

Fife Licensing Forum – Annual General Meeting

Committee Room 2 (FHM05.002), 5th Floor, Fife House, North Street, Glenrothes



Thursday, 9 March, 2023 - 3.00 p.m.

AGENDA

Page Nos.

1. **WELCOME AND APOLOGIES FOR ABSENCE**
2. **CONVENER'S ANNUAL REPORT** – Report by the Convener To Follow
3. **APPOINTMENT OF CONVENER**
4. **REAPPOINTMENT OF MEMBERS**
5. **RESIGNATION** – The forum is asked to note the resignation of Chris Dickson.
6. **MINUTE** – Minute of meeting of Fife Licensing Forum of 11 August, 2022 3 - 5
7. **CHIEF CONSTABLE'S ANNUAL LICENSING REPORT 2021/22** – Report by the Chief Constable 6 - 18
8. **POLICE REPORT** – Verbal update
9. **FIFE LICENSING BOARD ANNUAL FUNCTIONS AND FINANCIAL STATEMENT** – Report by the Head of Legal and Democratic Services 19 - 24
10. **UPDATES FROM FIFE LICENSING BOARD** – Minutes of meetings of 29th August, 3rd October & 12th December 2022 and 6th February, 2023. 25 - 63
11. **LICENSING STANDARDS OFFICERS UPDATE** – Verbal update
12. **LOCAL LICENSING FORUM SURVEY REPORT** – Report of survey from Scottish Government 63 - 70
13. **MEETING DATES FOR 2023** – The following dates are proposed for meetings for the rest of 2023:-
25 May
24 August
23 November
Joint meeting with Fife Licensing Board - date to be agreed.
14. **ALCOHOL FOCUS SCOTLAND - EFOCUS NEWSLETTERS** – newsletters to be accessed via website
Link to Alcohol Focus Website: [Working To Reduce Alcohol Harm | Alcohol Focus Scotland \(alcohol-focus-scotland.org.uk\)](https://www.alcohol-focus-scotland.org.uk)
15. **ANY OTHER COMPETENT BUSINESS**

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Finance and Corporate Services

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2 March, 2023

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THE FIFE COUNCIL - FIFE LICENSING FORUM – REMOTE MEETING

11 August, 2022

2.00 pm – 3.30 p.m.

PRESENT: John Barclay (Convener), Jim Bett, Catherine Chudleigh, Izzy Corbin, Ian Davidson, Chris Dickson, Neil Ewing, Douglas Hardaker, Stewart Ness, Paul Smith and Jo Worrall.

ATTENDING: Rebecca Shovlin, Policy Officer, Health and Social Care; Neil Macdonald, Team Manager - Legal Services and Elizabeth Mair, Committee Officer, Legal & Democratic Services.

APOLOGIES FOR ABSENCE: Jeff Ellis, Gregor Hannah and Fiona Rattray.

1. WELCOME AND APOLOGIES FOR ABSENCE

John Barclay welcomed everyone to the meeting and introductions were made for the benefit of newer members.

2. MINUTE

The Forum considered the minute of meeting of 9 June 2022.

Decision

The Forum agreed to approve the minute.

3. APPOINTMENT OF NEW MEMBER

Chris Dickson, General Manager of the Dean Park Hotel, Kirkcaldy was in attendance, having previously expressed an interest in joining the Forum.

Decision

It was agreed unanimously that Chris Dickson be appointed as a member of the Forum.

4. LOCAL LICENSING FORUM SURVEY

The Forum considered a survey which had been issued by the Scottish Government in conjunction with Alcohol Focus Scotland to identify current levels of Forum activity and to seek other relevant information.

Decision

The Forum:-

1. completed the survey; and
2. agreed that any further comments or suggestions could be submitted for inclusion in the response to be submitted by the closing date in October.

5. LICENSING STANDARDS OFFICERS UPDATE

Douglas Hardaker advised that two new Licensing Standards Officers had been recruited and would be starting work in the next couple of months. The team were currently investigating noise complaints arising from music being played through speakers in gardens throughout the warmer weather. Officers were also providing advice and guidance to local licensees and new shopkeepers.

Decision

The Forum noted the update given.

6. POLICE REPORT

Neil Ewing gave an update on the work which had been carried out since the previous meeting. He advised that the Open golf championship in St Andrews had gone smoothly with very few issues. Like the LSO's, officers were providing guidance to licensees and shopkeepers. There had been some issues with test sales in new shops but help and advice was given. A meeting had been held in Kirkcaldy to set up Pub Watch in the town.

It was mentioned that some pubs were selling alcohol free drinks to youths under 18 and there may be an issue with public perception related to this. Neil advised that this practice was not illegal. Rebecca Shovlin advised that marketing of these products was a concern as there had been problems with underage drinking in Fife in the past and the region was one of the worst in Scotland for this problem. It was suggested that the increasing sales of low or zero alcohol drinks was, in the main, a positive step rather than the consumption of more alcoholic drinks but there was the issue of distinguishing and controlling the two different types of drink.

Decision

The Forum noted the update given.

7. ALCOHOL FOCUS SCOTLAND - EFOCUS NEWSLETTERS

The Forum noted that eFocus newsletters could be accessed directly through the Alcohol Focus Scotland website and a link was provided.

8. ANY OTHER COMPETENT BUSINESS

(1) Late Night Opening/Alcohol Delivery

Izzy Corbin advised that there had been a recent upsurge in applications for 3.00 am opening in St Andrews, seen through applications submitted for comment to the Community Council. Paul Smith advised that this should only be for late opening premises such as nightclubs. It was reported that some hot food delivery premises were also delivering alcohol with food deliveries beyond the current licensing restriction times. Douglas Hardaker advised that orders could only be taken up to 10.00 pm and alcohol must be delivered by midnight. Neil Ewing advised of the rules governing late opening times relating to the provision of first aid, CCTV and the attendance of a license holder and also advised that the police made comments on applications received for late opening.

(2)/

2022 FLF 3

(2) Alcohol Related Deaths

Rebecca Shovlin advised that alcohol related death rates had been released and that the Fife rate was up by 5%. The majority of deaths were men.

9. **DATE OF NEXT MEETING**

The Forum agreed that the next meeting be held on Thursday, 24th November at 2.00 pm.

FIFE

Licensing Report

2021-2022



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Foreword

It gives me great pleasure to provide the Annual Licensing Report for 2021/22, in accordance with Section 12(A) Licensing (Scotland) Act 2005. Throughout this year Local Authorities and Police Scotland worked hard to support licensed premises in their road to recovery as Covid-19 restrictions were being lifted.

Collaboration is vital to ensure these businesses can flourish, providing much needed employment for our communities as well as a safe environments for people to socialise. Police Scotland will continue to work closely with Local Authorities, as well as other stakeholders, to ensure there is a fair and consistent approach across all 32 Local Authorities throughout Scotland to aid this recovery. Preventing alcohol fuelled violence, disorder and antisocial behaviour remains a priority for Police Scotland and I believe that working together we can reduce this through early intervention and enforcement.

I would like to take this opportunity to thank our local partnerships and the good work they carry out. With their support Police Scotland and partners can continue to drive improvements in licensing. I will continue to ensure that all officers and staff recognise the importance of working together with key partners, including the Licensing Trade, in an effort to improve licensing standards nationally.

Sir Iain Livingstone QPM

Chief Constable

Police Service of Scotland

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.

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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 2021/2022, from a licensing perspective, our particular focus was on the following;

- Scrutiny of the serious incidents of violence, disorder and antisocial behaviour linked to licensed premises.
- Working closely with Licenced Premises and Scottish Government to navigate the challenges of the COVID-19 pandemic through the 4Es approach by engaging, explaining, educating and enforcing.
- 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. Police Scotland are currently working on upgrade to the National ICT system to ensure compliance with GDPR legislation.

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.

LICENSING BOARD AREA

The Licensing Board area is policed by P Division, Police Scotland.

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

P Division

Fife (P) Division serves the Fife Council Local Authority area. The Division covers 1,325 sq.km between the Forth and Tay estuaries and is structured into three local commands areas, namely West, Central and East Fife. Seven territorial command areas make up the three local command areas, each of which share their boundaries with the Fife Council Local Authority business areas. The population of Fife is approximately 374,130, with the majority of people resident in a number of the larger towns, including Dunfermline, Cowdenbeath, Kirkcaldy, Glenrothes and Methil.

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West Area Command

Chief Inspector Joanne McEwan is the Area Commander for West Fife. The main towns in this area are Dunfermline, Cowdenbeath, Rosyth and Dalgety Bay, with a combined population of just under 90,000. This equates to approximately 25% of the population of Fife.

Chief Inspector McEwan is supported by Community Inspectors:

Inspector Neil McGurk based at Dunfermline;

Inspector Steven Hoggan based at Cowdenbeath; and

Inspector Anthony Rogers based at Dalgety Bay.

Central Area Command

Chief Inspector Tom Brown is the Area Commander for Central Fife. The main towns in this area are Kirkcaldy and Glenrothes, with a combined population of over 88,000. This equates to approximately 24% of the population of Fife.

Chief Inspector Brown is supported by Community Inspectors:

Inspector Nicola Black based at Kirkcaldy; and

Inspector Kirk Donnelly based at Glenrothes.

East Area Command

Chief Inspector Christopher Dow is the Area Commander for East Fife. The main towns in this area are Methil, Leven, Cupar and St. Andrews, with a combined population of over 47,000. This equates to approximately 13% of the population of Fife. The population of rural North East Fife is approximately 73,000 and equates to about 20% of the total population.

Chief Inspector Dow is supported by Community Inspectors:

Inspector Matthew Spencer based at Methil; and

Inspector Murray Gibson based at Cupar.

Senior Officers

The senior officers who hold responsibility for licensing in Fife are as follows:

Superintendent Anthony Beveridge Operations

Chief Inspector Adam Smith Partnerships

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Licensing Department

Inspector Stuart Allan

Divisional Co-ordination Unit

Sergeant Neil Ewing

Alcohol and Civic Licensing

Local Policing Priorities

Following our public consultation process, the policing priorities for Fife (P) Divisions are established to address local concerns and to link into the priorities established in the National Policing Plan.

