

THE MORAY LICENSING BOARD

THURSDAY 2 MAY 2013

NOTICE IS HEREBY GIVEN that the Meeting of **THE MORAY LICENSING BOARD** is to be held within the The Moray Council, Council Chambers, High Street, Elgin on Thursday 2 May 2013 at 10.00am.


Rhona Gunn
CLERK

24 April 2013

BUSINESS

1. Prior Minutes
 - (i) Minutes of the Meeting held on 7 March 2013 (copy attached)

The Licencing (Scotland) Act 2005

2. Application for Variation of Premises Licence – Appendix 1
3. Personal Licence Review Hearing Following Application For Review by the Chief Constable (Case Number 7 of 2013) – Report by the Clerk (copy attached)
4. Review of Premises Licences Various Hearings Following the Making of Premises Licence Review Proposals– Report by the Clerk (copy attached)

Freedom of Information (Scotland) Act 2002

5. The Moray Licensing Board's Scheme of Publication – Report by the Clerk (copy attached)

CONTACT PERSON:	Rhona Gunn
Telephone No:	01343 543451 Ext 3152- Direct Line: 563152
Room No:	102

THE MORAY LICENSING BOARD**SEDERUNT**

COUNCILLOR J ALLAN
COUNCILLOR G ALEXANDER
COUNCILLOR S CREE
COUNCILLOR M HOWE
COUNCILLOR B JARVIS
COUNCILLOR A MCLEAN
COUNCILLOR M McCONACHIE
COUNCILLOR R H SHEPHERD
COUNCILLOR C TUKE

CLERK TO THE BOARD: Mrs R Gunn
Telephone No: 01343 543451 Ext 3152 - Direct Line: 563152
Room No: 102

APPENDIX 1

MORAY LICENSING BOARD LICENSING BOARD

MEETING, 2 MAY 2013 at 10:00am in Council Chambers, Council Headquarters, High Street, Elgin, IV30 1BX

Licensing (Scotland) Act 2005

Variation (Major)(s)

Premises

Applicant

Date Received

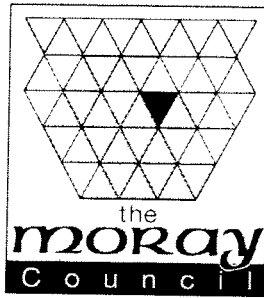
Comments

1 KEYSTORE
172 HIGH STREET
FORRES
IV 36 1QQ

PAUL MCBAIN (PARTNERSHIP)

28 February 2013

Variation to change core hours to 10am to 10pm Mon to Sun (currently 10am to 8pm Mon - Sat and 12.30pm to 8pm Sun) and increase shelving capacity from 35 to 42m³ due to shop refit.
All paperwork in order.
No objs/reps.



ITEM: 3

PAGE: 1

REPORT TO: THE MORAY LICENSING BOARD ON 2 MAY 2013

SUBJECT: LICENSING (SCOTLAND) ACT 2005 – PERSONAL LICENCE REVIEW HEARING FOLLOWING APPLICATION FOR REVIEW BY THE CHIEF CONSTABLE (CASE NUMBER 7 OF 2013)

BY: CLERK TO THE BOARD

1. REASON FOR REPORT

- 1.1 The Licensing (Scotland) Act 2005 section 84A provides that the Chief Constable has the power to report conduct inconsistent with the licensing objectives.
- 1.2 This report is to notify the Board:
- 1.2.1 That the Chief Constable has provided a report under section 84A as he considers that the personal licence holder (case number 7 of 2013) has acted in a manner which is inconsistent with the licensing objectives of preventing crime and disorder and securing public safety;
- 1.2.2 That, as a result, s.84A(2) of the Licensing (Scotland) Act 2005 requires the Board to hold a hearing to consider and determine whether any further order should be made in respect of the personal licence for the purposes of any of the licensing objectives.

