



Committee: LICENSING ACT COMMITTEE

Date: THURSDAY, 14 JUNE 2018

Venue: LANCASTER TOWN HALL

Time: 2.00 P.M.

A G E N D A

1. **Apologies for Absence**

2. **Appointment of Vice-Chairman**

To appoint a Vice-Chairman for the 2018/2019 municipal year.

3. **Minutes**

Minutes of meeting held on 30 November 2017 (previously circulated).

4. **Items of Urgent Business Authorised by the Chairman**

5. **Declarations of Interest**

To receive declarations by Members of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.)

Whilst not a legal requirement, in accordance with Council Procedure Rule 9 and in the interests of clarity and transparency, Members should declare any disclosable pecuniary interests, which they have already declared in the Register, at this point in the meeting.

In accordance with Part B, Section 2 of the Code of Conduct, Members are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

Matters for Decision

Exclusion of the Press and Public

6. **Confidential Item**

The following report is not for publication because it contains confidential information and will be considered whilst the public are excluded from the meeting. The licence holder has been invited to attend and/or be represented at the meeting, but will be asked to

leave whilst the committee makes the decision, as exempt legal advice may be given.

Members are advised that, in accordance with Section 100A(2) of the Local Government Act 1972, the press and public should be excluded for the following item of business on the ground that it could include the possible disclosure of confidential information.

7. **Revocation of a Personal Alcohol Licence - Sarah Kirke** (Pages 1 - 12)

Report of the Licensing Enforcement Officer

Public Items

The press and public will be readmitted to the meeting at this point.

8. **Chairmen of Licensing Act Sub-Committees** (Pages 13 - 15)

Report of the Principal Licensing Officer

9. **Introduction of Drinkaware Crew** (Pages 16 - 24)

Report of the Principal Licensing Officer

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Terrie Metcalfe (Chairman), June Ashworth, Stuart Bateson, Carla Brayshaw, Ian Clift, Claire Cozler, Sheila Denwood, Charlie Edwards, Kevin Frea, Mel Guilding, Colin Hartley, Elizabeth Scott, Susan Sykes, Nicholas Wilkinson and Peter Yates

(ii) Queries regarding this Agenda

Please contact Jane Glenton, Democratic Services - telephone (01524) 582068 or email jglenton@lancaster.gov.uk.

(iii) Changes to Membership or apologies

Please contact Democratic Support - telephone (01524) 582170 or email democraticsupport@lancaster.gov.uk.

SUSAN PARSONAGE,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER, LA1 1PJ

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LICENSING ACT COMMITTEE**Chairmen of Licensing Act Sub-Committees
14th June 2018****Report of the Principal Licensing Officer****PURPOSE OF REPORT**

To enable the Committee to make arrangements for the chairing of Licensing Act Sub-Committees during the forthcoming municipal year.

This report is public.

Recommendation

- (1) **That the Committee appoints for the new municipal year a number of members to chair the ad hoc sub-committees established to hear individual applications under the Licensing Act 2003 and the Gambling Act 2005.**

1.0 Introduction

- 1.1 The procedure for establishing sub-committees to deal with hearings under the Licensing Act 2003 was agreed at the Committee's meeting on the 14th February 2005. As Members are aware, each sub-committee must comprise three members of the Committee, and is convened by the Democratic Services Manager, as and when required, from the fifteen members.
- 1.2 It was further agreed in 2005 that the then Chairman and Vice-Chairman and three other named members be appointed as chairmen of the sub-committees, and that each ad hoc sub-committee would include one of these members who would act as the chairman.
- 1.3 This arrangement has continued, although in some municipal years, the Committee has nominated four rather than five chairmen and, in 2016, only three members were nominated.
- 1.4 For Members' information, along with the Chairman, Councillor Metcalfe, Vice-Chairman Councillor Cozler, the three chairmen nominated for 2017/18 were Councillor Guilding, Councillor Biddulph and Councillor Wilkinson.
- 1.5 It is always difficult to estimate in advance the workload of the sub-committees. However, in 2017/18, sub-committees met on three occasions

2.0 Proposal Details

- 2.1 The Committee is now requested to consider the arrangements for the municipal year 2018/19, and to decide how many and which members to appoint to chair the sub-committees.