In addition to the Annual Police Scotland Plan and public consultation, we also made reference to the following internal and external document sources to assist us in identifying our Local Policing Priorities;

- Force Strategic Assessment 2020 – 2023; and
- Fife Local Outcome Improvement Plan – Plan for Fife.

Other relevant political, economic, social, technological, environmental, legislative and organisational issues were also taken into consideration.

The cumulative information from the consultation activity resulted in the following priorities, which we will aim to deliver at a local and national level;

- Violent Crime;
- Acquisitive Crime;
- Anti-Social Behaviour;
- Substance Misuse;
- Road Safety;
- Protecting People at Risk of Harm; and
- Threats to Public Safety.

Fife (P) Division's overarching objective is **Keeping the Kingdom Safe** and continues to concentrate activities in accordance with five specific local policing operations, namely:

Operation Prevail – Anti-social Behaviour;

Operation Prospect – Substance Misuse;

Operation Principle – Acquisitive Crime;

Operation Path – Violent Crime; and

Operation Paramount – Road Safety.

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These operations are the main drivers for Fife Division's input, support and delivery of the Community Planning Partnership Local Outcomes Improvement Plan, "The Plan for Fife".

Significant work has been undertaken to develop these operations. Part of this activity has been to create a corporate identity for each of the operations to ensure a consistency and familiarity in Fife Division's messaging and communications, both within and out with the organisation. This has resulted in successful operations being developed and undertaken at both Divisional and local area levels.

Externally, the operations are also being used to form our messaging to communities and there are ongoing developing innovative approaches to this across the Division.

OPERATION OF THE LICENSING (SCOTLAND) ACT 2005

A total of 1065 active premises licenses were present as of 31st March 2022. This shows an increase of 11 since 31st March 2021. The overall figure breaks down further as follows:

- 197 on-sales (a decrease of 6)
- 367 off-sales (an increase of 13)
- 483 combined on and off-sales (an increase of 4)

A total of 284 personal licenses (35 renewals and 249 new applicants) were granted by Fife Licensing Board between 1st April 2021 and 31st March 2022, an increase of 76 on the previous year. During the current reporting period, 902 occasional licences were granted, giving an increase of 395 licenses on the previous 12 months. These totals are still lower than the 2019-2020 period, however, during the past 12 months numbers have been affected by the continuation of COVID-19 restrictions.

In total, between 1st April 2021 and 31st March 2022, Fife Division Licensing Unit processed 1583 licensing applications, which can be broken down as follows:

- 42 premises licences;
- 284 personal licences;
- 326 variations (a further 7 awaiting board decision)
- 902 occasional licences and;
- 31 extended hours licences

These figures show an increase in comparison with the previous 12 month period, however, are still lower than the figures before COVID-19 restrictions were implemented.

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Police Scotland, at a national and a local level, endeavours to mitigate the impact alcohol abuse has on society, while acknowledging that moderate and sensible consumption of alcohol is socially acceptable. With this in mind, Fife Division's approach utilises the framework of licensing legislation to support the licensed trade, rather than to be used as a punitive measure.

In line with the Fife policing ethos of improving the safety and wellbeing of people, places and communities in Fife, the commitment towards being there for the community and the vision of creating safer communities, the Police in Fife monitor all activities in and around licensed premises in an effort to reduce the negative impact alcohol can have on our communities, with an emphasis on prevention. The Division takes every opportunity to educate and support Premises and Personal Licence holders on the obligations placed upon them by virtue of the Licensing (Scotland) Act 2005.

Fife Division's Licensing Unit consists of a Licensing Sergeant and three Police Staff, Divisional Licensing Administrators, who take responsibility for delivering efficient and effective support and guidance on all liquor, civic and miscellaneous licensing matters. The unit is overseen by an Inspector from the Divisional Co-ordination Unit.

The Licensing Unit monitors activities in and around licensed premises on a daily basis and records incidents of note. All incidents are assessed and entered onto a report where, utilising a consistent evidence based approach, the premises are categorised using a Red – Amber – Green (RAG) grading system, i.e.:

Red: Problematic Premises: Evidence exists of a licensed premises operating in a manner which is inconsistent with the Licensing Objectives or out with the conditions of a Premises Licence and where local police intervention and support has failed or is unlikely to succeed in resolving the issues.

Amber: There is specific concern with the premises and whilst being actively monitored, intervention is appropriate.

Green: The premises has come to note and is being monitored.

In Fife, those premises that feature in the Amber category are further designated as requiring either informal or formal intervention. Informal intervention may be deemed suitable for those premises that have had a small number of minor incidents occurring, over a short period of time, in or around the premises where closer scrutiny is required. In such cases, a meeting will take place with managerial staff from the premises to discuss the situation and a Licensing Tasking Package will be prepared by the Licensing Unit, in consultation with the relevant Area Command Team.

Each package contains detailed tasking, to be completed during regular inspections carried out at each premises in an effort to rectify any identified issues. A specified timescale will be set for this monitoring period at the end of which the status of the premises will be re-assessed dependent on the outcome of the inspections carried out and any further incidents recorded.

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Where, due to repeated failings in the management of the premises or where a significant incident has taken place, a meeting will be arranged with premises management. This will normally involve representation from the Premises Licence holder, Licensing Standards Officers, Local Area Police Inspector and the Licensing Sergeant. In addition to the Licensing Tasking Package, a formal Intervention Plan will be agreed following discussion between all parties, with specific conditions set to ensure the issues are addressed appropriately. This Intervention Plan will be similarly subject to a specified timescale with inspections scheduled at regular intervals, and signed by both Police Scotland and the licence holder's representative. During this reporting period, two licensed premises in Fife have been subjected to Intervention Plans to address identified failings (not COVID-19 related).

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

Fife Division Licensing Unit provides guidance and advice when addressing licensing issues in Fife, thereby promoting the five Licensing Objectives:

- Prevent Crime and Disorder;
- Prevent Public Nuisance;
- Protect and Improve Public Health;
- Protect Children and Young Persons from harm; and
- Secure Public Safety.

The Licensing Sergeant works on the principle of:

Engagement – Education – Enforcement

In some cases where persons supplying alcohol have failed to act in observance of their licence conditions, positive ***Engagement and Education*** can resolve the matter, thereby preventing further instances and negating the requirement for ***Enforcement***.

There are of course circumstances whereby enforcement is the most appropriate course of action. Instances where persons may be reported to the Procurator Fiscal for offences covered by the Licensing (Scotland) Act 2005 include:

Section 102 (1) sale of alcohol to a child or young person

Section 104A (1) (a) buying or attempting to buy alcohol for a child

Section 104B (1) (a) buying or attempting to buy alcohol for a young person

Section 104A (1) (b) giving alcohol to a child

Section 104B (1) (b) giving alcohol to a young person

Section 105 (1) person under age 18 attempting to buy or buys alcohol

Section 1 (1) & (3) sale of alcohol without a premises licence or occasional licence

Section 63 (1) sale/consumption/taking away of alcohol outside licensed hours

Section 116 (1) behaving in a disorderly manner and refusing to leave premises

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In such instances, if appropriate, Fife Licensing Board will be informed of the circumstances.

Community Policing Teams throughout Fife Division are committed to promoting initiatives designed to divert children and young person's away from the attraction of consuming alcohol and the obvious risks posed in terms of health, personal safety and anti-social behaviour.

Operation Spring

Ongoing Local Community Action Plan targeting youth disorder and anti-social behaviour (Operation Prevail) in the Dunfermline area. The action plan focuses on intervention and partnership working to engage with local youths and with licensed premises to ensure that they are complying with the conditions of their licences. Officers interrogate local police systems to ensure knowledge of up to date intelligence and take a proactive approach, working in partnership with Safer Communities, to address the risk posed by underage alcohol consumption and youth disorder.

Education Engagement Officer

Previously known as the Youth Alcohol and Violence Reduction Officer, this is a proactive resource based in Levenmouth, whose purpose is to provide interventions to disrupt and deter young people from becoming engaged in anti-social behaviour (Operation Prevail) and drug/alcohol abuse (Operation Prospect). Through delivery of a portfolio of tactics relating to drug and alcohol abuse, good citizenship engagement is made with designated groups. Through identification of local community groups, schools and voluntary sectors, education is provided to divert and make better lifestyle choices. With secondary school pupils returning to school in spring 2021, this valuable work will continue for the foreseeable future.

Operation Riverside

A local action plan designed to reduce anti-social behaviour (Operation Prevail) and violence (Operation Path) across Glenrothes Wards. The initiative was founded on partnership working within the Community Safety Partnership and is reliant upon good relationships with local businesses including the Kingdom Shopping Centre, Glenrothes Bus Station and local licensed premises. The action plan makes use of a range of tactics including highly visible patrols, targeted inspections, interaction with licensed premises management and youth diversion activity.

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Kirkcaldy Policing Area Anti-Social Behaviour and Violence Reduction Action Plan

Designed to support the five local policing operations, the action plan runs every Friday and Saturday, with dedicated officers performing specific tasks. The structure permits defined tasking around the education and enforcement of licensing issues and proxy sale of alcohol to youths (Operation Prevail and Operation Prospect). Local officers complete a minimum of 2 inspections at every licensed premises and off-sale establishment in Burntisland, Kirkcaldy and Kinghorn. The plan overlaps into other aspects of the local policing priorities by introducing dedicated stop points (Operation Paramount), a fluid patrol matrix that highlights 'hot spot' areas for anti-social behaviour and violent crime (Operation Prevail and Operation Path), dedicated action to target/visit the perpetrators of domestic crime via MARAC domestic bail tasking and direct tasking to visit all persons on a curfew bail.

During the month of December, Officers throughout Fife implement the **Festive Safety Campaign**. In relation to the sale and consumption of alcohol, increased visits are made to licensed premises and areas where youths are known to congregate. Officers engage with premises staff and encourage diligence in relation to the prevention of the sale of alcohol to persons under 18 years of age and the issue of proxy sales (Operation Prevail). The campaign also endeavours to provide advice to members of the public in respect of personal safety when attending social events during the festive period. Similar activity takes place under the banner of the **Summer Safety Campaign**, a priority of which is keeping children and young person's safe during school holidays.

