

West Dunbartonshire Licensing Board

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To all members of West Dunbartonshire
Licensing Board and West Dunbartonshire
Local Licensing Forum

16 March 2021

**THE LICENSING (SCOTLAND) ACT 2005
JOINT MEETING BETWEEN LICENSING BOARD AND LOCAL
LICENSING FORUM
24 MARCH 2021**

Dear Sir/Madam

In terms of Section 10(3) of the Licensing (Scotland) Act 2005 each Licensing Board is required to hold a joint meeting with the Local Licensing Forum for the Board's area at least once in each calendar year.

Notice is hereby given that a Joint Meeting between West Dunbartonshire Licensing Board and West Dunbartonshire Local Licensing Forum will be held on **Wednesday, 24 March 2021 at 2.00 p.m. on Zoom Video Conference.**

The purpose of the meeting will be to discuss the operation of the Licensing (Scotland) Act 2005 during the previous 12 month period, the relationship between the Forum and the Licensing Board and any matters arising.

The Annual General Meeting of the Local Licensing Forum will then be held at 2.30 p.m. and all members of the Licensing Board are welcome to remain for that meeting.

I shall be obliged if you will advise Nuala Borthwick at email nuala.borthwick2@west-dunbarton.gov.uk should you be unable to attend the meeting.

Yours faithfully

PETER HESSETT

Clerk to the Licensing Board

**WEST DUNBARTONSHIRE LICENSING FORUM AND
LICENSING BOARD JOINT MEETING**

24 MARCH 2021

AGENDA

1. APOLOGIES

**2. OPERATION OF THE LICENSING (SCOTLAND) ACT 2005 DURING
THE PREVIOUS 12 MONTH PERIOD**

Members of the Licensing Board and Licensing Forum are requested to discuss the operation of the Licensing (Scotland) Act 2005 during the previous 12 month period.

**3. RELATIONSHIP BETWEEN THE LICENSING BOARD AND LICENSING
FORUM**

Members are requested to consider the relationship between the Board and the Forum during the previous 12 month period.

**4. CHIEF CONSTABLE'S ANNUAL LICENSING REPORT 3 - 8
FOR 2019/20 FOR WEST DUNBARTONSHIRE LICENSING
BOARD**

Submit report by the Chief Constable, Police Scotland providing an annual licensing report in accordance with Section 12(A) of the Licensing (Scotland) Act 2005.

**5. LICENSING BOARD'S EQUALITY MAINSTREAMING 9 - 11
REPORT 2017 – 2021**

Submit report by the Depute Clerk to the Licensing Board providing an update on the actions taken to progress and complete the outcomes within the Board's Mainstreaming Report.

The Depute Clerk to the Licensing Board will verbally update the Joint Meeting as to the proposed licensing outcomes within the Council's Equalities Mainstreaming Report 2021 - 2025.



POLICE
SCOTLAND
Keeping people safe

Chief Constables Annual Licensing Report for 2019/20

West Dunbartonshire Licensing Board

Licensing Department / March 2020 / v 1.0

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Foreword

It gives me great pleasure to provide the Annual Licensing Report for 2019/20, in accordance with Section 12(A) Licensing (Scotland) Act 2005. During this year Police Scotland has continued to work tirelessly towards supporting and enforcing the licensing objectives.

Police Scotland continues to work closely with local authorities and partnership agencies to deliver effective regulation in liquor licencing. Preventing alcohol fuelled violence, disorder and antisocial behaviour is a priority and I believe that working together to achieve effective early intervention and enforcement is vital to this.

I would like to take this time to thank our many local partnerships and acknowledge the good work that they do, as without their support we would not be able to maintain the high standard in licencing we have become accustomed to in the West Dunbartonshire Board area.

Going forward I will continue to emphasise the importance of partnership working to our dedicated officers and staff. I am confident that through strong partnerships and collaborative working, we will meet any challenges that may arise and will continue to improve licensing standards for the communities of Scotland.