3.0 Details of Consultation

3.1 None

4.0 Options and Options Analysis (including risk assessment)

4.1 There is a need for the Committee to appoint sub-committee chairmen. In considering the number of chairmen to be designated, Members should take account of the reduced demand for hearings over the past few years as well as member availability.

5.0 Conclusion

5.1 The Committee is recommended to appoint a number of its members to chair the sub-committee hearings.

**CONCLUSION OF IMPACT ASSESSMENT
(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)**

None.

FINANCIAL IMPLICATIONS

The Independent Remuneration Panel (IRP) has made provision for special responsibility allowances of £435 to be paid to each Sub-Committee chairman, in addition to the special responsibility allowance that is paid to the Chairman of the Committee, and the budgetary provision reflects this. The fact that a member is only entitled to receive one special responsibility allowance means that it is impossible to estimate the actual budget cost in advance, and generally gives leeway within the budgetary provision.

LEGAL IMPLICATIONS

The proposal is in accordance with the provisions of the Licensing Act 2003, which provides for the establishment of one or more sub-committees consisting of three members of the Committee, but makes no further provision as to how this should be arranged.

OTHER RESOURCE IMPLICATIONS

Human Resources:

None

Information Services:

None

Property:

None

Open Spaces:

None

S151 OFFICER'S COMMENTS

The S151 Officer has been consulted and has no further comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

None

Contact Officer: Jennifer Curtis

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Ref: JC

LICENSING ACT COMMITTEE**Introduction of Drinkaware Crew
14th June 2018****Report of Principal Licensing Officer****PURPOSE OF REPORT**

To inform members of a scheme that is set to be introduced locally, "Drinkaware Crew", aimed at keeping young people safe on a night out.

The report is public.

RECOMMENDATION

That Members note the report.

1.0 Introduction

The Drinkaware Trust is an independent UK-wide alcohol education charity, funded largely by voluntary and unrestricted donations from UK alcohol producers, retailers and supermarkets. The Trust is governed independently and works in partnership with others to help reduce alcohol-related harm by helping people make better choices about their drinking.

Drinkaware engage and work directly with both the alcohol industry and public sector bodies to tackle alcohol-related harms.

The Drinkaware Crew scheme is aimed at keeping young people safe on their night out.

2.0 What is Drinkaware Crew?

Drinkaware Crew are trained staff working in clubs and venues to help support the welfare and wellbeing of young people on a night out.

Working in pairs, Drinkaware Crew mingle with customers to promote a positive social atmosphere and help those who may be vulnerable as a result of drinking too much alcohol. This can include reuniting lost customers with friends, helping people into taxis, or simply providing a shoulder to cry on.

Employed by the venue, Drinkaware Crew work with other members of staff, like security and first aid, providing an extra layer of support to ensure customers have a happy evening where the risk of harm is minimised.

3.0 Benefits of Drinkaware Crew to Licensed Premises

- Contributes to smoother, more efficient running of venues in the night time economy.
- Positions venue as a responsible outlet with an active interest in customer care.
- Frees up managers and security staff to keep the venue operation running effectively.
- Training has been endorsed by British Institute of Inn Keeping (BII) therefore providing venues with professional, industry-recognised expertise.
- Recommended as best practice in the Government's 2016 Modern Crime Prevention Strategy.
- Positive in the eyes of licensing officers, police forces, crime prevention and community safety initiatives helping to build and strengthen local relationships.

4.0 How it works?

Working in partnership, Lancashire Constabulary, The Lancaster Business Improvement District (BID), Lancaster University and Lancaster City Council and assisted by Drinkaware are looking to set-up a Drinkaware Crew in the night time economy operating in licensed premises around Lancaster City centre.

Hustle, Chupitos, Dalton/Glow Rooms and Sugar House have been approached by the partners involved to attend a Drinkaware presentation and invited to be a supporter of the project. As the 4 largest premises operating in the night-time economy, it is imperative these venues are given the opportunity to support and contribute positively to the safety of young people attending their venues.