PARTNERSHIP WORKING AND INITIATIVES

Fife Division Licensing Unit, supported by local Policing Officers, has promoted the Police Service of Scotland's Force Priorities in conjunction with the Fife Licensing Objectives and the overarching principles and aims of the Licensing (Scotland) Act 2005. Fife Division values and promotes the partnership approach, particularly so during the current pandemic and this section of the report contains a number of working examples.

Fife Division Licensing Unit and Fife Council Liquor Licensing Team continue to make best use of the existing close working relationship in a joint agency approach aimed at protecting the citizens of Fife during this public health crisis.

Fife Division Licensing Sergeant enjoys a positive and productive working relationship with Fife Council Licensing Standards Officers (LSO's). The Licensing Sergeant meets with LSO's on a regular basis to share information regarding current issues and highlighted premises, which may have come to the adverse attention of either or both agencies. Over this reporting period, a number of joint inspections of licensed premises were carried out in the Fife Board area. Notwithstanding issues surrounding

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the COVID-19 restrictions which have been imposed on licensed premises, specific areas of concern which can prompt such visits include;

- Concerns regarding how premises are managed;
- Failure to observe conditions set out in Licence Operating Plans; and
- Negative impact caused by noise or anti-social behaviour.

This close working relationship has resulted in improved compliance by a number of licensed premises. Positive partnership interaction is seen as a factor in reducing the number of monitored premises across Fife, thus reducing the requirement for uniformed officers to carry out tasked inspections.

Throughout the past year COVID legislation and guidelines have continued to have an impact in the operation of many licensed premises across the division. Adhering to COVID legislation and guidelines comes with an ethical and social responsibility to ensure all businesses comply. This includes licensed retail outlets, as well as public houses and nightclubs. Through community engagement, officers across Fife determined that, whilst the majority of premises were complying with the required conditions, there were occasions whereby some premises were not adhering or were perhaps becoming complacent. Examples of non-compliance included face coverings not being worn and lack of social physical distancing.

To address these issues, colleagues from Police Scotland, Licensing Standard, Trading Standards and Environmental Health undertook a number of joint visits to licensed premises and carried out checks in relation to the restrictions. Advice was given on site and the results of these visits were recorded by Police and also fed into a number of national groups where Environmental Health are represented. These groups include the ETC - Environmental Health and Trading Standards COVID Group along with the linked working groups on Test and Protect Business Compliance and Scottish Government Safer Workplaces Group. Findings were also provided to the ETC's representative on the Scottish Government.

The initiative allowed a joint, consistent approach to premises within the community, whilst offering owners, managers and employees an excellent opportunity to meet Police Scotland, Licensing Standards, Trading Standards and Environmental Health colleagues.

Pubwatch Scheme

Dunfermline based Officers are actively involved with the town's Pubwatch scheme. The administration of the scheme sits with local publicans, with Police Officers having an active role by providing input at all meetings.

Incorporating a partnership approach, during operating hours, licensed premises within the scheme are linked by a WhatsApp group where information can be shared in respect of live incidents and problematic people. Police Officers actively link in with premises when carrying out pro-active visits. Scheduled meetings are held whereby members discuss incidents and individuals who have been brought to their attention.

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Glenrothes Preventions Unit

Established in April 2019 with the intention of reducing acquisitive crime (Operation Principle) at retail premises in the Glenrothes area. Local officers carry out proactive engagement with retailers ranging from large chains (Asda and Morrisons), to local convenience stores.

In terms of licensing, unit personnel provide preventions advice to shop keepers and managers in terms of how to avoid alcohol thefts and retailers are reminders of their responsibilities in terms of responsible sales. The retailers in the group share information on best practice at organised association meetings.

TACKLING SERIOUS AND ORGANISED CRIME

By its very nature, organised crime routinely requires a footprint within the business sector in order to legitimise funds obtained through illegal means, such as drug dealing (Operation Prospect). Such businesses are often run to the detriment of the communities in which they operate.

Involving our partners in Divisional and national campaigns ensures daily and weekly engagement with premises and personal licence holders and their staff, through proactive visits and inspections. These interactions allow our officers and partners to evaluate the look and feel of each premises, whilst considering each licensee and their operatives in terms of approachability, experience, knowledge and professionalism.

Human trafficking is a challenging and complex issue to investigate, with most cases being protracted, involving law enforcement in more than one country, both in the UK and internationally. Trafficking is often a hidden crime and its victims frequently don't see themselves as such, therefore we proactively look for victims.

Fife Division works closely with the Organised Crime and Counter Terrorism Unit (OCCTU) and our partners to assist people who are discovered as a result of anti-slavery and human trafficking work. They are victims, and regardless of whether they see themselves as such, are at risk and will be provided with help and support. The Division is committed to using all the tactics at its disposal to tackle trafficking and those who target vulnerable individuals.

Fife Division Licensing Unit plays a critical role in terms of assessing and disrupting applicants with links to organised crime. The Licensing Unit will continue to explore how intrusive assessment can be used as a tool to target and harden the licensed industry, reducing the impact of serious and organised crime.

In the past year Fife Division Licensing Unit have worked alongside the Pro-Active Unit in the executing of a drugs search warrant at a licenced premises with close links to Serious and Organised Crime (SAOC) Activity in the Board area. A review of their premises licence is currently being prepared for disclosure at Fife Council's board meeting.

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PROPOSED ACTIVITY FOR THE YEAR AHEAD

The success of the Pubwatch scheme in Dunfermline has led to initial discussions taking place within Kirkcaldy and St. Andrews to set up similar schemes. Kirkcaldy, traditionally has a night time economy with pubs and clubs all in close proximity, whilst St. Andrews has a large increase in population due to the University. Both areas will benefit with a Pubwatch scheme being in operation.

The **Bystander** initiative aims to provide an awareness for any 'bystander' in recognising where persons may be vulnerable to, for example, crimes of a sexual nature or violence and how to respond in a way that could positively influence the outcome. Following on from the training officers received last year, work will continue to cascade this training out to licensed premises within the division.

To conclude we would like to thank you for your continued support during what has been a challenging year for all. We have all had to adapt to a new way of working and ever changing circumstances which has been embraced by all.

We look forward to a safe and healthy 2022/2023.

Fife Licensing Board
Annual Functions Report 2021 – 2022

This report has been prepared in accordance with the provisions of Section 9A of the Licensing (Scotland) Act 2005 (the “2005 Act”).

Fife Licensing Board is the licensing authority responsible for regulating the sale of alcohol in the area of Fife for the purposes of the 2005 Act. For the period this report covers, the Board was formed in May 2017 and made up of ten elected members from Fife Council.

Fife is located on the east coast of Scotland, lying between the Firth of Tay on the north and the Firth of Forth on the south, and is bordered by Perth and Kinross and Clackmannanshire Councils. The population of Fife is rising and is currently 374,130. There are five main centres of population, namely, Dunfermline, Kirkcaldy, Glenrothes, Levenmouth and St. Andrews. Fife Licensing Board meets at the Council’s administrative centre at Fife House in Glenrothes.

As of 31 March 2022, the Fife Licensing Board area had 2814 personal licence holders and 1047 premises licences comprising 197 on sale, 367 off sale and 483 on and off sale. The corresponding figures for the previous reporting year 2020/21 were 3021 personal licences and 1039 premises licences (206 on sales, 354 off sales and 479 on & off sales).

There has been a decrease in the number of personal licenceholders which is believed to be due to an increase in the number of licences revoked under the 2005 Act due to not undertaking and submitting evidence of refresher training, even with the Covid-19 extension period still in place for undertaking and submitting the evidence of refresher training.

There is an increase of 8 premises licences in Fife since the last reporting period.

The Board is responsible for considering applications for premises licences (including provisional and temporary premises, transfer, variation and confirmation of provisional premises), occasional licences, extended hours and personal licences.

Licensing Objectives

The 2005 Act sets out the following five licensing objectives:-

- preventing crime and disorder
- securing public safety
- preventing public nuisance
- protecting and improving public health
- protecting children and young persons from harm

The Licensing Board must have regard to the licensing objectives when considering all applications as the licensing objectives provide a basis for the administration of the licensing regime and a potential reason for refusal. There is a presumption of grant of an application if none of the statutory grounds for refusal apply. Breach of one or more of the licensing objectives may provide grounds for reviewing a premises licence. The Board recognises decisions to refuse applications must be evidence based and contain reasons as to why one or more of the licensing objectives has been engaged. The Board may attach conditions to a premises licence that it considers necessary or expedient for the purposes of any of the licensing objectives. In exercising its functions under the Act, the Board must consider the licensing objectives.

Board Business

The meetings of the Board during the reporting year 1 April 2021 to 31 March 2022 were affected by the restrictions required because of the Covid-19 pandemic. During the reporting year, there were only 4 meetings of the Board which took place. These were physical meetings of the Board, which took place in the Council Chamber in Fife House, held in accordance with health and safety advice to ensure the safety of those attending. A practice which was introduced in the previous reporting year continued which allowed applicants in respect of whose applications no objections, representations or other reports had been received, to lodge written submissions for their application with the Board instead of appearing before the Board to minimise the number of persons attending the meeting.

Applications were dealt with by the Board in an open and transparent manner, in accordance with the licensing legislation, statutory guidance and the Board's statement of licensing policy. Meetings of the Board are conducted in accordance with rules made by the Board at Kirkcaldy on 16th June 2008 (subsequently updated).

A copy of the applications and responses to the applications are issued to the Board members and applicants a week in advance of the board meeting. This gives fair notice to all parties involved in the process. The Board is aware of the need to ensure access for all to the licensing process and will provide information and assistance where requested. The Board always tries to be transparent, consistent and proportionate when dealing with applications. Each application made to the Licensing Board is decided on its own individual merits within the framework of the 2005 Act.

Decisions of the Board

In the reporting period, the Board considered 13 applications for a new premises licence and 16 applications for a provisional premises licence. Objections to some of these applications were received, mainly relating to concerns regarding potential noise nuisance for live music, persons leaving the premises late in the evening, smokers making noise outside the premises and general anti-social behaviour. Objections were also made in relation to perceived over provision of licensed premises. Although, Fife Licensing Board has no current policy on the overprovision of licensed premises, each overprovision objection was considered. All objections were taken into account during consideration of the applications and the concerns of objectors addressed during the applicants' submissions and discussion by the Board. 27 of the premises/provisional premises licence applications were granted, 1 application was withdrawn and 1 application is awaiting a decision at a future meeting of the Board. 15 confirmation of provisional premises licence were also granted.