2. RECOMMENDATIONS

It is recommended that the Board:

- 2.1 **Note the requirement to hold a review hearing following the report by the Chief Constable;**
- 2.2 **Note any recommendations from the Chief Constable, hear from appropriate person(s), consider the matter and determine whether one of the possible orders set out in paragraph 3.5 is necessary for the purposes of any of the licensing objectives;**

3. BACKGROUND

- 3.1 This matter was deferred from the Board meeting on 7 March 2013, paragraph 7 of the minute refers.
- 3.2 On the 5 February 2013 the Clerk received a report under s.84A from the Chief Constable.
- 3.3 A copy of the report referred to in paragraph 2.1 above has been separately circulated to members. It should be noted that in this case the Chief Constable has included a recommendation for revocation.
- 3.4 This report is to notify the Board of the requirement under s. 84A(2) of the Licensing (Scotland) Act 2005 to hold a hearing as a result of receipt of the Chief Constable's report.
- 3.5 At the hearing the Licensing Board may, after giving the licence holder concerned, the Chief Constable and any other person(s) the Board consider appropriate an opportunity to be heard and if satisfied that it is necessary to do so for the purposes of any of the licensing objectives make one of the following orders:
- 3.5.1. revoking;
 - 3.5.2. suspending for such period, not exceeding 6 months, as the Board considers appropriate; or
 - 3.5.3. endorsing;
- the personal licence held by the licence holder concerned.
- 3.6 The Licensing (Scotland) Act 2005 provides for a system akin to driving licence endorsements whereby an endorsement will remain on the licence for 5 years from the date of endorsement. If at any time a licence holder amasses 3 endorsements then the Board must hold a further hearing to determine whether to suspend or revoke the licence.

4. IMPLICATIONS

(a) Council/Community Planning Priorities

In the exercise of functions under the Licensing (Scotland) Act 2005 the Licensing Board is to have regard to and promote the licensing objectives which are:

- Preventing crime and disorder
- Securing public safety
- Preventing public nuisance
- Protecting and improving public health
- Protecting children from harm

The licensing objectives closely reflect some of the objectives of the Community Plan and are intended to promote community involvement and prevent the consumption of alcohol from being the source of nuisance, anti-social behaviour and harm. This is also true of the social inclusion and environmental aspects of the Corporate Plan. With particular regard to relevant convictions the Board is to have regard to the crime prevention objective.

(b) Policy and Legal

Legal implications have been explained above.

(c) Financial Implications

None

(d) Risk Implications

With particular regard to relevant convictions the Board is to have regard to the crime prevention objective and whether the risk justifies further intervention on this ground.

(e) Staffing Implications

None.

(f) Property

None.

(g) Equalities

There are no issues in this case.

(h) Consultations

Consultation is not required.

5. CONCLUSION

5.1 It is proposed that the Board note the Chief Constable's report and the requirement to hold a review hearing;

5.2 It is proposed that the Board note any recommendations from the Chief Constable, hear from appropriate person(s), consider the matter and determine whether one of the possible orders set out in paragraph 3.5 is necessary for the purposes of any of the licensing objectives.

Author of Report: Sean Hoath, Senior Solicitor, Depute Clerk to the Licensing Board

Background Papers: There are no background papers

Ref: SAH/TT

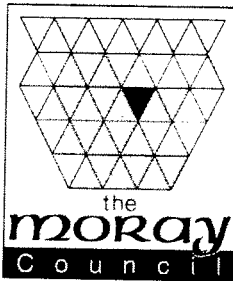
Signature _____

Date

23/4/13

Designation Head of Legal and Democratic Services, Clerk to the Board

Name Rhona Gunn



REPORT TO: THE MORAY LICENSING BOARD 2 MAY 2013

SUBJECT: LICENSING (SCOTLAND) ACT 2005 - REVIEW OF PREMISES LICENCES VARIOUS HEARINGS FOLLOWING THE MAKING OF PREMISES LICENCE REVIEW PROPOSALS

BY: CLERK TO THE BOARD

1. REASON FOR REPORT

- 1.1 To ask the Board to review the licenses in relation to the Duffus Inn and Amoroma which were suspended by the Board following a hearing on 17 January 2013.

2. RECOMMENDATION

- 2.1 **It is recommended that the Board consider and determine the premises licence review proposals having regard to the powers available to the Board under s.39(2) of the Licensing (Scotland) Act 2005 as set out in paragraph 3.7 below.**

3. BACKGROUND

- 3.1 On the 17 January 2013 review proposals were made under powers delegated by the Board to the Clerk in respect of premises that had failed to pay the annual licence fee that fell due on the 1 October 2012. The review proposals stated the grounds for review in accordance with section 36(3) of the Act, which are (a) that one or more of the conditions to which the premises licence is subject has been breached, or (b) any other ground relevant to one or more of the licensing objectives.
- 3.2 A review proposal having been made, the Board was obliged to hold a hearing, in terms of s.38(1), to consider and determine the proposal.
- 3.3 In the present cases, on 17 January 2013 (paragraph 6 of the minute refers) the Board found grounds for review were established in respect of the two aforementioned premises both in terms of s.36(3) (a) and (b) of the Act.
- 3.3.1 By the failure to pay the annual licence fees which became due on 1 October 2012, the licence holders concerned were breaching a mandatory condition of the premises licence, which condition is imposed by paragraph 10(2) of Schedule 3 of the Act.

