
Report to Clackmannanshire Council Licensing Board

Date of Meeting: 28 May 2019

Subject: Annual Functions and Annual Financial Reports 2018/19

Report by: Lindsay Thomson, Clerk to the Licensing Board

1.0 Purpose

- 1.1. This paper provides an outline of the proposed annual functions and financial report for the Licensing Board's consideration.

2.0 Recommendations

- 2.1. It is recommended that that Board
- 2.1.1. Review and comment on the outline of the proposed annual functions and financial report at appendix one.
- 2.1.2. Note that Board will be invited to approve the final report at its meeting on 25 June 2019.

3.0 Considerations

- 3.1. At its last meeting the Board was advised of the requirement to produce two annual reports (functions and financial) in accordance with section 56 of the Air Weapons and Licensing (Scotland) Act 2015.
- 3.2. The Annual Functions Report must include the following
- (a) a statement explaining how the Board has had regard to—
 - (i) the licensing objectives, and
 - (ii) their licensing policy statement and any supplementary licensing policy statement in the exercise of their functions under this Act during the financial year,
 - (b) a summary of the decisions made by (or on behalf of) the Board during the financial year, and
 - (c) information about the number of licences held under this Act in the Board's area (including information about the number of occasional licences issued during the year).

3.3. The Annual Financial Report must include the following

- (a) statement of
 - (i) the amount of relevant income received by the Licensing Board during the financial year, and
 - (ii) the amount of relevant expenditure incurred in respect of the Board's area during the year, and
- (b) an explanation of how the amounts in the statement were calculated.

3.4 **Outline Report – Appendix one**

In accordance with the discussion at the last Board meeting an outline report has been prepared for this meeting to allow members to suggest any content that they wish to see included. This outline is based on a review of other Boards' reports and also consideration of the Alcohol Focus Scotland (AFS) Review which was published in March 2019.

In addition the Clerk has emailed all individuals and organisations that contributed to the consultation on the review of the Statement of Licensing Policy seeking their input in terms of the content of the report. This targeted consultation was to address the suggestion in the AFS report that members of the public be included in determining the content of the report.

Finally members will note that as previously agreed the functions and financial reports will be incorporated into a single document.

3.5 **AFS Review**

Members are reminded of the recommendations from AFS's review in March 2019

1. Ensure that annual functions reports are made widely available and publicised
2. Consult with local stakeholders regarding the Boards approach to the annual functions reports
3. Use the annual functions report as a mechanism to help monitor the implementation of local licensing policies
4. Identify whether there are any gaps in the licensing data being collected

4.0 **Sustainability Implications**

- 4.1. As indicated previously, this is an additional statutory requirement which will need to be met out of existing and limited resource. AFS notes in its report that it recognises the additional burden this reporting could place on Licensing Boards (page 10) and this will be taken into account when considering how far, if at all, the Licensing Board can report over the statutory requirements.

5.0 **Resource Implications**

5.1. *Financial Details*

5.2. The full financial implications of the recommendations are set out in the report. This includes a reference to full life cycle costs where appropriate. Yes

5.3. Finance have been consulted and have agreed the financial implications as set out in the report. Yes

5.4. *Staffing*

6.0 Exempt Reports

6.1. Is this report exempt? Yes (please detail the reasons for exemption below) No

7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) **Our Priorities** (Please double click on the check box)

Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all x
Our families; children and young people will have the best possible start in life
Women and girls will be confident and aspirational, and achieve their full potential
Our communities will be resilient and empowered so that they can thrive and flourish

(2) **Council Policies** (Please detail)

8.0 Equalities Impact

8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?
Yes No x

9.0 Legality

9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes x

10.0 Appendices

10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

Alcohol Focus Scotland - Review of Licensing Board Annual Functions Reports 2017-2018

11.0 Background Papers


11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes (please list the documents below) No

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Lindsay Thomson	Clerk to the Board	2084

Approved by

Lindsay Thomson	Clerk to the Board	
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Appendix 1

Outline Annual Functions and Financial Report – Clackmannanshire Licensing Board
2019

Cover Page using the same theme as the Statement of Licensing Policy to move
towards developing a suite of documents which are all easily identified as relating to
licensing



Contents page

Introduction to the Board

Role

Legislation – brief summary

Types of applications considered

Members

Officers supporting

Summary of Clackmannanshire Council area

most reports appear to have adopted this approach

Licensing Objectives (LO)

Summary of objectives

Note of Board's approach to reviewing the Statement of Licensing Policy (SLP)
– evidence based approach - and promotion of LOs

Annual Functions Report – detail

Meetings

Actual and virtual

Approach of the Board at meetings – including reference to how the Board has regard to the LO and SLP

Assistance provided to applicants

Licensing Administrator /LSO role and LSO workplan summary

Website

Decisions of the Board

Statistics analysis (from Board minutes and see appendix 1)

Note of any deviation from policy

Section on reviews

Licensing Board Training

Conference attendance and information sharing

Licensing Board Forum

Including minutes of last meeting

Financial Report

Income

Expenditure

Explanation about calculation of amounts

Key issues for the Board

Late applications

Site visits

Board forward plan

Statement of timescale review for policies

Training requirements

Key tasks for the coming year

Personal licences

Legislative change

Seasonal decisions – extended hours for Christmas

Conclusion

Appendix 1 – number of licences held