The Board considered 57 applications for variations (other than a minor variation) to premises licences; 55 were granted, and 2 were withdrawn. As with the premises licence and provisional premises licence applications, some objections were received in relation to the applications, however, after consideration of the objections in each case the Board granted the applications.

225 applications for minor variation were received by the Board, all of which were granted by the Clerk under delegated powers.

56 applications for transfer of a premises licence were received, 52 were granted and 4 were withdrawn.

The Board received 939 occasional licence applications during the reporting year which is a considerable increase on the 531 applications in the previous year 2020/21. 902 of the applications were granted, 23 were withdrawn prior to determination and 14 were not considered as they were no longer required. This increase in numbers is due to events starting to get back to normal after the period of lockdown and restrictions. The Board and Licensing Team introduced a procedure to expedite the processing and granting of occasional licence applications, whilst adhering to the requirements of the 2005 Act, to assist the licensed trade in reopening after restrictions eased or in establishing outdoor areas for customers.

34 applications for extended hours were received during the year as restrictions had eased slightly during some months to allow premises to start trading normally again. 31 were granted, 1 was withdrawn, 1 was not processed in time and 1 was refused by the Board. Due to the Covid-19 restrictions still in place in December, the Board did not make a general determination extending licensed hours during the 2021/2022 festive period.

Spreadsheets listing the applications for premises licences, provisional premises licences, confirmation of licences, variations of premises licences, transfers, reviews of premises licences, applications for occasional licences and extended hours including the decisions taken on the applications will be published with this statement.

Reviews

In the period 1 April 2021 to 31 March 2022, 4 personal licence review applications and 3 premises licence review applications were considered by the Board.

All of the personal licence reviews related to inconsistency with the licensing objectives. On 3 of the review applications, the board decided there were no grounds for review established so no further action was taken. On the other review which was continued to a later meeting of the Board, the grounds for review were established and the Board decided to revoke the Personal Licence.

3 of the premises licence reviews related to failing to uphold one or more of the Licensing Objectives. The board made the decision that on all of the reviews, the grounds for review were established and gave one written warning and no further action was taken on the other two.

The outcomes of the premises licence reviews are indicated on the spreadsheet.

Licensing Forum

There is a properly constituted Licensing Forum operating in Fife. Members consist of representatives from the on and off trade, health, police, Licensing Standards Officers and members of the public. The Board invites the Forum to comment on matters of policy and the Forum shows a keen interest in the Board's decision making and processes. The Forum responds well to requests for information and feedback, and comments on policy matters and the like.

Fife Licensing Forum meets on a quarterly basis in central Fife, mainly in the afternoon. Members of the licensing board frequently attend the licensing forum meetings to keep abreast of any issues or concerns the licensing forum may have. Board members in attendance at meetings then feed back to the Board as a whole and the process is also done in reverse whereby the board members feed any relevant information to the forum at meetings. Meetings of the forum were also affected by the lockdown and restrictions with some meetings cancelled and others held remotely. The joint meeting of the Board and forum was held remotely in April 2021.

The Forum has not made any recommendations or given advice to the Board that has not been considered by the Board, during the period being considered by this report.

Conclusion

The operation of licensed premises was still restricted in this period due to Covid-19 restrictions in place throughout some of the reporting period. The volume of applications to the Board increased during this period as premises started to operate with reduced restrictions in place. The Board and Licensing Team worked to process applications as expeditiously as possible in line with the different ways of working which were introduced to mitigate the risk of the spread of infection and worked with the Licensing Standards Officers to give advice to licenceholders on how they could operate their premises in compliance with the restrictions. Licensing Standards Officers were working with reduced officers during this period due to sickness leave and an LSO retiring, which caused some delay in providing assistance to licenceholders and responding to public enquiries. A further two Licensing Standards Officers have been recruited and are due to start in October 2022.

Compliance with the restrictions was generally good and the Board congratulates members of the licensed trade in Fife for their efforts in promoting and upholding the licensing objectives in difficult circumstances.

Fife Licensing Board recognises the efforts of those who have an input into the operation of the Licensing Board and will continue to work with partner agencies to ensure the good practice going forward.

Lindsay Thomson

Clerk to the Board

Fife House

North Street

Glenrothes

KY7 5LT

Fife Council - Alcohol Statement	A42229						Agenda Item No. 9(ii)
	Submitted 21/22		Submitted 20/21		Variance from Previous Return	Variance %	
Income			£				
Income (Licensing Fees)	-427,367		-377,503		-49,864	13.2%	
	-427,367		-377,503		-439,493		
Expenditure							
Staff Costs - LSO	100,014		158,601		-58,587	-36.9%	Reduced from 4fte to 3fte from December 2020
Staff Costs - Other	159,773		143,696		16,077	11.2%	L Thomson % of time higher than M Ferguson
Transport	0		23		-23	-100.0%	Reduction due to Staff working from Home
Supplies & Services	0		20		-20	-100.0%	Reduction in Postages Costs £5k, Maintenance Costs £1k and Printing Costs £5k
Overheads	57,569		54,682		2,887	5.3%	
	317,356		357,022		399,148		
(Surplus)/Deficit	-110,011		-20,482		-89,530	437.1%	
Breakdown of Overheads							
Licence for Northgate Glamis	8,202		7,121		1,081	15.2%	
CSS Charges							
614160-PENSION COSTS-TRANSFER TO NDC LGPS	-1,251		0		-1,251		
641800-TRANSFER LIABILITY INSURANCE	-121		0		-121		
680205-FACILITIES MANAGEMENT	6,097		0		6,097		
680216-STAFF RESTAURANT CHARGE	326		0		326		

680220-AUDIT & RISK MANGEMENT CHARGE	1,211		0		1,211			
680222-FINANCIAL SERVICES CHARGE	302		0		302			
680223-REVENUE & EXCHEQUER CHARGE	1,109		0		1,109			
680224-MANAGEMENT & ADMIN CHARGE	227		0		227			
680225-BUSINESS SUPPORT CHARGE	12,001		0		12,001			
REVENUE & EXCHEQUER CHARGE	0		481		-481			
680241-POLICY & COMMS CHARGE	0		16		-16			
680250-HUMAN RESOURCES CHARGE	1,208		900		308			
680255-LEGAL SERVICES MANAGEMENT CHARGE	429		1,489		-1,060			
680256-LEGAL SERVICES CHARGE	9,731		27,522		-17,791			
680271-CUSTOMER SERVICE EXPERIENCE CHARGE	950		0		950			
680273-LOCAL OFFICE NETWORK CHARGE	253		15,347		-15,094			
680279-CHANGE & IMPROVEMENT CHARGE	439		438		1			
680280-COMMS & CUSTOMER INSIGHT CHARGE	313		194		119			
CONTACT CENTRE CHARGE	0		296		-296			
CUSTOMER SERVICE EXPERIENCE CHARGE	0		139		-139			
CUSTOMER SOLUTIONS CHARGE	0		16		-16			
680290-BTS SERVICE MANAGEMENT	767		0		767			
680291-BTS STRATEGIC PLATFORMS	3,494		0		3,494			
680292-BTS DIRECTORATE SYSTEMS	8,492		0		8,492			
680293-BTS TECHNICAL & HOSTING	2,971		0		2,971			
680294-BTS SOLUTIONS & SERVICE ASSURANCE	420		0		420			
	49,367		46,840		2,527	5.4%		
Total Overheads	57,569		53,961		3,608	6.7%		

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 29 AUGUST 2022 AT 10:00AM IN COUNCIL CHAMBERS, TOWN HOUSE, WEMYSSFIELD, KIRKCALDY, FIFE, KY11XW

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Provisional(s)

Lie No	Premises	Applicant	Date Received	Decision
FLB 1343	LIDL STORE RETAIL DEVELOPMENT ADMIRALTY ROAD ROSYTH DUNFERMLINE FIFE KY11 2BN	LIDL UK GMBH C/O HARPER MACLEOD THE CA'D'ORO 45 GORDON STREET GLASGOW G1 3PE	1 August 2018	Granted unanimous for a further 2 years

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 29 AUGUST 2022 AT 10:00AM IN COUNCIL CHAMBERS, TOWN HOUSE, WEMYSSFIELD, KIRKCALDY, FIFE, KY11XW

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Transfer(s)

Lie No	Premises	Applicant	Date Received	Decision
FLB 1400	DAY TO DAY EXPRESS 31 ABBOTSFORD ROAD LOCHORE LOCHGELLY FIFE KY5 8DT	STOP & SHOP GROCERS LTD C/O MACDONALD LICENSING LIMITED 21A RUTLAND SQUARE EDINBURGH EH1 2BB	8April 2022	Granted unanimous

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 29 AUGUST 2022 AT 10:00AM IN COUNCIL CHAMBERS, TOWN HOUSE, WEMYSSFIELD, KIRKCALDY, FIFE, KY11XW

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

New Grant(s)

Lie No	Premises	Applicant	Date Received	Decision
FLB 1434	THE WEE SHOP (FIFE) LTD 85 STATION ROAD LOCHGELLY FIFE KY5 9QX	THE WEE SHOP (FIFE) LTD	4 April 2022	Granted unanimous

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 29 AUGUST 2022 AT 10:00AM IN COUNCIL CHAMBERS, TOWN HOUSE, WEMYSSFIELD, KIRKCALDY, FIFE, KY11XW

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Variation (Major)(s)

Lie No	Premises	Applicant	Date Received	Decision
FLB 1329	BOWHOUSE ST. MONAN'S ANSTRUTHER FIFE KY10 2DB	TOBY AC ANSTRUTHER C/O JANET HOOD CONSULTING KIRKTON OF BALFOUR EDZELL BRECHIN ANGUS DD9 7XY	18 February 2022	Granted unanimous with the following condition: At least two weeks notice of large events (over 617 persons) must be given to Fife Council, Building Standards, to ensure adequate toilet provisions is in place.
FLB 923	THE RULE 116 SOUTH STREET ST ANDREWS FIFE KY16 9QD	STONEGATE PUB COMPANY LIMITED C/O HILL BROWN LICENSING THE FORSYTH BUILDING 5 RENFIELD STREET GLASGOW G25EZ	2 March 2022	Granted unanimous

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 29 AUGUST 2022 AT 10:00AM IN COUNCIL CHAMBERS, TOWN HOUSE, WEMYSSFIELD, KIRKCALDY, FIFE, KY11XW

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Variation (Major)(s)

Lie No	Premises	Applicant	Date Received	Decision
FLB 490	WHEY PAT TAVERN 1 BRIDGE STREET ST ANDREWS FIFE KY16 9EX	GREENE KING RETAILING LIMITED C/O BELHAVEN PUBS ATRIUM HOUSE 6 BACK WALK STIRLING FK8 2QA	24 March 2022	Granted unanimous
FLB 742	THE COMPASS HARBOUR DRIVE DALGETYBAY DUNFERMLINE FIFE KY11 9NA	GREENE KING RETAILING LIMITED C/O BELHAVEN PUBS ATRIUM HOUSE 6 BACK WALK STIRLING FK8 2QA	22 April 2022	Granted unanimous with the following condition: Alcohol may be consumed in the outdoor drinking area shown on the layout plan and in accordance with the terms of the licence and the Board's Statement of Licensing Policy.

