

# SUPPLEMENTARY POLICY 2 – CONSULTATION AND DOCUMENTATION

- 2.1 In preparing this Policy Statement and Supplementary Policy Statements for **2023 - 2028**, the Licensing Board adopted a partnership approach to alcohol and alcohol-related issues within Aberdeenshire in a similar manner to the community planning process.

## Pre-Formal Consultation Stage

- 2.2 Prior to finalising their draft revised Policy Statement the Board -
- **Reviewed the existing Policy to identify the Main Issues that should be reviewed**
  - **Agreed the Main Issues at their meeting on 12<sup>th</sup> October 2022. The report can be accessed [here](#)<sup>1</sup> (item 9(i)).**
  - **Conducted an engagement exercise on the Main Issues between November 2022 – January 2023**
  - **Consulted with the Area Committees on the Main Issues between November 2022 - January 2023**
  - **Met informally to consider the evidence gathered from the engagement/consultation on the Main Issues Identified**
  - **Formally considered the evidence gathered, considered the evidence upon which to determine localities for the purposes of overprovision and provided a steer to officers regarding the content of the draft Licensing Policy Statement at their meeting on 22<sup>nd</sup> February 2023.**
- 2.3 **At their Meeting held on 22<sup>nd</sup> February 2023, the Board considered the evidence provided by the engagement exercise and consultations in order to direct Officers to prepare the draft version of this Policy Statement to be issued for formal public consultation. The report can be accessed [here](#)<sup>2</sup> (item 9(ii))**

## Consultation

- 2.4 In terms of the Act, Boards are required to consult with:
- The Forum
  - So far as not already represented by the Local Licensing Forum, such other person or persons as appeared to the Board to be representative of:
    - The holders of premises licences and personal licences
    - The Chief Constable
    - Persons having functions relating to health, education, or social work
    - Young People
    - Persons resident within the Forum's area
    - And such other persons as the Board thinks appropriate.
- 2.5 The above includes but is not limited to:

Aberdeenshire Council		
Including:		
Councillors	Area Managers	Building Standards
LSOs	Chief Executive	Community Planning
Corporate Communications	Planning	Environmental Health
Infrastructure Services	Communities	Education and Children's Services

### Other Bodies and Groups:

<sup>1</sup> <https://committees.aberdeenshire.gov.uk/committees.aspx?commid=516&meetid=20294> (item 9(i))

<sup>2</sup> <https://committees.aberdeenshire.gov.uk/committees.aspx?commid=516&meetid=20461> (item 9(ii))

Including:				
Aberdeenshire Alcohol and Drugs Partnership	Aberdeenshire Integration Joint Board	Aberdeenshire Branch of the Scottish Licensed Trade Association	Alcohol Focus Scotland	Citizen's Panel
Aberdeenshire Health and Social Care Partnership	Community Councils	Community Planning Board	Community Safety Executive	Drugs Action
Licensing Forum	Local Business Associations	Local Community Planning Groups	Local Licensing Solicitors	Local Pubwatches/Shopwatches
HMP Grampian	Members of the Public	NHS Grampian Public Health Directorate	Criminal Justice Partnership	Police Scotland
Scottish Fire & Rescue Service	The Licensed Trade	Tourism Boards	YOI Grampian	Scottish Beer and Pub Association
Schools	Colleges	Youth Parliament	Youth Forums	Lived Life Experience Forums

### Post Consultation Stage

2.6 Following a formal public consultation on the terms of the draft policy statement between **XXX**, consultation responses were received from the following:

Documentation<sup>3</sup> taken into account in addition to the above responses in determining final policy:

- Local SIMD
- Alcohol Focus Scotland Community Tool Kit
- Alcohol Focus Scotland Licensing Resources Kit
- CRESH Report
- SIMD

All of the above documents form the Board's Strategic Assessment Document as referred to at section 2.7 below.

### Preparation of Final Policy Statement and Supplementary Policy Statements

2.7 The Board's Licensing Policy Statement/Supplementary Policy Statements have been prepared having regard to the documentation listed in the Board's Strategic Assessment Document, which can be found [here](#)<sup>4</sup>.

2.8 The Board will also have regard to any documents or statistical information placed before them during the lifetime of this Policy Statement and related Supplementary Policy Statements, and any reviews thereof.

**This Policy was approved by the Board at their meeting on **XXX****

### Evidence

2.9 The Board wishes all their decisions to be informed by evidence.

2.10 The Chief Constable and Aberdeenshire Council are required to provide the Board with statistical or other information for the purposes of preparing its Policy Statement or

<sup>3</sup> To be added to once the consultation has taken place

<sup>4</sup> Will be published once the Policy has been approved

Supplementary Policy Statements.

- 2.11 The Board will always be willing to receive evidence of changing circumstances which any interested party may bring to their attention.
- 2.13 As part of its consideration, the Board kept in mind the need to continue to promote the Licensing Objectives within its policies and, at the same time, maintain a strong, vibrant and diverse licensed trade. The Board believes that, in consulting as widely as possible on the development of this Policy Statement, it has achieved this aim.

## How to make a comment on this document

Any comments you may wish to make on the Policy can be submitted as follows:-

In writing to           The Clerk to the Board,  
                                  Licensing  
                                  Legal and People  
                                  Business Services  
                                  Aberdeenshire Council  
                                  Viewmount  
                                  Arduthie Road  
                                  Stonehaven  
                                  AB39 2DQ

By e-mail               [licensingpolicyreview@aberdeenshire.gov.uk](mailto:licensingpolicyreview@aberdeenshire.gov.uk)