- 3.3.1 In addition, by the failure to pay the annual licence fees, the licence holders concerned had deprived the Board of revenue and this reduced the Board's ability to promote the licensing objectives.
- 3.4 As a result The Board considered it necessary or appropriate for the purposes of the licensing objectives to suspend both licences for a period of three months and review the position at today's meeting if the annual fees were still outstanding. The annual fees remain outstanding.
- 3.5 In respect of the Duffus Inn an application for transfer has been received and a payment of the annual fee was requested on 8 April 2013. On 16 April 2013 a notice to attend this meeting for further review was sent to the current licence holder by recorded delivery.
- 3.6 In respect of Amoroma the notice of meeting sent on 9 April 2013 by recorded delivery to the premises and to the last known address of the licence holder have been returned as not been delivered (addressee gone away). The licence holder has not made contact with licensing staff, the premises appear closed permanently and the whereabouts of the licence holder are not known.
- 3.7 At the review hearing if satisfied that a ground for review is established take such of the steps set out in section 39(2) as the Board considers necessary or appropriate for the purposes of any of the licensing objectives. Section 39(2) confers on the Board the power to:
- 3.7.1 Issue a written warning;
 - 3.7.2 Vary the licence;
 - 3.7.3 Suspend the licence for such period as the Board may determine including suspending the licence unless and until the fee is paid; or
 - 3.7.4 Revoke the licence.

4 SUMMARY OF IMPLICATIONS

- (a) **Council / Community Planning Priorities**
None.
- (b) **Policy and Legal**
The legal implications have been explained above.
- (c) **Financial implications**
Loss of unpaid fees.
- (d) **Risk Implications**
None.
- (e) **Staffing Implications**
Additional work is required in pursuing unpaid annual fees.
- (f) **Property**
None.

(g) **Equalities**

None.

(h) **Consultations**

None required.

5 CONCLUSION

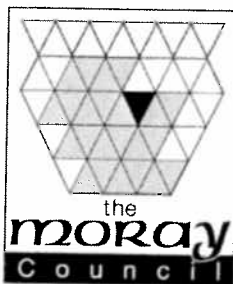
It is recommended that the Board consider and determine the premises licence review proposals in respect of each of the premises detailed in this report having regard to the powers available to the Board under s39(2) of the Licensing (Scotland) Act 2005.

Author of Report: Lucy Irons-Young, Trainee Solicitor, Litigation and Licensing
Background Papers: There are no background papers
Ref: LIY/SH/TT

Signature: _____

Date: 23/4/13

Designation: Head of Legal and Democratic Services, Clerk to Board
Name: Rhona Gunn



REPORT TO: THE MORAY LICENSING BOARD ON 2 MAY 2013

SUBJECT: FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 - THE MORAY LICENSING BOARD'S SCHEME OF PUBLICATION

BY: CLERK TO THE BOARD

1. REASON FOR REPORT

- 1.1 To invite the Board to consider and approve a new draft Scheme of Publication.

2. RECOMMENDATION

It is recommended that the Board:-

- 2.1 **Note the requirement to adopt a new Publication Scheme before 31 May 2013.**
- 2.2 **Approve the draft Model Publication Scheme 2013 attached at Appendix 1; and**
- 2.3 **Instruct the Clerk to submit the Draft to the Scottish Information Commissioner for approval and deal with any required amendments and publication.**

3. REPORT

- 3.1 In accordance with section 23 of the Freedom of Information (Scotland) Act 2002 all Licensing Boards in Scotland, as public authorities, are required to adopt and maintain a Model Publication Scheme. The Board's current approved Scheme expires on 31 May 2013.
- 3.2 Each public authority must produce a guide to the information it publishes through the scheme and decide the format of its Guide to Information. The authority's Guide to Information must:
- 3.2.1 Allow the public to see what information is available (and what is not available) in relation to each class;
 - 3.2.2 State what charges may be applied;
 - 3.2.3 Explain how to find the information easily;
 - 3.2.4 Provide contact details for enquiries and to get help with access to the information;
 - 3.2.5 Explain how to request information that has not been published.

