














The Aberdeenshire Licensing Board

Statement of Licensing Policy 2023 – 2028: Approved Action Plan as at 1st November 2023

Action		Assigned to	Licensing Objectives/Policy Connection	Anticipated Date	Comments	Completion Date
	Publish Statement of Licensing Policy	Depute Clerk & Paralegals	All Objectives and Policy Statement as a whole	1 st November 2023		
	Information Sessions with the Licensed Trade	The Licensing Team	All Objectives and Policy Statement as a whole	By 30 th November 2023		
	Local Area Profiles 1. Peterhead 2. Fraserburgh 3. Banff 4. Inverurie 5. Macduff 6. Banchory 7. Ellon 8. Huntly 9. Portsoy 10. Stonehaven	Depute Clerk & Paralegal with support from the Licensing Team	All Licensing Objectives	1. By 30 th June 2024 2. By 30 th June 2024 3. By 30 th June 2025 4. By 30 th June 2025 5. By 30 th June 2026 Remaining as required until 30 th June 2028	These have been spread out over the lifetime of the policy to take account of staff time and resources to carry out the work. It may be that the profiles can be completed ahead of the schedule given	
	Information Bulletin for Community Councils and Communities	The Licensing Team	All Licensing Objectives	By end of November 2024	This will include more information on understanding overprovision and what it means to have an overprovision policy	

	Creation of Quarterly Bulletins	Depute Clerk, Paralegals, Senior Administrator with support from the Licensing Team	All Licensing Objectives	By 30 th June 2024	The creation of these is twofold. 1. Keep Board Members and the Community aware of applications dealt with under delegated powers 2. To make the ingathering of statistics for the Annual Functions and Finance report easier to collate and analyse.	
	Quarterly Training and Review Sessions for Board Members	Principal Solicitor (Governance), Depute Clerk with support from the Licensing Team	All Licensing Objectives	January 2024 March 2024 September 2024 November 2024		
	Identify procedures with Visit Scotland/Aberdeenshire on receiving reports on Local Tourist Economy	Depute Clerks and Paralegals	Supplementary Policy Statement 5 Recommended by Statutory Guidance	30 th June 2024		
	Review Risk Assessment Guidance	Depute Clerks and Paralegals	All Licensing Objectives Appendix 1 to the Main Policy Statement	February 2024		

	Format and Issue of Licences Moving forward	Principal Solicitor (Governance) and Senior Administrator	Supplementary Policy Statement 6	February 2024		
	Update Covering letter issuing Occasional Licences	Depute Clerk and Senior Administrator	Appendices 1 and 3 to the Main Policy Statement	February 2024		
	Revise Guidance, Application forms and Web Pages for all Licence types to tie in closer with the Policy Statement and the requirements of the EU Services Directive	To be allocated across the Licensing Team	All Licensing Objectives Policy Statement as a whole with emphasis on Appendixes 1 – 3 of the Main Policy Statement and Supplementary Policy Statements 3, 4 and 6	<p>Break down as follows:</p> <ol style="list-style-type: none"> 1. Premises/Provisional Premises Licences – June 2024 2. Confirmation of Premises Licences June 2024 3. Temporary Licences June 2027 4. Licences for Vehicles, Vessels and Stalls June 2025 5. Personal Licences 6. Transfer of Premises Licences June 2025 7. Major Variations of Premises Licences June 2025 8. Minor Variation of Premises Licences 9. Occasional Extensions June 2026 	These have been spread out over the lifetime of the Policy to account for staff time and resources. It may well be that this can be achieved ahead of schedule	

				<p>10. Occasional Licences June 2026</p> <p>11. Objections and Complaints June 2028</p> <p>12. Procedures for Hearings June 2028</p>		
	Report to Business Services on Reinstating the Licensing Forum	Principal Solicitor (Governance), Depute Clerk, Trainee Solicitor	All 5 Licensing Objectives Statutory requirement under Licensing (Scotland) Act 2005	Business Services Committee 11 th January 2024		
	Authorisation to update Policy Statement on ongoing basis as required – Place Strategy, Protect Scheme, Reinstatement of Forum	Depute Clerk and Paralegal	All five licensing objectives	Ongoing basis throughout the life of the Policy.		