

**REPORT TO: LICENSING BOARD - 24TH JUNE 2004**

**REPORT ON: TRAINING FOR APPLICANTS FOR LICENCES**

**REPORT BY: CLERK TO THE LICENSING BOARD**

**REPORT NO: 500-2004**

## **1.0 PURPOSE OF REPORT**

1.1 To outline proposals to members regarding the introduction of the need for applicants to provide evidence as to the level of relevant training which they have undertaken.

## **2.0 RECOMMENDATIONS**

2.1 That the Board agree that with effect from the October 2004 quarterly meeting applicants for the grant of new licences and permanent transfer under Sections 25(1) and 25(2) and applications for confirmation under Section 25(4) be required to submit certificates to the effect that they have been awarded the Serve Wise Plus certificate or any other relevant certificate of the same SQA standard or above.

2.2 That the Board's regulations be amended as outlined in paragraph 6.10.

## **3.0 FINANCIAL IMPLICATIONS**

3.1 None.

## **4.0 LOCAL AGENDA 21 IMPLICATIONS**

4.1 None.

## **5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

5.1 None.

## **6.0 BACKGROUND**

6.1 Discussions have been held at recent meetings of the Licensing Forum regarding the need for new licensees to demonstrate to the Board that they have undertaken appropriate training.

6.2 An appropriate level of training is the Serve Wise Plus Certificate. Serve Wise is managed by Alcohol Focus Scotland, which is Scotland's leading alcohol charity and whose aim is to promote a responsible approach to the use of alcohol in Scotland.

6.3 The Serve Wise Plus course is designed for those who need to offer proof of fitness, such as licensees or managers and also for experienced staff and covers legal responsibilities and builds on existing knowledge and experience. All candidates receive a comprehensive manager's pack and those that meet the required standard for the Serve Wise Plus test will receive a certificate. The Serve Wise Plus test is moderated by SQA.

6.4 Courses are available for both on-licences and off-licences.

6.5 The Board may refuse certain applications if it is satisfied that an applicant is not a fit and proper person to be the holder of a licence. One way of assessing fitness is to require the applicant to undergo an appropriate training course or produce a certificate if they had already undergone an appropriate training course.

6.6 Dundee College is one of a number of Serve Wise registered centres and the college have confirmed that they can run Serve Wise Plus courses on four occasions throughout the year on dates which would fall between the last lodging of applications and the day of the quarterly meeting of the Licensing Board. This is important as it affords applicants the opportunity of lodging an application with the Board and obtaining the necessary certificate prior to the application being considered.

6.7 The cost of the course is £85 per person which includes tuition, test fee, certification, full catering for the day and all course material. The College are offering a reduced price of £75 for SLTA Members.

6.8 The dates of the first courses are as follows:-

On Licence - Monday 27th September 2004 and Monday 10th January 2005

Off Licence - Tuesday 28th September 2004 and Tuesday 11th June 2005

Application forms will be amended and the College will produce leaflets publicising the courses.

6.9 It is intended that applicants for permanent transfer under both Sections 25(1) and 25(2), applicants for confirmation under Section 25(4) and applicants for the grant or provisional grant of new licences would require to demonstrate that they have achieved the necessary level of training. Applicants for temporary transfer and substitution of employee would have until the necessary applications for permanent transfer or confirmation respectively, were determined to so satisfy the Board, and the involvement of Dundee College in agreeing to diarise four occasions throughout the year when such courses would be run, ensures that applicants who do not hold the necessary certificates have the necessary opportunity to complete the course prior to applications being considered.

6.10 To facilitate this, the Board's regulations will require to be amended by the introduction of a new regulation as undernoted:-

(20) Applicants for permanent transfer under Sections 25(1) and 25(2), confirmation under Section 25(4) and applications for any new licences must lodge with the Clerk at least 7 days before the meeting at which the application is to be determined, a copy of a certificate showing that he or she has been awarded the Serve Wise Plus certificate or any other relevant certificate of the same SQA standard or above. In the case of an application under Section 11 of the Act, the certificate must be held by the person nominated as having responsibility for the day to day management of the premises.

## **7.0 CONSULTATION**

7.1 The Local Licensing Consultative Forum have been consulted on the contents of this report.

## **8.0 BACKGROUND PAPERS**

8.1 None

Patricia McIlquham

**Clerk to the Licensing Board**

**Date: 7th June, 2004**