- 3.3 A Draft Publication Scheme has been produced, as far as possible, in accordance with the Scottish Information Commissioner's guidance and standard template. This draft is an updated version from the previous publication scheme. The draft is attached at **Appendix I**.
- 3.4 The Draft Scheme is submitted to the Board for approval in order for it then to be submitted to the Scottish Information Commissioner for approval prior to the deadline of the 31 May 2013. The Freedom of Information (Scotland) Act 2002 s23 requires local authorities to adopt and maintain a publication scheme that has the approval of the Scottish Information Commissioner. Section 24 of the Act provides for the development of model publication schemes which may be adopted by more than one authority. It is under this that the Commissioners single Model Publication Scheme has been developed and approved.
- 3.5 The Board is asked to note that the Scottish Information Commissioner may require amendments to the Draft Scheme before it can be finally published. Amendments can be dealt with by the Clerk.
- 3.6 By virtue of the new Publication Scheme, it is intended that a wider range of information will be made available over the internet, including the Publication Scheme itself. The Moray Licensing Board web pages are currently undergoing some revision. It is intended that a comprehensive set of information be made available and be presented in a user-friendly fashion. The information must be available on the website by 31 May 2013. The Information Commissioner has advised that this can be done by way of a word document or contact details of who the public can contact for the additional information.
- 3.7 There is no requirement for Public Consultation on the Draft Scheme, however the scheme must be available to the public by 31 May 2013. The draft has been produced in concert with the Council's Records Manager.

4. **SUMMARY OF IMPLICATIONS**

- (a) **Council / Community Planning Priorities**
The new scheme will be in line with the Single Outcome Agreement 2012-2015 objective which is to have a sharp focus on improving performance, through greater transparency, innovation and use of digital technology.
- (b) **Policy and Legal**
Legal implications have been explained above.
- (c) **Financial implications**
None.
- (d) **Risk Implications**
None.

(e) Staffing Implications

Preparation of the scheme has involved considerable staff time. There will be an ongoing commitment to keep the published information and the website up to date.

(f) Property

None.

(g) Equalities

None.

(h) Consultations

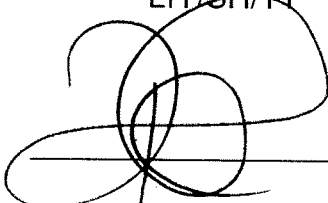
Eleanor Rowe, Moray Council Records Manager and Don Toonen, Equal Opportunities Officer.

5. CONCLUSION

5.1 The Board is required to consider the new Publication Scheme so that it can be submitted for approval to the Scottish Information Commissioner before the deadline of 31 May 2013.

Author of Report: Lucy Irons-Young, Trainee Solicitor, Litigation and Licensing
Background Papers: There are no background papers
Ref: LIY/SH/TT

Signature: _____



Date: 23/4/13

Designation: Head of Legal and Democratic Services, Clerk to Board

Name: Rhona Gunn

The Moray Licensing Board Model Publication Scheme 2013

Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and whether information is available free of charge or on payment.

The Act also allows for the development of model publication schemes which can be adopted by more than one authority.

About this scheme

The Moray Licensing Board has adopted the **Model Publication Scheme 2013** produced by the Scottish Information Commissioner. The scheme has the Commissioner's approval until 31 May 2017.

You can see this scheme on our website at http://www.moray.gov.uk/moray_standard/page_76481.html or by contacting us at the address below.

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class.
- state what charges may be applied.
- explain how you can find the information easily.
- provide contact details for enquiries and to get help with accessing the information.
- explain how to request information we hold that has not been published.

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises.

All our written information can also be made available, on request, in a range of different formats and languages.

Where no website link is present, you can use our website's "Search" facility at www.moray.gov.uk. This has an A-Z index and a key word search facility. This may be the quickest and most useful way of searching for information which you are interested in. If you still cannot find what you are looking for, or if you do not have access to the Internet you may use PCs located at the Council's Access Points and Libraries.

If you are still having trouble finding any document listed under our scheme, then please use the contact details under the Advice and Assistance heading below.

Paper copies of any document listed are available to be inspected or posted on request. We can also provide information on CD where the electronic format would take too long for you to download or this would involve excessive copying.

