

Timeline - Review of Licensing Policy Statement including Overprovision Policy Statement

Supervising Officer: Lauren Cowie

Lead Officer: Fiona Stewart and Jill Joss

KEY – Tracking Column	Target deadline met	Ongoing	Target deadline missed
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Officers will use Aberdeenshire Council's Policy Development and Review Framework as the foundation for the review of the Licensing Board's Policy Statement. This can be found at Part 4B of Aberdeenshire Council's Scheme of Governance [\[Link\]](#).

STEP 1 – Agree the timeline					
Item	Officer	Activity	Deadline	Tracking	Comments
1A	Fiona Stewart	Aberdeenshire Licensing Board to agree indicative timetable for the review of the Policy Statement.	Aug Board 2022		The Timeline was approved by the Board at their meeting on 31 st August 2022

STEP 2 – Review existing Policy Statement and identify focus issues for the review					
Item	Officer	Activity	Deadline	Tracking	Comments
2A	Lauren, Lynsey, Jill, Amanda, Clark, and Cian Gullan	Officer review existing Policy Statement.	Aug/Sept 2022		Meeting in Woodhill to review policy Thursday 25 th August 2022
2B	Cian Gullan	Examine other Policy Statement's from across Scotland.	Sept 2022		
2C	Fiona and Jill	Engage with Aberdeenshire Licensing Board to identify the main issues to be addressed within the review.	Oct Board 2022		
2D	Fiona	Progress report to Aberdeenshire Licensing Board.	Oct Board 2022		This was the main issues report as set out at the October Board.

STEP 3 - Draft required Impact Assessments					
Item	Officer	Activity	Deadline	Tracking	Comments
3A	Fiona Stewart	Start Drafting Integrated Impact Assessment.	Sept 2022		Initial IIA drafted and set up
3B	Fiona Stewart	Start Drafting Privacy Impact Assessment.	Sept 2022		

STEP 4 - Engagement on identified issues (in conjunction with the Overprovision Policy review)					
Item	Officer	Activity	Deadline	Tracking	Comments
4A	Lauren Cowie	Consult with Aberdeenshire Licensing Board on early engagement	Oct Board 2022		This formed part of the main issues report.
4B	Lauren Cowie/Clark Simpson	Prepare Engage HQ page to include survey covering issues.	Oct 2022		The online survey has been launched and the consultation is underway.

4C	Clark Simpson	Issue link to the Engage HQ questionnaire to partners and the public.	Nov & Dec 2022		The link has been sent to all premises licence holders, community councils and all those named in the engagement plan presented to the October Board..
4D	Fiona Stewart, Jill Joss, Lynsey Kimmit and Lauren Cowie	Direct engagement with Area Committees	Nov & Dec 2022		The link to the Survey will be sent directly to all members to share amongst their networks as well as encouraging them to complete themselves. The formal consultation with Area Committees will follow during the formal consultation following this engagement period.
4E	Fiona Stewart, Jill Joss, Lynsey Kimmit and Lauren Cowie	Direct engagement with Council Services.	Nov & Dec 2022		The link to the survey has been shared with statutory consultees within the Council and arrangements are being made for it to be shared on the Council's intranet for staff to access.
4F	Fiona Stewart, Jill Joss, Lynsey Kimmit and Lauren Cowie	Direct engagement with Community Council Forums.	Nov & Dec 2022		Officers have attended 5/6 community council forums directly engaging and signposting community councils to the survey and taking initial thoughts. The Kincardine and Mearns forum had to be rescheduled due to bad weather and so officers will attempt to attend if the rescheduled meeting is within the engagement period.
4G	Fiona Stewart, Jill Joss, Lynsey Kimmit and Lauren Cowie	Direct engagement with Community Planning, Community Safety, Transport Authorities and Tourism Representatives.	Nov & Dec 2022		The link has been shared with these bodies.
4H	Fiona Stewart, Jill Joss, Lynsey Kimmit and Lauren Cowie	Aberdeenshire Licensing Board engages with Police Scotland, Licensing Standards Officers and Public Health, trade – potential online meeting.	Nov & Dec 2022		The meeting is due to take place following the Board.
4I	Fiona Stewart, Jill Joss, Lynsey Kimmit and Lauren Cowie	Engagement with young people, the lived experience forum and network, the alcohol, and drugs partnership	Nov & Dec 2022		Links are being made with the MSYPs, pupil voice forums and the lived experience forum too as well as contact with the ADP.
4J	Fiona and Jill	Progress report to Aberdeenshire Licensing Board.	Dec Board 2022		

