

REVIEW OF LICENSING POLICY STATEMENT – CONSULTATION TIMELINE

Supervising Officers – Martin Ingram

Lead Officer Fiona Stewart

Team: Jill Joss, Lynsey Kimmitt, Clark Simpson, Harriet Tevendale

KEY – Tracking Column	Target deadline met	Ongoing	Target deadline missed
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Officers will use Aberdeenshire Council's Policy Development & Review Framework as the foundation for the Review of the Common Good Policy. This can be found at Section Part 4B – Policy Development and Review Framework of the Scheme of Governance

Item Number	Responsible Officer	Activity	Timescale	Tracking	Updated	Comments
Part One - Preparation						
1A	Fiona	Draft Policy Statement Finalised	June Board 2023			
1B	Fiona	Report for Board Finalised	June Board 2023			
1C	Fiona	Draft IIA Updated	June Board 2023			
1D	The Team	Draft Consultation Timeline Prepared	June Board 2023			
1E	The Team	Engage Questions and format Prepared	23 rd June 2023			
Part Two – Board Approval						
2A	Jill clerking Report Fiona with the Team	Approval of Draft Policy for formal Consultation by the Board	28 th June 2022			
Part Three – Formal Consultation Process						
3A	Fiona, Jill & Clark	Public Consultation via Engage Platform and Social Media	10 th July – 1 st September 2023			
3B	Clark & Harriet	Consultation with Police Scotland	10 th July – 1 st September 2023			

Item Number	Responsible Officer	Activity	Timescale	Tracking	Updated	Comments
3C	Clark & Harriet	Consultation with Scottish Fire & Rescue Service	10 th July – 1 st September 2023			
3D	Clark & Harriet	Consultation with Licensing Standards Officers	10 th July – 1 st September 2023			
3E	Clark & Harriet	Consultation with Public Health	10 th July – 1 st September 2023			
3F	Clark & Harriet	Consultation with the Licensed Trade & Trade Association, Grocers Federation, Scottish Beer & Pub Association and local Pub/shopwatchers	10 th July – 1 st September 2023			
3G	Clark & Harriet	Consultation with the ADP	10 th July – 1 st September 2023			
3H	Clark & Harriet	Consultation with the Health & Social Care Partnership	10 th July – 1 st September 2023			
3I	Clark & Harriet	Consultation with the Integrated Joint Board	10 th July – 1 st September 2023			
3J	Clark & Harriet	Consultation with the Citizens Panel and Lived Experience Forum	10 th July – 1 st September 2023			
3K	Clark & Harriet	Consultation with the Community Planning Board	10 th July – 1 st September 2023			
3L	Clark & Harriet	Consultation with Visit Scotland and Visit Aberdeenshire	10 th July – 1 st September 2023			
3M	Clark & Harriet	Consultation with Schools, Youth Parliament and	10 th July – 1 st September 2023			

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		Youth Forums, Fraserburgh College				
3N	Clark & Harriet	Consultation with Criminal Justice, HMP Grampian and YOI Grampian	10 th July – 1 st September 2023			
3O	Clark & Harriet	Consultation with Community Councils	10 th July – 1 st September 2023			
3P	Clark & Harriet	Consultation with all Councillors	10 th July – 1 st September 2023			
3Q	Clark & Harriet	Consultation with Alcohol Focus Scotland	10 th July – 1 st September 2023			
3R	Clark & Harriet	Consultation with any other group/organization/person that may be relevant	10 th July – 1 st September 2023			
Part 4A - Engagement with Area Committees						
4A	Fiona, Lynsey & Jill	Banff & Buchan	22 nd August 2023			
4B	Fiona, Lynsey & Jill	Marr	22 nd August 2023			
4C	Fiona, Lynsey & Jill	Buchan	29 th August 2023			
4D	Fiona, Lynsey & Jill	Garioch	29 th August 2023			
4E	Fiona, Lynsey & Jill	Formartine	5 th September 2023			
4F	Fiona, Lynsey & Jill	Kincardine & Mearns	4 th September 2023			
Part 4B - Potential Engagement Session (depending on responses to consultation)						
4G	The Team	Licensing Objective 1 General Session - Teams	August 2023			

Item Number	Responsible Officer	Activity	Timescale	Tracking	Updated	Comments
4H	The Team	Licensing Objective 2 General Session - Teams	August 2023			
4I	The Team	Licensing Objective 3 General Session - Teams	August 2023			
4J	The Team	Licensing Objective 4 General Session - Teams	August 2023			
4K	The Team	Licensing Objective 5 General Session - Teams	August 2023			
4L	The Team	Engagement Session with Consultees	August 2023			
4M	The Team	Engagement Session with Community Councils/Forum	August 2023			
4N	The Team	Licensed Trade Annual Meeting Type Event to discuss the Policy	End of August/Early September 2023			
Part 5 – Update Report for the Board						
5A	Fiona	Update Report August Board	16 th August 2023			
Part 6 – Final Preparation of Policy						
6A	The Team	Informal Session with the Board on outcome of consultation exercise	Mid September 2023			

Item Number	Responsible Officer	Activity	Timescale	Tracking	Updated	Comments
6B	The Team	Finalising Policy Statement and IIA	September – Mid October 2023			
6C	Fiona & Clark	Compiling Evidence & Updating IIA	September – Mid October 2023			
6D	Fiona & Jill	Outcome of Consultation Report to the Board	4 th October 2023			
Part 7 – Approval of Policy Statement						
7A	Fiona & Jill	Final Report and Approval of Policy Statement	SPECIAL BOARD MEETING 25 th October 2023			
Part 8 – Publication of Policy Statement						
8A	Clark	Publication on website	1 st November 2023			