work forward.*"

The first of the events was in Aberdeen on 23<sup>rd</sup> of January. Attendance was excellent with over 70 people on the day with a lot of discussion. Comments included, "*Really good, informative session.*"

#### How much will it cost?

The events are free.

#### How do I book places?

Send delegate name, job title, organisation, and email address to [training@alcohol-focus-scotland.org.uk](mailto:training@alcohol-focus-scotland.org.uk). Please also make clear which stakeholder group the delegate is from (ie Licensing Board, Licensing Forum, ADP, Health Board, Police).  
If there are several people from one group – such as a Licensing Board – attending, we would appreciate if bookings can be co-ordinated through a central person.

Denis McCusker  
Senior Administrator  
Alcohol Focus Scotland  
166 Buchanan Street  
Glasgow G1 2LW

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Web: [www.alcohol-focus-scotland.org.uk](http://www.alcohol-focus-scotland.org.uk)  
Twitter – [www.twitter.com/alcoholfocus](http://www.twitter.com/alcoholfocus)

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## **Millar, James**

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**From:** Dawna Chisholm [dawna.chisholm@wldas.org]  
**Sent:** 30 January 2012 11:04  
**To:** Margot Ferguson; Millar, James; Stewart Ness  
**Subject:** AFS - Community Groups

Hi

I have emailed AFS asking if they have any intentions of providing a training session on Licensing, particularly objections, for Community Groups. Mary Ellemers is keen to meet up with me to discuss this further and has suggested I meet with her week beginning 12<sup>th</sup> March, would you like me to pursue this given that I will be leaving post in March, I thought it would be a good idea to bring a Forum member along, so there is a future contact for AFS regarding this.

Please get back to me in order that I may confirm a meeting with Mary.  
Thank you.

Dawna Chisholm  
West Lothian Licensing Forum Development Worker  
Tel: 01506 44 66 58  
Mobile: 07841662523





**WEST LOTHIAN LOCAL LICENSING FORUM**

**WORKPLAN – FEBRUARY 2012**

The meeting should consider the Workplan at every meeting for the purposes of:-

- Deleting items where desired or completed
- Adding new items where desired
- Allocating responsibility for progress of each item
- Setting a timescale for completion of each item
- Noting progress on each item

The Clerk shall update it following every meeting and include it on the agenda for the following meeting.

<b><u>SUBJECT</u></b>	<b><u>PERSON RESPONSIBLE</u></b>	<b><u>TIMESCALE</u></b>	<b><u>PROGRESS TO DATE</u></b>
Gala Day applications	Dawna/Alison/Norma	February 2012	Submitted January 2012 - completed
Alcohol etc. (Scotland) Bill -- Forum response	Dawna	December 2011	Submitted December 2012 - completed
DVD on agent-purchasing and schools pack	Graeme/Dawna		
Training programme	Margot/Stewart/James		

Invited speaker programme	Dawna			
Preparation of submission for council funding	Margot/Stewart			
Identification of areas of Board policy for review and comment	Dawna/James		For February meeting	On agenda for discussion and agreement - completed
Future joint meetings with Board	Margot		For February meeting	On agenda for discussion and agreement - completed
Preparation of a research tool/resource for Forum use	Dawna		Prior to her departure!	
Scottish Parliament consultation on draft Bill	All		Considered at December meeting	Submitted December 2011 - completed
Board's position on illegal workers	James		For next meeting	On agenda for information and discussion - completed

**WLLLF WORKPLAN – WORK ON BOARD POLICY STATEMENT**

ITEM	AGREED/REJECTED/PRIORITY	WHO AND WHEN?
<p>1</p> <p>Compare WLC Statement with those of other councils to identify similarities, differences and areas to consider for improvement:-</p> <p>(a) Size, length, layout, detail, presentation and appearance</p> <p>(b) Language used – clarity, jargon, definitions included, mandatory/permissive</p> <p>(c) Reference to studies, council and national policies and initiatives, use of hyperlinks</p> <p>(d) Areas/provisions in common with WLC</p> <p>(e) Areas not found in WLC</p> <p>(f) Over-provision approach</p> <p>(g) Review – how often, last review date</p>		
<p>2</p> <p>WLC application forms and procedures:-</p> <p>(a) Non-statutory information required or requested</p>		