Funding for the campaign, including training, advertising, uniform and materials will be met by the partners, the venues contribution to the scheme would be as the employer of the Drinkaware Crew member.

A brochure produced by Drinkaware outlining the benefits of the Drinkaware Crew for licensees is attached for members' information at Appendix A.

It is the intention of the partners to launch the campaign as part of freshers' week.

5.0 Conclusion

The report is for noting only.

Members will be informed of the development and progress of the scheme at the next Licensing Committee.

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| CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) |
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| None. |
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FINANCIAL IMPLICATIONS

Financial Services have not been consulted as there are no financial implications.

LEGAL IMPLICATIONS

None identified.

BACKGROUND PAPERS

None

Contact Officer: Jennifer Curtis

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Ref: JC

the
Crew
drinkaware

Drinkaware Crew:

supporting safer, more positive

nights out at **your venue**

What is **Drinkaware Crew**

and how **can it support me?**

Drinkaware Crew are trained staff working in clubs and venues to help support the welfare and wellbeing of young people on a night out.

Working in pairs, Drinkaware Crew mingle with customers to promote a positive social atmosphere and help those who may be vulnerable as a result of drinking too much alcohol. This can include reuniting lost customers with friends, helping people into taxis, or simply providing a shoulder to cry on.

Employed by the venue, Drinkaware Crew work with other members of staff, like security and first aid, providing an extra layer of support to ensure customers have a happy evening where the risk of harm is minimised.

Introducing Drinkaware Crew demonstrates a commitment to improving customer experience and care. It will also help you to operate a smoother running venue.

‘The project has been a really valuable exercise so far, it has not only helped some of our customers to remain safe but it has also freed up managers and security staff to keep the venue operation running effectively when they would have been otherwise tied up.’

**Julie Tippins, Head of Compliance,
DHP Family**

‘Since Drinkaware Crew have joined the team we have found ourselves with a lot more time and free person power to deal with the job in hand. The Drinkaware Crew are a great asset in making sure we maintain our duty of care.’

**Craig Franks, Axien Security
(University of Plymouth
Student Union)**

Is Drinkaware Crew right for my venue?

Drinkaware Crew works best in late-night venues with approximately 700+ capacity. This includes university venues, and larger venues.

Drinkaware also offers an Alcohol Vulnerability e-learning course for venues who want to train staff, but can't run a dedicated Drinkaware Crew team.

How many Drinkaware Crew do I need?

Drinkaware Crew always work in pairs. You need a pair of Drinkaware Crew to support 700 to 1,000 guests – plus an extra member to cover holidays and sickness. If your venue is larger, or on busy nights, you will need more than one pair on each shift.

Five ways **Drinkaware Crew****benefits your venue****1. Helps show you're a responsible venue.**

Having Drinkaware Crew in place shows your corporate social responsibility in action while providing a reassuring safety net for your customers.

2. Frees up staff time.

Drinkaware Crew gives your management and security staff the space to do what they're best at: running your venue effectively.

3. Provides industry-endorsed expertise.

Our training is endorsed by the British Institute of Inn keeping (BII) – so you can be sure staff are trained to the highest standard.

4. Puts recommended best practice in place.

Drinkaware Crew has been recommended as best practice in the Government's 2016 Modern Crime Prevention Strategy.

5. Builds relationships with your local community.

Drinkaware Crew has won praise from venue operators, student unions, licencing officers, police forces and crime prevention and community safety initiatives. It can therefore help you build and strengthen relationships within your local community.

How we developed Drinkaware Crew

We've developed Drinkaware Crew to provide expert support in venues like yours.

The inspiration for Drinkaware Crew was fuelled by our 2013 review into how we could reduce the harm caused by drunken nights out: Drunken nights out: motivations, norms and rituals in the night-time economy.

Originally, we focused on providing support to young women, since the review revealed how common sexual harassment was on drunken nights out.

However, after extensive development work we expanded this to include other situations where young people were vulnerable because they'd drunk too much alcohol.

The scheme was extensively trialled in seven venues across South West England and Nottingham, and the feedback used to make the scheme as effective as possible.

'I feel a lot safer – if you ever needed something they'd be there to help.'

21-year-old woman, Cardiff



Activating **Drinkaware Crew in your venue**

What's included in the scheme?