STEP 5 – Review of engagement (in conjunction with overprovision policy review)					
Item	Officer	Activity	Deadline	Tracking	Comments
5A	Fiona Stewart, Jill Joss, Lynsey Kimmit and Lauren Cowie	Officer review information from engagement.	Jan & Feb 2023		
5B	Fiona Stewart, Jill Joss, Lynsey Kimmit and Lauren Cowie	Review of engagement with Aberdeenshire Licensing Board.	Feb Board 2023		Some respondents have asked for more time before submitting their responses and new statutory guidance has just been published. Officers will arrange for an engagement briefing session with the Board in March to obtain views on potential changes to the policy to assist in drafting.
5C	Fiona and Jill	Progress Report to Aberdeenshire Licensing Board.	Feb Board 2023		

STEP 6 – Draft revised Licensing Policy Statement					
Item	Officer	Activity	Deadline	Tracking	Comments
6A	Licensing Team	Draft revised Licensing Policy Statement.	March 2023		
6B	Fiona and Jill	Arrange Policy Development Session with Board	March 2023		This is to look at the information provided at the engagement stage and to direct the policy changes.

STEP 7 – Update required Impact Assessments					
Item	Officer	Activity	Deadline	Tracking	Comments
7A	Fiona Stewart	Update Integrated Impact Assessment as required.	March 2023		
7B	Fiona Stewart	Update Draft Privacy Impact Assessment as required.	March 2023		

STEP 8 – Annual meeting of the licensed trade/Licensing Matters online event					
Item	Officer	Activity	Deadline	Tracking	Comments
8A	TBC	Aberdeenshire Licensing Board engages with the Trade.	March/April 2023		Postponed – to be carried out as part of the formal consultation exercise
8B	TBC	Progress report to Aberdeenshire Licensing Board.	April 2023		

STEP 9 – Formal consultation on revised Licensing Policy Statement					
Item	Officer	Activity	Deadline	Tracking	Comments
9A	TBC	Consult with Aberdeenshire Licensing Board regarding consultation on draft policy.	April 2023		Going to June Board meeting instead

9B	TBC	Prepare Engage HQ page to include survey covering issues.	April 2023		Formal consultation now happening over the summer
9C	TBC	Issue link to the Engage HQ questionnaire to partners and the public.	May-July 2023		Formal Engagement now happening over the summer
9D	Fiona and Jill	Progress report to Aberdeenshire Licensing Board.	August 2023		

STEP 10 – Finalisation of Licensing Policy Statement

Item	Officer	Activity	Deadline	Tracking	Comments
10A	TBC	Review with Aberdeenshire Licensing Board.	August 2023		
10B	Licensing Team	Finalise wording of revised Licensing Policy Statement.	September 2023		
10C	Fiona Stewart	Finalise terms of the Integrated Impact Assessment.	September 2023		
10D	Fiona Stewart	Finalise terms of the Privacy Impact Assessment.	September 2023		

STEP 11 – Approval of Licensing Policy Statement

Item	Officer	Activity	Deadline	Tracking	Comments
11A	Fiona and Jill	Report to Aberdeenshire Licensing Board for approval of the Licensing Policy Statement.	Oct Board 2023		

STEP 12 – Publication of Licensing Policy Statement

Item	Officer	Activity	Deadline	Tracking	Comments
12A	Lauren and Clark	Publication of Approved Policy Statements on the Boards' Website.	Nov 2023		