Mr Iain Livingstone QPM
Chief Constable
Police Service of Scotland

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Police Scotland Licensing Overview

The Violence Prevention and Licensing Co-ordination Unit (VPLCU) sits within Safer Communities based at Dalmarnock Police Station, Glasgow.

The VPLCU upholds the two tier structure for licensing which supports both national and local priorities through service delivery. They have overall responsibility for determining and delivering national licensing strategy and policy, by providing advice, guidance and support to divisional licensing teams as well as undertaking other specialist functions.

The Violence Prevention and Licensing Co-ordination Unit is a specialist department which consists of a small team of officers, based in Glasgow. The officers within the unit work with divisional licensing teams and partner agencies to help shape policy and strategy around the police licensing function. They provide practical and tactical advice to police licensing practitioners, operational officers, supervisors and policing commanders.

The VPLCU seek to ensure that legislation governing the sale and supply of alcohol is applied consistently across the country and all opportunities are taken to stop the illegal or irresponsible sale, supply or consumption of alcohol with the intention of preventing and reducing crime and disorder.

During 2019/2020, from a licensing perspective, our particular focus will be on the following;

- Scrutiny of the serious incidents of violence, disorder and antisocial behaviour linked to licensed premises.
- Continuous professional development training and guidance for staff to harmonise licensing practice across the country.
- Working closely with statutory partners within a National Licensing Trade Forum to identify licensing related issues and prevent/reduce associated crimes.
- Governance and ongoing development of the National ICT Licensing System, known as “Inn Keeper”, to increase the efficiency and effectiveness of liquor and civic licensing administration and management.
- The implementation and ongoing development of the Licensing Admin tool provides divisional licensing officers with a single ICT product negating the need to research police systems independently. Through accurate recording, the licensing admin tool assists Police Scotland in deploying our resources to the right places and the right time to keep people safe.

Each of the 13 Local Policing Divisions have a licensing team responsible for the day to day management of licensing administration, complying with statutory requirements as well as addressing any issues that may arise within licensed premises in their local area.

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LICENSING BOARD AREA

The Licensing Board area is policed by Argyll and West Dunbartonshire Division.

Chief Superintendent John Paterson is the Local Police Commander who has the responsibility for all day-to-day policing functions.

Local Policing Priorities

Following our public consultation process, the policing priorities for West Dunbartonshire as set out in our Local Policing Plan, are as follows;

- Public Protection
- Serious Organised Crime
- Violent Crime
- Road Safety and Road Crime
- Acquisitive Crime

Description of Board Area

The Area Commander for West Dunbartonshire is Chief Inspector Scott Carlin who is based at Dumbarton Police Station. Uniformed response Police officers for West Dunbartonshire deploy from Dumbarton Police Station. They are supported by Community Police officers based in Clydebank Police Station, Dumbarton Police Station and Alexandria One Stop Shop. All of these officers are supported by the Licensing team based at Dumbarton Police Station.

There are 235 Licenced Premises in West Dunbartonshire which are concentrated in the built up areas of Clydebank, Dumbarton and Alexandria. Each town has one nightclub, with a concentration of the night time economy within the town centres.

The Lomond and Clydebank central ward areas are most affected by alcohol fuelled youth disorder.

OPERATION OF THE LICENSING (SCOTLAND) ACT 2005

The licensing team collaborate with numerous partner agencies including Licensing Standards Officers, Ministry of Defence Police, Environmental Health officers, Trading Standards (local and nationwide) and Border Control. Working together ensures the Licensing objectives are met in conjunction with local and national policing priorities.

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The Licensing Standards officers and Licensing Sergeant carry out joint visits where appropriate in order to resolve issues at the earliest possible stage.

An example of this was when a medium sized licenced grocers changed their store layout. The new layout appeared to dramatically increase the number of thefts of alcohol from the premises. Joint visits and discussions took place with the premises following advice and guidance provided by the LSO and PSOS.

