

LICENSING POLICY STATEMENT
Timetable for Publication of Revised Statement

Date	Action by	Action Target
STAGE 1 Information Gathering and Informal Consultation		
February to April 2023	Depute Clerk and Partner organisations including Local Licensing Forum by meetings and letters*	Informal consultation. Issue Questionnaires / Surveys. Ask partners for ideas for review to incorporate into a revised document for discussion with Board Policy Subgroup
6 February 2023	Full Licensing Board meeting	Appointment of Licensing Policy subgroup
End of April / Early May 2023	Consultees + Trade + Board or Board policy subgroup	General Meeting
May 2023	Board policy subgroup	Meeting to discuss policy ideas
21 June 2023	Full Licensing Board Meeting	1 st Draft Revised Policy Statement Approval for formal consultation.
STAGE 2 Formal Consultation		
June – July 2023	Depute Clerk to the Board	Formal consultation on draft revised statement via methods approved by Board eg. Meetings / newsletter / website / social media*
Late July 2023	Public + Consultees + Trade + Board or Board policy subgroup	General gathering for ALL on draft policy
August 2023	Board Policy subgroup	Analyse any responses. Finalise Draft Policy Statement for approval by full Board.
6 September 2023	Full Licensing Board Meeting	Discuss Progress at this meeting as appropriate
STAGE 3 Finalisation		
October 2023	Depute Clerk to the Board	Finalise Policy Statement
15 November 2023	Full Licensing Board Meeting	Approve Revised Statement for publishing
November 2023	Depute Clerk to the Board	Publicise Statement as required: - Free copies made available to the public e.g on request and in libraries; - Publish on the Board's web pages; - Newsletters and other promotional material as per consultation above
STAGE 4 Publication		
29 November 2023	Depute Clerk to the Board	PUBLISH POLICY On website & with libraries / Access Points

*As far as possible all communication / promotion will be by electronic means in order to reduce the potential cost i.e. email / website publication / social media etc.