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 29 AUGUST 2022 AT 10:00AM IN COUNCIL CHAMBERS, TOWN HOUSE, WEMYSSFIELD, KIRKCALDY, FIFE, KY11XW

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Variation (Major){s)

Lie No	Premises	Applicant	Date Received	Decision
FLB 1296	SPAR 1 - 3 STATION ROAD OAKLEY DUNFERMLINE FIFE KY12 9QF	KIMBERLEY KAY LIMITED	26 March 2022	Granted unanimous
FLB 1385	TIPSY TAVERN 38 CUNZIE STREET ANSTRUTHER FIFE KY10 3DF	TIPSY TAVERN (FIFE) LTD	19 April 2022	Granted unanimous

FIFE LICENSING BOARD LICENSING BOARD**MEETING, 29 AUGUST 2022 AT 10:00AM IN COUNCIL CHAMBERS, TOWN HOUSE, WEMYSSFIELD, KIRKCALDY, FIFE, KY11XW****LICENSING (SCOTLAND) ACT 2005****LIST OF DECISIONS**

Personal Licence(s)

Lie No	Premises	Applicant	Date Received	Decision
FI 6111	DANIELA CONWAY		29 March 2022	Refused
FI 6133	JILL A MOFFAT		25 April 2022	Granted unanimous
FI 6176	MARK FERGUSON		30 May 2022	Refused unanimous

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 29 AUGUST 2022 AT 10:00AM IN COUNCIL CHAMBERS, TOWN HOUSE, WEMYSSFIELD, KIRKCALDY, FIFE, KY11XW

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Personal Licence Review(s)

Lie No	Premises	Applicant	Date Received	Decision
FI 5194	ROBERT SIVEWRIGHT	CHIEF CONSTABLE	27 January 2022	Review Heard - The Board found that Grounds had been established and agreed unanimously to revoke the licence.
FI 5313	JAVAID AKHTAR	CHIEF CONSTABLE	23 May 2022	Review Heard - The Board found that Grounds had been established and agreed unanimously to endorse the licence.
FI 4034	SCOTT DOUGALL	CHIEF CONSTABLE	10 May 2022	Review Heard - The Board found that Grounds had been established and agreed unanimously to endorse the licence.

FIFE LICENSING BOARD LICENSING BOARD**MEETING, 29 AUGUST 2022 AT 10:00AM IN COUNCIL CHAMBERS, TOWN HOUSE, WEMYSSFIELD, KIRKCALDY, FIFE, KY11XW****LICENSING (SCOTLAND) ACT 2005****LIST OF DECISIONS****Premises Licence Review(s)**

Lie No	Premises	Applicant	Date Received	Decision
FLB 1059	EASY STOP LTD 10 WOODSIDE WAY GLENROTHES FIFE KY7 5DF	CHIEF CONSTABLE	26 May 2022	Review Heard - The Board found that Grounds had been established and agreed unanimously to suspend the licence for 4 weeks.

FIFE LICENSING BOARD

**The Meeting of the Fife Licensing Board held within the
Council Chamber, Fife House, North Street, Glenrothes, Fife, KY7 5LT
on MONDAY, 3rd OCTOBER 2022 at 10.00 a.m.**

Lindsay Thomson
Clerk to the Licensing Board

UNDER THE LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

1. Report from the Clerk – Festive Extensions – 2022/2023

The Board **noted and approved** the above report

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 3 OCTOBER 2022 AT 10:00AM IN COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 SLT

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Variation (Major)(s)

Lie No	Premises	Applicant	Date Received	Decision
FLB 133	SPAR STORE 33 MAIN STREET BALMULLO ST ANDREWS FIFE KY16 0AE	CJ LANG AND SON LIMITED C/O TLT LLP 41 WEST CAMPBELL STREET GLASGOW G26SE	6 May 2022	Granted unanimous with delivery conditions 1 - 4.
FLB 025	SPAR CONVENIENCE STORE 4 GLAMIS CENTRE GLENROTHES FIFE KY7 4RH	CJ LANG AND SON LIMITED C/O TLT LLP 41 WEST CAMPBELL STREET GLASGOW G26SE	6 May 2022	Granted unanimous with delivery conditions 1 - 4.

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 3 OCTOBER 2022 AT 10:00AM IN COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 SLT

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Variation (Major)(s)

Lie No	Premises	Applicant	Date Received	Decision
FLB 082	SPAR CONVENIENCE STORE 87 TOM MORRIS DRIVE ST ANDREWS FIFE KY16 8EL	CJ LANG AND SON LIMITED C/O TLT LLP 41 WEST CAMPBELL STREET GLASGOW G26SE	6 May 2022	Granted unanimous with delivery conditions 1 - 4.
FLB 501	SPAR CONVENIENCE STORE 55-57 BIGHTY AVENUE GLENROTHES FIFE KY? 5AD	CJ LANG AND SON LIMITED C/O TLT LLP 41 WEST CAMPBELL STREET GLASGOW G26SE	6 May 2022	Granted unanimous with delivery conditions 1 - 4.

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 3 OCTOBER 2022 AT 10:00AM IN COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 SLT

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Variation (Major)(s)

Lie No	Premises	Applicant	Date Received	Decision
FLB 050	SPAR STORE 16 HIGH STREET NEWPORT ON TAY FIFE DD68AD	CJ LANG AND SON LIMITED C/O TLT LLP 41 WEST CAMPBELL STREET GLASGOW G26SE	6 May 2022	Granted unanimous with delivery conditions 1 - 4.
FLB 801	SPAR STORE HIGH STREET FREUCHIE CUPAR FIFE KY15 7EY	CJ LANG AND SON LIMITED C/O TLT LLP 41 WEST CAMPBELL STREET GLASGOW G26SE	6 May 2022	Granted unanimous with delivery conditions 1 - 4.

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 3 OCTOBER 2022 AT 10:00AM IN COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 SLT

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Variation (Major)(s)

Lie No	Premises	Applicant	Date Received	Decision
FLB 627	SPAR 17 MAIN ROAD EASTWEMYSS KIRKCALDY FIFE KY14RE	CJ LANG AND SON LIMITED C/O TLT LLP 41 WEST CAMPBELL STREET GLASGOW G26SE	6 May 2022	Granted unanimous with delivery conditions 1 - 4.
FLB 1281	SPAR 28 DURIE STREET LEVEN FIFE KY8 4HD	CJ LANG AND SON LIMITED C/O TLT LLP 41 WEST CAMPBELL STREET GLASGOW G26SE	6 May 2022	Granted unanimous with delivery conditions 1 - 4.

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 3 OCTOBER 2022 AT 10:00AM IN COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 SLT

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Variation (Major)(s)

Lie No	Premises	Applicant	Date Received	Decision
FLB 1312	SPAR PITTSBURGH ROAD DUNFERMLINE FIFE KY11 8SS	CJ LANG AND SON LIMITED C/O TLT LLP 41 WEST CAMPBELL STREET GLASGOW G26SE	6 August 2022	Granted unanimous with delivery conditions 1 - 4.
FLB 524	AGENDA SCOONIE ROAD LEVEN FIFE KY84SE	TORRIE TAVERNS LIMITED C/O TLT LLP 41 WEST CAMPBELL STREET GLASGOW G26SE	14 July 2022	Granted unanimous.

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 3 OCTOBER 2022 AT 10:00AM IN COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 5LT

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Variation (Major)(s)

Lie No	Premises	Applicant	Date Received	Decision
FLB 935	BURNTISLAND GOLF HOUSE CLUB DODHEAD BURNTISLAND FIFE KY3 9LQ	BURNTISLAND GOLF HOUSE CLUB	22 June 2022	Granted unanimous with the following condition: Alcohol may be consumed in the outdoor drinking area shown on the layout plan and in accordance with the terms of the licence and the Board's Statement of Licensing Policy.
FLB 1416	MATTHEW'S FOODS 18 MILLIE STREET KIRKCALDY FIFE KY12NL	MATTHEW'S FOODS (SCOTLAND) LIMITED C/O BLANEY CARNAN STANDARD BUILDINGS 94 HOPE STREET GLASGOW G26PH	10 August 2022	Granted unanimous.

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 3 OCTOBER 2022 AT 10:00AM IN COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 SLT

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Variation (Major)(s)

Lie No	Premises	Applicant	Date Received	Decision
FLB 974	PIZZAEXPRESS 3/4 LOGIES LANE ST ANDREWS FIFE KY16 9NL	PIZZAEXPRESS LIMITED C/O PINSENT MASONS 141 BOTHWELL STREET GLASGOW G27EQ	26 April 2022	Granted unanimous with delivery conditions 1 - 5.
FLB 1200	SAVERS HEALTH & BEAUTY LTD 151 HIGH STREET KIRKCALDY FIFE KY1 1LR	SAVERS HEALTH AND BEAUTY LIMITED	7 June 2022	Granted unanimous.