The premises was monitored and once the new measures advised were in place and took effect there was a reduction in reported thefts of alcohol.

PREVENTING THE SALE OR SUPPLY OF ALCOHOL TO CHILDREN OR YOUNG PEOPLE

This section specifically concentrates on children and young people and how the Division works to keep them safe and protect them from harm. In the last year, across West Dunbartonshire, the unlawful sale and supply of alcohol to children and young people frequently resulted in anti-social behaviour.

In the last year 1 person was reported to the Procurator Fiscal for purchasing alcohol for persons under 18 years of age. 10 young people were reported for consuming alcohol in a public place.

Community police officers continue to monitor and target hotspot areas disrupting this activity as appropriate.

There are 4 dedicated Youth Engagement Officers in West Dunbartonshire who work closely with schools and youth organisations in order to educate young people on the significant risks associated with the consumption of alcohol. First year pupils are all able to attend the Choices for Life programme which tackles a number of issues for young people including the effects of alcohol. The YEO's also hold small working groups for S4-S6 discussing habits, affects and risks associated with alcohol consumption.

TACKLING SERIOUS AND ORGANISED CRIME

Serious and Organised Crime Groups pose a risk within the West Dunbartonshire area. For a variety of reasons the licenced trade has traditionally been an area of interest to such groups.

The Licensing team in conjunction with the Interventions department based at Dumbarton Police Station ensure strict processes are adhered to in order that the checks carried out highlight any individuals who are likely to be involved in such activities. This is in order to reduce opportunities for these groups to infiltrate legitimate businesses within West Dunbartonshire.

Police Scotland continue to work with licence holders regarding the Misuse of Drugs. Any issues that are identified by police are communicated to licensees where advice is given in accordance with public health to ensure the safety of patrons.

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During the reporting period Licensees have been extremely supportive and assist police during visits

PROPOSED ACTIVITY FOR THE YEAR AHEAD

During the next year Police Scotland will continue to work in all areas of Licensing in line with the divisional and national policing priorities to ensure that we continue to keep people safe.

The Divisional licensing team will continue to build on the strong working relationships with our partner agencies and stakeholders. Sharing of information will take place in line with GDPR and data protection in order to prevent and detect crime.

Police Scotland will continue to monitor all incidents in and around or affiliated to licensed premises. Where failings are identified appropriate action will be taken to tackle the issues that have arisen. Divisional Licensing teams will use interaction, intervention and support prior to requesting a review of the premises licence unless the matter is of such a nature that it needs to come to the Board immediately.

The agent purchase campaign planned for May 2020 has been temporarily suspended due to COVID-19 restrictions, however, this will not prevent community and intelligence led policing from engaging with young people and licensees in order to reduce the number of children and young people accessing alcohol.

Police Scotland will continue to support the licenced trade in their efforts to prevent and deter violence in and around premises. This will be done by engaging with staff, attending Pubwatch (where applicable) tasked visits and exclusion orders for persons convicted of committing acts of violence on licenced premises.

CONCLUSION

To conclude we would like to thank you for your continued support and stress the importance of this collaborative problem solving approach. This ensures that police, licence holders and licensed premises staff have a better understanding of their responsibilities. We look forward to furthering this partnership over the coming year.

WEST DUNBARTONSHIRE LICENSING BOARD

Report by the Depute Clerk to the Licensing Board

24 March 2021

Subject: Licensing Board's Mainstreaming Report 2017 – 2021

1. Purpose

1.1 To report to the Licensing Board the actions taken to progress and complete the outcomes within the Board's Mainstreaming Report.

2. Recommendations

2.1 The Licensing Board is asked to note the progress made under the current Equality Mainstreaming Report.

3 Background

3.1 The Specific Equality Duties relevant to the Licensing Board are:-

- Report progress on mainstreaming the equality duty.
- Publish equality outcomes and report progress.
- Assess and review policies and practices.
- Consider award criteria and conditions in relation to public procurement.
- Publish in a manner that is accessible.