	<p>(b) Compulsory PubWatch and/or Best Bar None</p> <p>(c) Content and detail required in Operating Plans</p> <p>(d) Risk assessments in relation to crime</p> <p>(e) Consultations on applications – lists of consultees, non-statutory ones, methods of notification and consultation, methods of advertisement, time allowed for responses</p> <p>(f) Neighbouring premises – defined or explained?</p> <p>(g) What information is routinely published and available via website</p>		
3	<p>Scheme of Delegations:-</p> <p>(a) Is it in the Policy Statement?</p> <p>(b) Is it published separately?</p> <p>(c) What powers delegated and to whom?</p>		
4	<p>Reference to conditions:-</p> <p>(a) Are the mandatory conditions listed,</p>		

	or defined or explained?		
	(b) Any standard additional conditions referred to and listed?		
5	Young people:-		
	(a) Is there a separate section?		
	(b) Content and conditions?		
	(c) Under-age functions in licensed premises?		
6	Stewarding:-		
	(a) Is it mentioned?		
	(b) What is required?		
7	Over-provision:-		
	(a) Is it there?		
	(b) If so, what does it say?		
	(c) Is there access to any supporting evidence or consultation responses?		
8	LSOs:-		
	(a) Are they mentioned?		
	(b) Is their role described or explained, or service standards set?		

9	Licensing Forum:-		
	(a) Is it mentioned?		
	(b) What information is provided about LF's role and contact details?		
	(c) Anything about joint meetings or relationship with Board?		
10	Health Impact Study or assessment of the whole policy statement?		
	(a) Any mention of it having been done?		
	(b) If so, is it available?		
	(c) If so, what does it say?		

RE Licensing Forum.txt

From: Dawna Chisholm [dawna.chisholm@wldas.org]  
Sent: 11 January 2012 11:06  
To: Higgins, Martin; Sherval, Jim  
Cc: Margot Ferguson; Millar, James; Stewart Ness  
Subject: RE: Licensing Forum

Hi

Thank you for providing some clarity. I would ask that this be included in the Forum agenda in Feb. In the meantime it may be worth exploring with the Board if they would take any points raised from an HIA on board. There would be no point in carrying out this work if it did not influence outcomes or policy development.

I feel that James Miller or Margot would be in a better position to explore these options with the Board. I will keep you posted in any developments. It may be a good idea to invite Martin Higgins along to the next Forum meeting in order to describe what kind of work is involved in a HIA, this will give members enough information to decide whether or not to take the idea forward.

The next meeting will be held at the Civic Centre on 8th Feb at 5.30 pm.

Dawna Chisholm  
West Lothian Licensing Forum Development Worker  
Tel: 01506 44 66 58  
Mobile:

From: Higgins, Martin  
Sent: 11 January 2012 10:18  
To: Sherval, Jim; Dawna Chisholm  
Subject: RE: Licensing Forum

Hello

I think Jim is right about the need to balance effort and outcome. In Glasgow, very little happened despite the HIA although I think that work is now being re-visited. There is, however, lots of good information in the Glasgow work that could be applied elsewhere. Whether the work is called HIA or not is irrelevant (HIA is just a process or approach to organising/presenting information). What matters is whether people making decision are prepared to consider input about the importance of health as a

consideration in licensing. If the answer is yes, I think using principles derived from HIA can help when making that submission or presentation. It would not be necessary or worthwhile to do the same amount of work as they did in Glasgow though. I would be happy to help but I think it is important to

ascertain whether and how the WL Licensing Forum or WL Licensing Board are prepared to engage with the process.

Martin

From: Sherval, Jim  
Sent: 10 January 2012 09:32

RE Licensing Forum.txt

To: 'Dawna Chisholm'  
Cc: Higgins, Martin  
Subject: RE: Licensing Forum  
Hi Dawna

Yes had a good break. Hope you had a chance to relax too.  
I am aware of the Glasgow HIA – its on the council website so no need to send.  
It's a big piece of work and my colleague Martin Higgins advised them on it I  
think. He and Maragret Douglas are the Scottish experts in HIA. The issue for  
me is the investment of time in doing an HIA worth the return. Do they change  
policy? Im not sure the Glasgow one had much effect in the end, though it's a very  
good piece of work. Perhaps it could be built on with a smaller 'extension'.  
Ive cc'd Martin in for his comments.

Regards  
Jim

From: Dawna Chisholm [mailto:dawna.chisholm@wldas.org]  
Sent: 09 January 2012 15:52  
To: Sherval, Jim  
Subject: Licensing Forum

Hi Jim

Hope you enjoyed the festive period.  
I met with James Miller today, we discussed the Licensing Boards Policy Statement and have come  
up  
with a few suggestions that could be included in the statement, by making comparisons with other  
Local Authority Policy Statements. I hope to encourage members to look at other Policy  
Statements  
and provide feedback.

While carrying out my own research I cam across what is known as a Health Impact Assessment,  
the  
Glasgow Forum have carried out such an exercise with their Boards Policy Statement, they made  
64  
recommendations, some for the Board and others for the Scottish Executive.

Is this a method you are familiar with ?  
I will pop a copy in the post for you to have a wee look at, it may very well be something the Forum  
would like to explore.

Dawna Chisholm  
West Lothian Licensing Forum Development Worker  
Tel: 01506 44 66 58  
Mobile:

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