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 3 OCTOBER 2022 AT 10:00AM IN COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 5LT

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Variation (Major)(s)

Lie No	Premises	Applicant	Date Received	Decision
FLB 1353	SHELL CAMDEAN ADMIRALTY ROAD ROSYTH DUNFERMLINE FIFE KY11 2BN	SHELL UK OIL PRODUCTS LIMITED C/O LOCKETT & CO LOCKETT HOUSE 13 CHURCH STREET KIDDERMINSTER WORCESTERSHIRE DY10 2AH	1 June 2022	Granted unanimous with delivery conditions 1 - 5 amended at conditions 2 and 5 as follows: 2. The Licenceholder shall exercise due diligence to check the age of customers or potential customers, be satisfied that they are aged 18 years of over before any sale is completed and otherwise shall comply with the age-related sale provisions in the Licensing (Scotland) Act 2005. and 5. An electronic notice shall be affixed to every package containing alcohol dispatched from the premises stating that the package shall contain alcohol and that it is an offence to deliver it to a person under 18 years of age.

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 3 OCTOBER 2022 AT 10:00AM IN COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 5LT

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Variation (Major)(s)

Lie No	Premises	Applicant	Date Received	Decision
FLB 593	SILVER BIRCH 347 BROAD STREET COWDENBEATH FIFE KY4 8LG	ROSEMOUNT TAVERNS LIMITED	7 June 2022	Granted unanimous with the following condition: 1. Alcohol may be consumed in the outdoor drinking area shown on the layout plan and in accordance with the terms of the licence and the Board's Statement of Licensing Policy. 2. Any music played in this area must be at ambient background levels only.
FLB 662	THE RAILWAY TAVERN 1 CARDENDEN ROAD CARDENDEN LOCHGELLY FIFE KY5 0PA	ALISON DUNCAN	17 May 2022	Granted unanimous with the following conditions: 1. Alcohol may be consumed in the outdoor drinking area shown on the layout plan and in accordance with the terms of the licence and the Board's Statement of Licensing Policy. 2. No music is to be played in the outdoor drinking area.

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 3 OCTOBER 2022 AT 10:00AM IN COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 5LT

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Variation (Major)(s)

Lie No	Premises	Applicant	Date Received	Decision
FLB 638	HO HO CUISINE 1 ACORN COURT GLENROTHES FIFE KY7 5LZ	YASAMINE IQBAL C/O YOUNG & PARTNERS 1 GEORGE SQUARE CASTLE BRAE DUNFERMLINE FIFE KY11 8QF	13 July 2022	Granted unanimous.
FLB 245	THE STADIUM STARKS PARK PRATT STREET KIRKCALDY FIFE KY11 1SA	RAITH ROVERS FOOTBALL CLUB LTD C/O YOUNG & PARTNERS 1 GEORGE SQUARE CASTLE BRAE DUNFERMLINE FIFE KY11 8QF	28 July 2022	Granted unanimous.

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 3 OCTOBER 2022 AT 10:00AM IN COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 5LT

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Variation (Major)(s)

Lie No	Premises	Applicant	Date Received	Decision
FLB 943	VICTORIA CAFE 1 ST MARY'S PLACE ST ANDREWS FIFE KY16 9UY	SCOTSMAN GROUP PLC C/O BRUNTON MILLER SOLICITORS 22 HERBERT STREET GLASGOW G20 6NB	18 May 2022	Granted unanimous with Local Late Night conditions 1 - 6 with amendment at condition 3 where the curfew time was amended to 02.00 a.m.
FLB 171	WINDSOR HOTEL 38-40 VICTORIA ROAD KIRKCALDY FIFE KY11DR	ASIF ENTERPRISES LTD C/O LUNDIN CONSULTANCY SERVICES LIMITED LUNDIN MILL FARMHOUSE 15 LARGO ROAD LUNDIN LINKS LEVEN FIFE KY8 6DG	10 May 2022	Refused unanimous.

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 3 OCTOBER 2022 AT 10:00AM IN COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 SLT

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Provisional(s)

Lie No	Premises	Applicant	Date Received	Decision
FLB 1433	STEWART'S RESORT CAMERON ST ANDREWS FIFE KY16 8PE	KIRSTY LR NICOLL C/O JANET HOOD CONSULTING KIRKTON OF BALFOUR EDZELL BRECHIN ANGUS DD9 7XY	15 March 2022	Application continued to the December meeting of the Board following a request from the applicant's agent. This was unanimously agreed by the Board.

FIFE LICENSING BOARD LICENSING BOARD**MEETING, 3 OCTOBER 2022 AT 10:00AM IN COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 SLT****LICENSING (SCOTLAND) ACT 2005****LIST OF DECISIONS****Personal Licence Review(s)**

Lie No	Premises	Applicant	Date Received	Decision
FI 5408	DANIEL J MURRAY	FIFE LICENSING BOARD	1 September 2022	Review continued to the December meeting of the Board following a request by the licenceholder. This was unanimously agreed by the Board.

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 12 DECEMBER 2022 AT 10:00AM IN , COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 5LT

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Provisional(s)

Lic No	Premises	Applicant	Date Received	Decision
FLB 1433	STEWART'S RESORT CAMERON ST ANDREWS FIFE KY16 8PE	KIRSTY L R NICOLL C/O JANET HOOD CONSULTING KIRKTON OF BALFOUR EDZELL BRECHIN ANGUS DD9 7XY	15 March 2022	Granted unanimous with the following condition: Alcohol may be consumed in the outdoor drinking area shown on the layout plan in accordance with the terms of this licence and the Board's Statement of Licensing Policy. and also delivery conditions 1 - 5.
FLB 1437	ON THE ROCKS BARTENDING 218 REDCRAIGS KIRKCALDY FIFE KY2 6UQ	BIANCA TEMPLE	28 September 2022	Application continued to the February, 2023 meeting at the request of the applicant.

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 12 DECEMBER 2022 AT 10:00AM IN , COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 5LT

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

New Grant(s)

Lic No	Premises	Applicant	Date Received	Decision
FLB 1436	FIB WHISKY LTD UNIT 11 CARBERRY PLACE MITCHELSTON INDUSTRIAL ESTATE KIRKCALDY FIFE KY1 3NQ	FIB WHISKY LTD C/O YOUNG & PARTNERS 1 GEORGE SQUARE CASTLE BRAE DUNFERMLINE FIFE KY11 8QF	29 August 2022	Granted unanimous with delivery conditions 1 - 5.
FLB 1432	KIRKCALDY GALLERIES WAR MEMORIAL GARDENS ABBOTSHALL ROAD, KIRKCALDY FIFE KY1 1YG	FIFE CULTURAL TRUST C/O INNES JOHNSTON & CO (KIRKCALDY) SOLICITORS 95 - 99 ESPLANADE KIRKCALDY FIFE KY1 1RF	30 August 2022	Granted unanimous.

FIFE LICENSING BOARD LICENSING BOARD**MEETING, 12 DECEMBER 2022 AT 10:00AM IN , COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 5LT****LICENSING (SCOTLAND) ACT 2005****LIST OF DECISIONS****New Grant(s)**

Lic No	Premises	Applicant	Date Received	Decision
FLB 1435	KRAFTY FINE DRINKS 29 KIRK WYND KIRKCALDY FIFE KY1 1EH	KRAFTY FINE DRINKS LTD	28 August 2022	Granted unanimous with delivery conditions 1 - 5.

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 12 DECEMBER 2022 AT 10:00AM IN , COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 5LT

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Variation (Major)(s)

Lic No	Premises	Applicant	Date Received	Decision
FLB 1154	THE ADAMSON RESTAURANT & BAR 127 - 129 SOUTH STREET ST ANDREWS FIFE KY16 9UH	MARDAL LIMITED C/O THORNTONS LAW LLP WHITEHALL HOUSE 33 YEAMAN SHORE DUNDEE DD1 4BJ	16 June 2022	Granted unanimous.

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 12 DECEMBER 2022 AT 10:00AM IN , COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 5LT

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Variation (Major)(s)

Lic No	Premises	Applicant	Date Received	Decision
FLB 1249	HATCH 129 SOUTH STREET ST ANDREWS FIFE KY16 9UH	MARDAL LIMITED C/O THORNTONS WHITEHALL HOUSE 33 YEAMAN SHORE DUNDEE DD1 4BJ	16 June 2022	Granted unanimous with the following condition; Alcohol maybe consumed in the outdoor area shown on the layout plan and in accordance with the terms of the licence and the Board's Statement of Licensing Policy with a variation to the policy to permit the consumption of alcohol within the outdoor area (including public open spaces e.g. pavement café) until a terminal hour of 22.00 hours during the period of 1st October to 31st March each year.

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 12 DECEMBER 2022 AT 10:00AM IN , COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 5LT

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Variation (Major)(s)

Lic No	Premises	Applicant	Date Received	Decision
FLB 623	MCPHAILS NORTH STREET LEVEN FIFE KY8 4LY	LEE MURRAY C/O MCKENZIES 26 EAST FERGUS PLACE KIRKCALDY FIFE KY1 1XT	26 September 2022	Refused unanimous
FLB 502	SCOTFRESH 92 BIRNAM ROAD KIRKCALDY FIFE KY2 6NH	DYNAMIC RETAIL LIMITED C/O TLT HOBART HOUSE 80 HANOVER STREET EDINBURGH EH2 1EL	23 September 2022	Granted unanimous with delivery conditions 1 - 4.

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 12 DECEMBER 2022 AT 10:00AM IN , COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 5LT

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Variation (Major)(s)

Lic No	Premises	Applicant	Date Received	Decision
FLB 056	SPAR CONVENIENCE STORE 54 COMMERCIAL ROAD LADYBANK CUPAR FIFE KY15 7JS	C J LANG AND SON LIMITED C/O TLT LLP 41 WEST CAMPBELL STREET GLASGOW G2 6SE	12 October 2022	Granted unanimous with delivery conditions 1 - 4.

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 12 DECEMBER 2022 AT 10:00AM IN , COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 5LT

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Personal Licence(s)

Lic No	Premises	Applicant	Date Received	Decision
FI 6236	UGUR EMRE		25 July 2022	Granted unanimous
FI 6260	LIAM COMRIE		8 September 2022	Continued to February 2023 meeting at the request of the applicant.