By email:

If the information you seek is listed in our publication scheme but is not published on our website, we can send it to you by email, wherever possible. When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary.

By phone:

Information can also be requested from us over the telephone. Please use the contact number below to request information available under this scheme.

By post:

All information under the scheme will normally be available in paper copy form. Please send your request to the address below. When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see the section on Charges below for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

Advice and assistance:

If you have any difficulty identifying and accessing the information you want to access, then please use the contact details in the section below.

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

Copyright

The Moray Licensing Board or the Moray Council holds the copyright for the vast majority of information in this publication scheme. All of this information can be copied or reproduced without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified.

The publication scheme may, however, contain information where the copyright holder is not the Moray Council. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this scheme will indicate where we do not own the copyright on document.

Charges

Unless otherwise stated all information contained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email or where it is made available for inspection at a Council Access Point or Library.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below. In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

Reproduction costs:

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).

Computer discs will be charged at the rate of £1.00 per CD-Rom and a reasonable charge may be made to cover staff time in writing this information to disc. Staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour. Any charge will be for actual time spent and not a flat rate for any hour or part thereof and the first 30 minutes of time will be free. As an example for 1 member of staff for 45 minutes the first 30 minutes would be free and the charge would be based on 15 minutes at £15 per hour i.e. £3.75.

Postage cost:

We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

There may be a charge in relation to information not published under this scheme. If you wish to make a request for information under either the Freedom of Information (Scotland) Act 2002 or the Data Protection Act 1998 then please see the following

http://www.moray.gov.uk/moray_standard/page_53728.html (Freedom of Information)

http://www.moray.gov.uk/moray_standard/page_41179.html (Data Protection)

Contact details

You can contact us for assistance with any aspect of **this** publication scheme.

Tracey Thorrowgood

Council Office, High Street, Elgin, IV30 1BX

Telephone: 01343 563030

Fax: 01343 540183

Email: licensing@moray.gov.uk

We will also be pleased to advise you how to ask for information that we do not publish, or how to complain if you are dissatisfied with any aspect of this publication scheme.

The Classes of Information

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

CLASS 1: ABOUT THE MORAY LICENSING BOARD

The Moray Licensing Board is a Scottish public authority as defined in Part 3 of Schedule 1 of the Freedom of Information (Scotland) Act 2002. It is constituted under the Licensing (Scotland) Act 2005.

The Moray Licensing Board administers and enforces matters regulated by both the Licensing (Scotland) Act 2005 and the Gambling Act 2005 throughout the Moray area. These include:

- premises, personal, occasional and other licences under the Licensing (Scotland) Act 2005 for the sale of alcohol to the public and members of private clubs (not wholesale / trade);
- premises licences, permits, temporary use notices and other requirements under the Gambling Act 2005 to licence the provision of gambling facilities including casinos, bookmakers and betting (except spread betting), bingo clubs, arcades, fairs, lotteries (except the National Lottery) and the use of gaming machines in alcohol licensed premises.

The Moray Licensing Board is elected by the Moray Council from its elected Members. Nevertheless the Board is a completely separate legal entity from the Council and is a body that makes legally enforceable decisions about licensing within Moray. The Clerk to the Moray Licensing Board is the Council's Head of Legal and Democratic Services and the Clerk is assisted by Depute Clerks and administrative support staff.

The Moray Licensing Board holds regular meetings to consider and decide upon applications. The Board Meetings are held in the Council Chamber, Council Office, High Street, Elgin IV30 1BX, Telephone 01343 563030 Fax 01343 540183. All administration for the Moray Licensing Board also takes place at the above address.

More information about the Moray Licensing Board's role and responsibilities is included within the Board's Statements of Policy, details of which can be found in

http://www.moray.gov.uk/moray_standard/page_54055.html (alcohol)

http://www.moray.gov.uk/moray_standard/page_51234.html (gambling)

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

Class description:

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The Board is responsible for administering the alcohol licensing system under the Licensing (Scotland) Act 2005 within the Moray area. Our Alcohol Licensing Policy is published at http://www.moray.gov.uk/moray_standard/page_54055.html (alcohol)

The Board also deals with applications for premises licences and permissions under the Gambling Act 2005. Our Gambling Policy is also published at http://www.moray.gov.uk/moray_standard/page_51234.html (gambling)

Certain non-contentious applications can be delegated to a Committee of the Board, the Clerk or any person appointed to assist the Clerk in discharging functions. Certain business can only be decided by the Board. For details please refer to the separate Schemes of Delegation published by the Board in respect of each of the Licensing (Scotland) Act 2005 and the Gambling Act 2005. Copies of the Moray Licensing Board's Schemes of Delegation are included in the classes of information to be made available at

http://www.moray.gov.uk/moray_standard/page_54055.html (alcohol)

http://www.moray.gov.uk/moray_standard/page_51234.html (gambling).