We provide everything you need to recruit and run Drinkaware Crew to achieve greatest impact.

Training

Drinkaware Crew staff attend a full-day training session with accredited trainers that covers every aspect of the role. This is delivered through industry-recognised training providers such as CPL Training. We'll also provide a recruitment pack to ensure you employ the right people for the job.

Uniform

Drinkaware Crew have their own uniform, which includes a branded t-shirt, hoodie and jacket. It's been designed for maximum visibility in your venue so vulnerable customers can quickly get support. Along with

the eye-catching Drinkaware Crew posters, our high visibility approach showcases your commitment to creating a safer, more positive night out for everyone to see.

Kit bag

To ensure Drinkaware Crew are fully equipped in their role, each member carries a branded bag containing key items. Sick bags, wet wipes, tissues and hand sanitisers are all included – while lollipops help form positive connections with customers.

PR toolkit

A range of assets are provided to help you promote the scheme in your venue and the local area. This will help you raise awareness of what you're doing to support customer experience and well-being.

Monitoring

If you're interested in monitoring or reporting on the shift activity of Drinkaware Crew, Drinkaware have an online reporting system available as part of the scheme at no extra cost.



'Hearing feedback from people that we've helped makes us feel really great about our jobs and we know we are making a difference.'

Drinkaware Crew at Rock City, Nottingham

'We have had incredible feedback from other management and customers, we are definitely going to keep them all on board because it frees up time for management and security and increases the safety of our customers.'

Alex Black, General Manager of Thekla, Bristol

How much does it cost?

Drinkaware support you through the recruitment, activation and initial promotion of Drinkaware Crew. Drinkaware Crew are employed by you, and all wages are covered by the venue.

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|---------------------------------|--------------------------|--------------------|---|---|
| Training cost breakdown* | Full-day training course | £1200 | For a minimum of 8 people and a maximum of 15 people – training course can be shared between venues to reduce costs | Total training costs £1344 |
| | Training manual | £12 each | | |
| Uniform cost breakdown | Branded t-shirt | £4.99 each | Set of uniform per Drinkaware Crew member is £37.48 - additional items of uniform are charged as extra | Total uniform costs per Drinkaware Crew £43.47 |
| | Branded hoodie | £9.99 each | | |
| | Branded jacket | £22.50 each | | |
| | Kit bags | £5.99 each | One kit bag per pair of Drinkaware Crew | |
| Kit costs breakdown | Kit contents** | £34.40 | To last approximately one month depending on venue size and footfall | Total kit costs £34.40*** |

Activation costs depend on location and size of scheme.

Alcohol Vulnerability Awareness e-learning

Providing the right training on alcohol and vulnerability helps keep people safe, while showcasing your commitment to customer care.

With this in mind we have also designed an e-learning course to increase awareness of customer alcohol vulnerability amongst bar and venue staff. It is perfect for smaller venues, and can complement Drinkaware Crew training in larger venues.

This training covers:

- How to spot alcohol-related vulnerability
- How to spot harassment and how to help
- Practical advice for staff
- How to act in situations involving vulnerable people

Alcohol Vulnerability e-learning costs £20 per person (excl. VAT) however discounts will apply for bulk purchase orders****



Get started with Drinkaware Crew

To find out more about how the scheme can benefit you, or to activate Drinkaware Crew in your venue, please email drinkawarecrew@drinkaware.co.uk or phone **020 7766 9900**

See drinkaware.co.uk/drinkawarecrew for more details.

'Definitely a worthy scheme to have as so many people appreciate the help!'

Drinkaware Crew, Cardiff Metropolitan University Students' Union

About Drinkaware

Drinkaware is an independent charity which aims to reduce alcohol-related harm by helping people make better choices about their drinking. We achieve this by providing impartial, evidence-based information, advice and practical resources; raising awareness of alcohol and its harms, and working collaboratively with partners.

* All costs exclusive of VAT

** Water should also be available for Drinkaware Crew to give to customers – to be supplied by bars/venues

*** Costs are exclusive of handling and delivery of items

**** There is no upper or lower limit for the number of people who can complete this training course

drinkaware