FIFE LICENSING BOARD LICENSING BOARD**MEETING, 12 DECEMBER 2022 AT 10:00AM IN , COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 5LT****LICENSING (SCOTLAND) ACT 2005****LIST OF DECISIONS****Personal Licence Review(s)**

Lic No	Premises	Applicant	Date Received	Decision
FI 5408	DANIEL J MURRAY	FIFE LICENSING BOARD	1 September 2022	Personal Licence was surrendered prior to Board meeting.

FIFE LICENSING BOARD LICENSING BOARD**MEETING, 12 DECEMBER 2022 AT 10:00AM IN , COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 5LT****LICENSING (SCOTLAND) ACT 2005****LIST OF DECISIONS****Premises Licence Review(s)**

Lic No	Premises	Applicant	Date Received	Decision
FLB 772	THE MAYVIEW HOTEL 40 STATION ROAD ST MONANS ANSTRUTHER FIFE KY10 2BN	FIFE LICENSING BOARD	19 October 2022	Premises Licence surrendered at meeting.

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 12 DECEMBER 2022 AT 10:00AM IN , COUNCIL CHAMBERS, FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 5LT

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Extended Hours(s)

Lic No	Premises	Applicant	Date Received	Decision
FLB 171	WINDSOR HOTEL 38-40 VICTORIA ROAD KIRKCALDY FIFE KY1 1DR	ASIF ENTERPRISES LTD	14 October 2022	Granted unanimous.
FLB 171	WINDSOR HOTEL 38-40 VICTORIA ROAD KIRKCALDY FIFE KY1 1DR	ASIF ENTERPRISES LTD	10 November 2022	Granted unanimous

FIFE LICENSING BOARD LICENSING BOARD**MEETING, 6 FEBRUARY 2023 AT 10:00AM IN COUNCIL CHAMBERS, TOWN HOUSE, WEMYSSFIELD, KIRKCALDY, FIFE, KY1 1XW****LICENSING (SCOTLAND) ACT 2005****LIST OF DECISIONS****Provisional(s)**

Lic No	Premises	Applicant	Date Received	Decision
FLB 1437	ON THE ROCKS BARTENDING 218 REDCRAIGS KIRKCALDY FIFE KY2 6UQ	BIANCA TEMPLE	28 September 2022	Granted unanimous with delivery conditions 1 - 5

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 6 FEBRUARY 2023 AT 10:00AM IN COUNCIL CHAMBERS, TOWN HOUSE, WEMYSSFIELD, KIRKCALDY, FIFE, KY1 1XW

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

New Grant(s)

Lic No	Premises	Applicant	Date Received	Decision
FLB 1439	RAJA BROS 235 STENHOUSE STREET COWDENBEATH FIFE KY4 9DL	RAJA BROS STENHOUSE LTD	29 November 2022	Granted unanimous
FLB 1438	THAI POP UP 3 ALEXANDRA PLACE ST ANDREWS FIFE KY16 9XD	KM ST ANDREWS LTD C/O KNIGHT TRAINING 134 THE BARRACKS WHITE CROSS, SOUTH ROAD LANCASTER LA1 4XQ	11 November 2022	Granted unanimous with the following condition: Alcohol may be consumed in the outdoor drinking area shown on the layout plan and in accordance with the terms of this licence and the Board's Statement of Licensing Policy. and also delivery condition 1 - 5

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 6 FEBRUARY 2023 AT 10:00AM IN COUNCIL CHAMBERS, TOWN HOUSE, WEMYSSFIELD, KIRKCALDY, FIFE, KY1 1XW

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Variation (Major)(s)

Lic No	Premises	Applicant	Date Received	Decision
FLB 684	ABERDOUR BOWLING CLUB 13 SHORE ROAD ABERDOUR BURNTISLAND FIFE KY3 0TR	ABERDOUR BOWLING CLUB	26 October 2022	Granted unanimous
FLB 370	LETHAM FEUS PARK CUPAR ROAD LUNDIN LINKS LEVEN FIFE KY8 5NT	LARGO LEISURE PARKS LIMITED C/O PINSENT MASONS 141 BOTHWELL STREET GLASGOW G2 7EQ	30 November 2022	Granted unanimous

FIFE LICENSING BOARD LICENSING BOARD

MEETING, 6 FEBRUARY 2023 AT 10:00AM IN COUNCIL CHAMBERS, TOWN HOUSE, WEMYSSFIELD, KIRKCALDY, FIFE, KY1 1XW

LICENSING (SCOTLAND) ACT 2005

LIST OF DECISIONS

Variation (Major)(s)

Lic No	Premises	Applicant	Date Received	Decision
FLB 1355	LITTLE ITALY 1, 2 & 3 LOGIES LANE ST. ANDREWS FIFE KY16 9NL	BEHROUZ ABOLGHASSEM C/O ROLLOS 67 CROSSGATE CUPAR FIFE KY15 5AS	17 October 2022	Granted unanimous

FIFE LICENSING BOARD LICENSING BOARD**MEETING, 6 FEBRUARY 2023 AT 10:00AM IN COUNCIL CHAMBERS, TOWN HOUSE, WEMYSSFIELD, KIRKCALDY, FIFE, KY1 1XW****LICENSING (SCOTLAND) ACT 2005****LIST OF DECISIONS****Personal Licence(s)**

Lic No	Premises	Applicant	Date Received	Decision
FI 6260	LIAM COMRIE		8 September 2022	Continued from December, 2022 Licensing Board as non appearance of applicant. Applicant did not appear at this meeting. Refused unanimous

Report of Local Licensing Forum Survey 2022

INTRODUCTION

Local licensing forums have a vital role to play in local licensing arrangements and the development of local licensing policies. However, forums, like the rest of the licensing system and range of stakeholders working within it, have inevitably faced challenges and been required to adapt in response to COVID-19. The Scottish Government therefore worked with Alcohol Focus Scotland (AFS) to undertake a survey of local licensing forums / local councils to identify current levels of forum activity. In addition, the survey asked about what was working well with forums and how they could be better supported or improved. This report summarises the key findings of the survey and the comments provided by the respondents.

BACKGROUND /CONTEXT

The Licensing (Scotland) Act 2005 requires every council to establish a local licensing forum. If the area of a council is divided into separate licensing divisions, then the council can choose to establish separate forums for each division. This means that there should be between 32-40 local licensing forums currently operating in Scotland. It is the job of the forum to review the licensing board in the area and to provide it with feedback. Specifically, the law states the forum's role is to:

- **Review:** *"keeping under review the operation of this Act [The Licensing (Scotland) Act 2005] in the forum's area, and, in particular, the exercise by the relevant licensing board or boards of their functions", and*
- **Advise:** *"giving such advice and making such recommendations to that... board in relation to those matters as the forum considers appropriate."*

The law requires all forums to have a membership of between 5 and 21 people, and they must include at least one Licensing Standards Officer (LSO) and at least one person from the health board. The law also sets out the main categories of members which the council must reach and engage in the process of setting up/maintaining a forum: Licence holders; police; health, education or social work; young people; and residents. Forums have the flexibility to decide at a local level how many representatives there should be for each of the different interests, although all the interests are equally important.

ABOUT THE SURVEY AND RESPONDENTS

An invitation to complete the survey was distributed by the Scottish Government via email to forums/local councils, using the contact details available on the licensing section of each council's website. The invitation asked for a single representative from each forum, or a relevant council officer if the forum was inactive, to provide one response to an online version of the survey. It was recommended that the questions be discussed at a forum meeting prior to the answers being submitted online.

The survey ran between July 2022 - October 2022 and responses were received from 14 local licensing forums. This would represent less than half of the total number of forums that should be in operation, which should be between 32-40 as noted above. The forums that participated included a mix of those within urban areas and those within more rural localities. In addition, an email reply was received from one area (that did not participate in the survey) advising that there had not been a licensing forum in operation since pre-COVID due to staff redeployment and availability from a number of services.

People were free to skip past any question that they did not want to answer and so some questions were not answered by all 14 respondents. Please also note that the percentages given in this report may not always add up to exactly 100% as they have been rounded to the nearest whole number.

SURVEY RESULTS

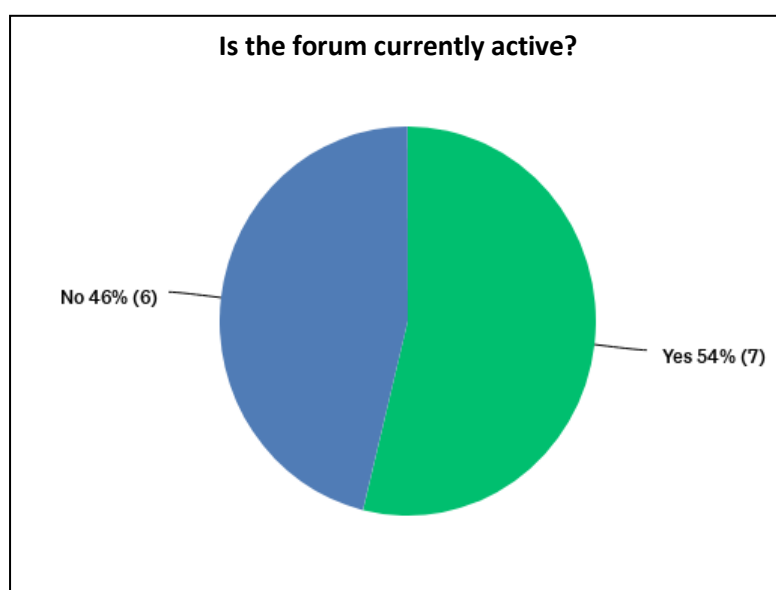
Key findings

The survey ran between July 2022 - October 2022 and responses were received from 14 local different licensing forums; there should currently be between 32-40 forums in Scotland. Of those who answered the relevant questions:

- **54%** of the forums were **currently active**, while **46%** were **not**.
- **66%** rated the forum as either 'very' or 'fairly' **effective** at reviewing the operation of the licensing system, while **33%** rated the forum as '**not effective**' in this regard.
- **55%** rated the forum as either 'very' or 'fairly' **effective** when asked about the forum's role to provide recommendations to the licensing board, with **44%** rating the forum as **not being effective** in this regard.
- Overall, the responses suggest that there is a **wide variation between forums** with regards to whether and how well they are operating, and the challenges being experienced.
- The total number of forum **members** (representing one of the main membership categories) on each forum **ranged from 5-15**, with the average number being 11
- **32%** of all forum members are **licence holders**, followed by LSOs and residents (both 14%). Only **1%** of forum members are **young people**.