We are also required to publish a policy on how we are complying with the equality requirements under the Equality Act 2010. The Board has joined with the Moray Council in publishing equalities outcomes. Those are available at [web address to be inserted].

Information about the types of alcohol licence applications we deal with, application forms, criteria, fees and guidelines are published at

http://www.moray.gov.uk/moray_index/index_53861.html (alcohol forms to download)

http://www.moray.gov.uk/moray_standard/page_67620.html (alcohol guidance notes)

http://www.moray.gov.uk/selfservice/index_48217.html (alcohol online forms and guidance through Business Gateway)

Information about the types of gambling applications we deal with, application forms, criteria and fees and guidance are published at

http://www.moray.gov.uk/moray_index/index_57596.html (forms to download)

http://www.moray.gov.uk/moray_standard/page_51234.html (gambling guidance)

Any concerns regarding the Board's work can be directed to the postal, email or telephone contact details shown in the Contact details section above.

CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED

Class description:

Information about the decisions we take, how we make decisions and how we involve others.

The Board takes decisions in accordance with the Licensing (Scotland) Act 2005 and the Gambling Act 2005.

Decisions are recorded in public registers published at <http://license.moray.gov.uk/> (alcohol licensing a fully searchable online register) [web address to be inserted] (for gambling)

Meeting dates, agendas, reports and minutes of the Board's meetings are also published at http://www.moray.gov.uk/moray_standard/page_39922.html

The Board is required to advertise some types of application to enable public comment. This is done at http://www.moray.gov.uk/moray_standard/page_55066.html

The Board also carries out, from time to time, public consultations on matters such as its policies. Consultations if any are published on the Board's pages of the Council's website at http://www.moray.gov.uk/moray_standard/page_67620.html
In addition consultations may be advertise don the council's home page at <http://www.moray.gov.uk/>

The Moray Licensing Board is sometimes required to produce statistics for the Scottish Government regarding the numbers of liquor licences within Moray. The Board also produces quarterly statistics for the Gambling Commission in respect of licences and permits issued. Copies of any relevant statistics for Moray are included in the classes of information to be made available at [web address to be inserted].

CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT

Class description:

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

The Board does not hold information within this class.

The Board is a separate legal entity from the Council. However it does not own any assets and no separate accounts are produced for the Board.

The Board is wholly resourced by the Council. The Council provides accommodation for the meetings of the Board, all administrative and staff support as well as all necessary expenses for the work of the Board. All revenue received by the Board from licence application fees must be transferred to the

Council and the Board's budget is held by the Council.

Information regarding the council's finances is within the Council's Model Scheme of Publication and Guide to Information, published at [web address to be inserted].

CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources of the authority.

As above. The Board does not hold information within this class. The Board does not own any assets or resources of its own. The Board is wholly resourced by the Council.

CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Class description:

Information about how we procure goods and services, and our contracts with external providers.

As above. The Board does not hold information within this class. The Board does not procure goods or services nor enter into contracts of its own. The Board is wholly resourced by the Council.

CLASS 7: HOW WE ARE PERFORMING

Class description:

Information about how we perform as an organisation, and how well we deliver our functions and services.

The Board processes applications in accordance with timescales provided under alcohol and gambling licensing legislation. All timescales are adhered to.

The Board produces policies in accordance with timescales provided under legislation dealing with alcohol and gambling licensing, the equality duty and the publication of a scheme explaining how to access information which it holds.

Timescales are set in both Primary legislation and secondary Regulations. These are published at <http://www.legislation.gov.uk/>. We can help you to locate specific information – use the contact details shown in the Contact Us section above.

Information about timescales for any particular application is also available with all online applications at http://www.moray.gov.uk/selfservice/index_48217.html (alcohol online forms and guidance through Business Gateway)

CLASS 8: OUR COMMERCIAL PUBLICATIONS

Class description:

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g, bookshop, museum or research journal.

The Board does not hold information within this class.