3.2 Progress on the current Equality Outcomes cross cut with work carried out on several parts of the equality duty such as the regular review of licensing policies and practices.

3.3 The Outcomes were revised and agreed in March 2017 by the Licensing Board. The revised Outcomes are:-

- 1) Greater participation and involvement of the public and licence holders with protected characteristics in meetings and other statutory processes of the Licensing Board.
- 2) An increased proportion of Licensing Board communication is available digitally as part of the Council's commitment to "Communicating Effectively".

4. Main Issues

- 4.1 Outcome 1) *Greater participation and involvement of the public and licence holders with protected characteristics in meetings and other statutory processes of the Licensing Board.*

All Licensing Board meetings are held in meeting rooms with the ability to cater for protected characteristics. Agendas and minutes of meeting are all available through the Committee Management Information System (CMIS) and this is available to the public through the Councils' website. Groups representing the protected characteristics have been consulted on major policy matters such as the Statement of Licensing Policy and the Statement of Principles under the Gambling Act 2005. During this process the potential related harms to groups with vulnerabilities has been considered during consultation. Consultation with the Access Panel on new premises licence applications continues.

The Covid 19 crisis has brought forward the opportunity of the Licensing Board to operate and meet remotely. This has resulted in meetings occurring through apps such as Zoom. This also improves the potential in future for meetings to be streamed live and therefore be more accessible to groups who have accessibility challenges. This should further encourage greater participation and involvement of the public and licence holders with protected characteristics in meetings and other statutory processes of the Licensing Board.

- 4.2 Outcome 2) *An increased proportion of Licensing Board communication is available digitally as part of the Council's commitment to "Communicating Effectively".*

The Licensing Board and Licensing Team continue to increase the amount of information that is available digitally through its website and is also able to consult digitally through the Citizens' Panel.

Agendas and minutes of meeting are all available through the Committee Management Information System (CMIS) and this is available to the public through the Councils' website. The Licensing Team register of applications are available online and will continue to increase the information that is available online. As of March 2018 this has included details of disability access for licensed premises. This information is available at <https://www.west-dunbarton.gov.uk/business/licences-permits-and-permissions/alcohol-licences/>

- 4.3 The combination of steps noted above under the Board's specific equality outcomes continues to mainstream equalities within the processes and decision making of the Licensing Board.
- 4.4 The mainstreaming report is available via the website and in other accessible formats if requested.

5. People Implications

5.1 There are no personnel issues.

6. Financial and Procurement Implications

6.1 There are no financial or procurement implications.

7. Risk Analysis

7.1 The report contributes to the Licensing Board's continuing compliance with its statutory equality duties.

8. Equalities Impact Assessment (EIA)

8.1 The Equality Impact Assessment (EIA) accompanying the mainstreaming report has been reconsidered and it is noted that potential for positive impacts still apply. The Licensing Board will also monitor any relevant progress to the Council's Equality Duties.

9. Consultation

9.1 Consultation on the proposed revised Equality Outcomes were carried out through a Citizen's Advice Panel survey in 2016. The Licensing Forum was also consulted on the proposed outcomes.

10. Strategic Assessment

10.1 In terms of the Council's Strategic Priorities, the purpose of licensing is to protect the welfare of the community.

Raymond Lynch
Depute Clerk to the Licensing
Board

Date: 9/3/2021

Person to Contact: Lawrence Knighton, Licensing Standards Officer,
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e-mail: lawrence.knighton@west-dunbarton.gov.uk

Appendices: None

Background Papers: West Dunbartonshire Licensing Board Equalities Update
Report 2019

West Dunbartonshire Licensing Board Equalities
Mainstreaming Report 2017

Wards Affected: All