Are forums currently active?

The survey asked respondents whether the forum was currently active. In response, 54% (7) answered 'yes' while 46% (6) answered 'no'. When the relevant respondents were asked to describe the main reasons for the forum being inactive, one commented on the impact of COVID and the reluctance of forum members to attend meetings remotely. Other respondents indicated more long-standing and reoccurring difficulties attracting and retaining forum members, with one expressing frustration that repeated attempts to maintain the forum had been unsuccessful and resource intensive.



"We have never got close to the maximum membership of 21... we barely reach the minimum of 5... Failing to reach a quorum is a common issue - if members do not confirm their intention to attend the next meeting, we cancel the meeting. Since there are only 4 scheduled meetings of the Forum a year, cancellation means there will be a gap of months between meetings."

Respondents in areas with inactive forums were asked whether there were any plans to reactive the forum, with 67% (2) of those who answered indicating 'yes' and 33% (1) indicating 'no'.

Respondents in areas with active forums were asked how many times the forum had met in the previous 12 months, with the answers given ranging from 1-6 times (1 x 1 time, 2 x 3 times, 2 x 4 times, 1 x 5 times, 1 x 6 times).

How well are forums functioning?

Respondents were asked to what extent they agreed or disagreed with a number of statements about the operation of the forum, as shown in the table below.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
Forum members have a good understanding of their role and remit	11% (1)	44% (4)	22% (2)	11% (1)	11% (1)
The forum has clear aims/objectives	11% (1)	44% (4)	11% (1)	11% (1)	22% (2)
The forum has developed a workplan	11% (1)	22% (2)	0%	33% (3)	33% (3)
The Licensing Board takes the forum's views into account	22% (2)	11% (1)	44% (4)	11% (1)	11% (1)
There is good communication between the forum and Licensing Board	22% (2)	11% (1)	44% (4)	11% (1)	11% (1)
The forum has sufficient resources	11% (1)	11% (1)	56% (5)	22% (2)	0%
The forum receives support and input from local agencies	11% (1)	78% (7)	0%	0%	11% (1)
The forum has a good level of membership retention	11% (1)	33% (3)	11% (1)	11% (1)	33% (3)

The statement that the highest proportion of respondents agreed with was "the forum receives support and input from local agencies", with only one respondent indicating that they disagreed with this statement. The next most commonly agreed to statements were "forum members have a good understanding of their role and remit" and "the forum has clear aims/objectives". Conversely, the statement that the highest proportion of respondents disagreed with was "the forum has developed a workplan", with the second most disagreed to statement being "the forum has a good level of membership retention". Overall, however, the responses suggest that there is a wide variation between forums with regards to how well they are operating, and the challenges being experienced.

Respondents were also asked how they would describe the effectiveness of the forum in relation to the functions of forums as set out in the Licensing (Scotland) Act 2005, as shown in the below table.

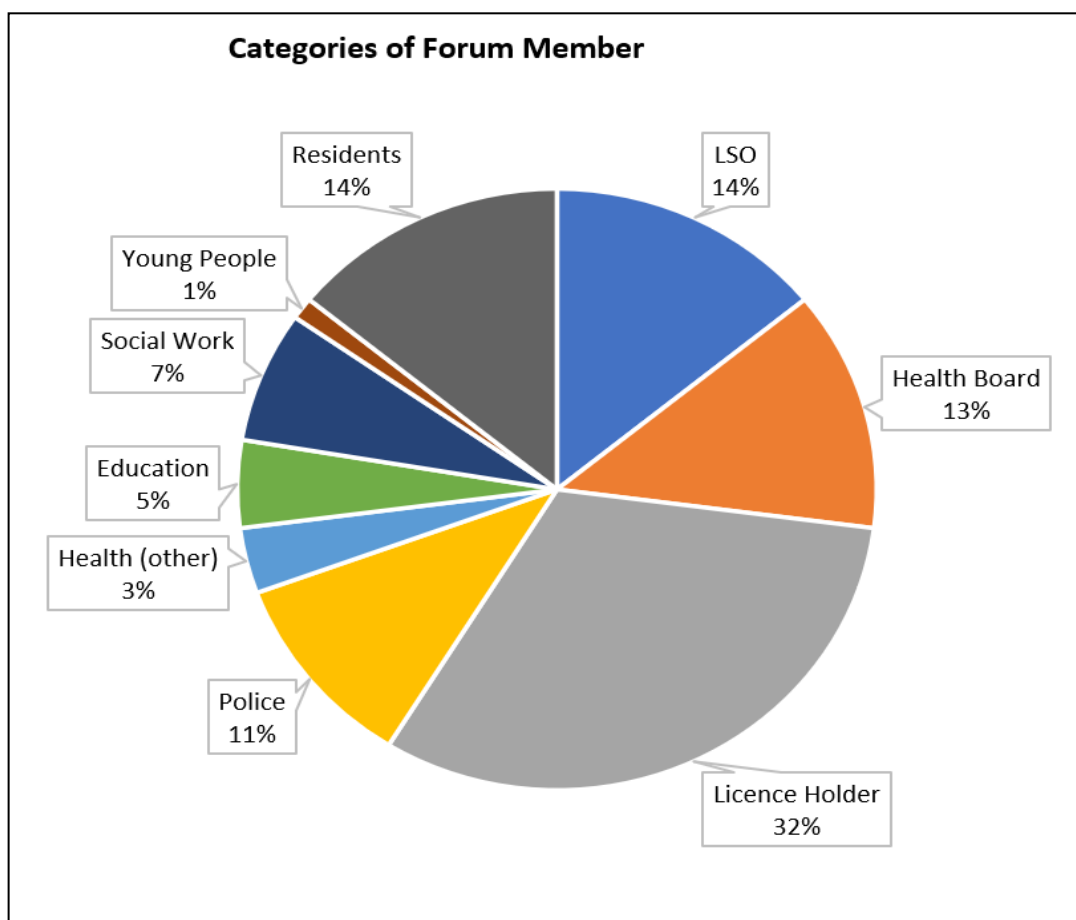
	Very Effective	Fairly Effective	Not Effective
Keeping under review the operation of the licensing system in the area	22% (2)	44% (4)	33% (3)
Giving advice and recommendations to the Licensing Board	22% (2)	33% (3)	44% (4)

The responses again suggest a variation in how effectively forums are functioning. Of the respondents who answered this question, 66% rated the forum as either 'very' or 'fairly' effective at reviewing the operation of the licensing system, while 33% rated the forum as 'not effective' in this regard. A smaller proportion (55%) rated the forum as either 'very' or 'fairly' effective when asked about the forum's role to provide recommendations to the licensing board, with a higher proportion (44%) rating the forum as not being effective in this regard.

What is the current membership of licensing forums?

Respondents were asked to state how many of each 'category' of forum member (as per the Licensing (Scotland) Act 2005) was represented on the forum. If a forum member belonged to more than one category, then the respondent was directed to count them as belonging to the category that best represented their key reason for attending the forum.

The total number of forum members (representing a main category) on each forum ranged from 5-15, with the average number being 11. The total proportion of each category of forum member from all the forms combined is set out in the chart below.



Licence holders make up the highest proportion (32%) of forum members, followed by LSOs and residents (both 14%). Conversely, the least well represented category is young people (1%), followed by Education (3%).

"We find that "young people" (16-17) tend to attend only one or two meetings before they become too old to be "young people"'"

In addition, several respondents commented that the forum membership included people who did not represent one of the main categories of forum member, with examples being representatives from chambers of commerce, council teams e.g., Safer Neighbourhood Team, and local country halls.

How could forums be supported/improved?

Respondents were asked for their suggestions of how forums could be supported/improved.

One respondent suggested that forums should be encouraged to adopt good practice based on learning from areas where forums were operating effectively. However, they also commented that a lack of resources may limit what is possible in some areas, and that some forums may require more support and encouragement to enable them meet more regularly.

"Here the forum is very well attended, has a full work plan set out, full and proper representation from all parts of the licensing sector, as well as student, local community, NHS, Police Scotland and LSO representation... [forums need] more resource and support to encourage and enable forums to meet more regularly. As it is, some don't meet at all or only infrequently."

Other respondents also highlighted the infrequency of forum meetings as being highly problematic, with some feeling that it contributed to breakdowns in communication between the different stakeholders involved in the forum and also with the licensing board. Several respondents highlighted that having more regular and informal meetings between the forum and board had been (or would be) beneficial.

"Interaction between the forum and the Board through the annual meeting is a good thing, but this should be augmented by a close working relationship with the Chair of the forum and the Chair of the Board, so that things are discussed and debated as they arise and not just annually."

"The quarterly meetings of the LLF [Local licensing Forum] and the annual meeting with the board are insufficient to build and maintain a positive working relationship. There are now occasional, informal meetings, where information and advice can be more regularly shared."

Other comments related to forum membership, and the need to invest in the recruitment and retention of members. Some suggested that the provision of training and support would encourage more members to participate and stay on forums.

"Increase level and diversity of members. Increase level of funding to allow for better community engagement."

"More recruitment of community members - Recognition schemes for community members who volunteer – i.e., voluntary hours given recognition schemes (helps build CVs, job application etc potentially),"

"Training for all forum members to maximise participation in individual contributions to the wider shared goals - training around the technicalities around licencing issues."

"Clear training and a work plan from the Scottish government, also some form of supervision to make sure the system/engagement with the board is happening as it should"

“There is a need to extend the membership of the forum (and this needs to include proper representation from local communities)/ formalise and improve joint working with the licencing board/ develop a clear programme of work, and this should include upskilling and development opportunities for forum members.”

Additional suggestions put forward included the possibility of creating opportunities for representatives from forums to come together at a national level.

“It would be helpful to have some form of national meeting where local Licensing Fora can exchange ideas.”

“Some kind of network where Forum Convenors and Vice Convenors could meet and share experiences and ideas and gain support would be helpful.”

However, it was also commented that forums may require a more fundamental review and overhauled in order for them to be able to function as intended.

“Forums essentially need to be rebooted as they have not worked in some time and are directionless”