

ABERDEENSHIRE DIVISIONAL LICENSING BOARDS

NORTH, CENTRAL AND SOUTH DIVISIONAL LICENSING BOARDS

EQUALITY POLICY – 2017 / 2021

THE EQUALITY ACT 2010

SECTION 149 – PUBLIC SECTOR EQUALITY DUTIES



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FOREWORD

We are pleased to present to you Aberdeenshire Licensing Boards' updated Equality Policy for the period 2017 - 2021.

The Boards aim to provide excellent services for all.

This policy and the accompanying action plan therefore sets out the Board's commitment to all parties in line with the protected characteristics contained within the Equality Act 2010.

A lot has been achieved since our First Equality Policy came into effect at the end of April 2013 and to this day we are strongly committed to achieving equality for all members of society, we recognise of course that this is a continuing journey and for this reason we will continue to update and review this policy to ensure that the importance of fairness and equality remains at the heart of everything we do.

This policy aims to build on what has already been achieved and commits the Boards to continuing their work in ensuring that equalities is built into every part of the licensing process.

This policy and the attached action plan take on board what people have told us directly through their involvement in the licensing process; or in consultation responses; or during information gathering activities or through our partnerships with voluntary and other organisations who help us assess and set our equalities outcomes.

We therefore welcome any comments which you may have in respect of this policy and our progress in this regard as these are helpful in allowing us to monitor the effectiveness of the policy and assess where any improvements may be made.

Signed:



**Convenor
Mr. Stuart Pratt
North Board**



**Convenor
Mr. Cryle Shand
Central Board**



**Convenor
Mr. Peter Argyle
South Board**

This policy was adopted by the new Licensing Boards at their meetings on

South Board	7 th June 2017
Central Board	14 th June 2017
North Board	28 th June 2017

1. INTRODUCTION

This policy sets out the commitment of the Aberdeenshire Licensing Boards' ("The Boards") to meeting our responsibilities under the Public Sector Equality Duties. The Policy sets out our equality outcomes for the next five-year period and the actions we will take to progress those.

Although the Boards have a separate legal status from Aberdeenshire Council ("The Council"), they are resourced entirely by the Council. The close connections between the Boards and the Council affords the Boards the opportunity to benefit directly from the actions already taken or proposed by the Council to ensure it fulfils its equality obligations. This is reflected in the Policy set out in the following pages.

This policy was approved by the Boards on **30th April 2017** and replaces the previous policy which was put into effect at the end of April 2013.

If you wish to submit any comments in respect of this document, please feel free to do so at any time, by addressing these to **The Clerk of the Licensing Boards**, as per the contact details listed at page 17 of this policy.

2. LEGAL CONTEXT

2.1 Public Sector Equality Duty

Section 149 of the Equality Act 2010 came into force in April 2011, introducing a new Public Sector Equality duty that became law across Scotland.

The Public Sector Equality Duty has three parts which must be complied with. It requires public bodies, such as Licensing Boards, to have due regard (to consciously consider) the need to:

- Eliminate discrimination, harassment and victimisation;
- Advance equality of opportunity between those who have protected characteristics and those who don't; and
- Foster good relations between those who have protected characteristics and those who don't.

2.2 Protected Characteristics

Everyone is protected by the Act, as every person has one or more of the protected characteristics, so this protects all of us against unfair treatment.

The protected characteristics are as follows:

- Age;
- Disability;
- Gender Reassignment;
- Pregnancy and Maternity;
- Race (includes: ethnic origin, national origin, colour, and nationality);
- Religion or Belief (includes: a lack of any belief);
- Sex (gender);
- Sexual Orientation; and
- Marriage and Civil Partnership (but only in respect of the duty to consciously consider the need to eliminate discrimination, harassment and victimisation and other conduct prohibited by the Act).

2.3 The Specific Duties

The Scottish Government has introduced a set of specific equality duties to support better performance of the general duty by public bodies. These duties include requirements to:

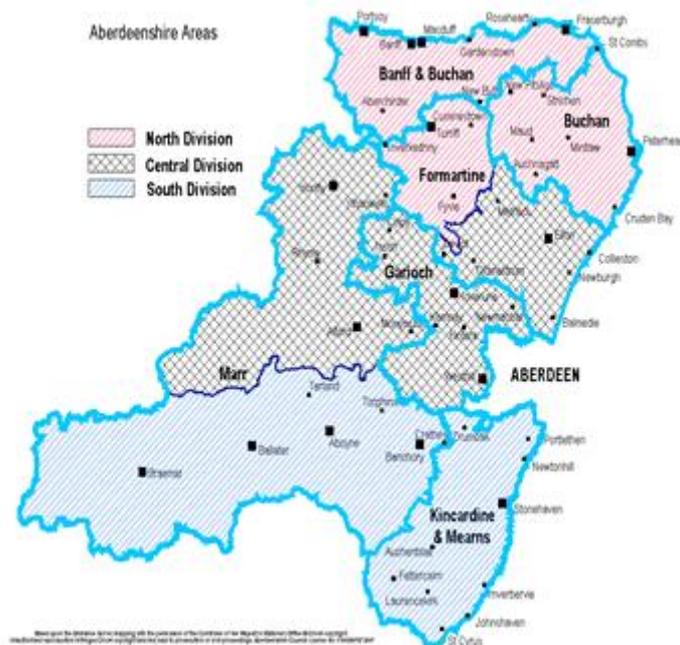
- Publish a report on mainstreaming the equality duty;
- Publish equality outcomes and report on progress;
- Assess and review policies and practices;
- Gather and use employee information;
- Publish gender gap pay information;
- Publish an equal pay statement; and
- Consider award criteria and conditions in relation to public procurement.

We continue to work with Aberdeenshire Council and the Education Authority in relation to complying with the public sector and specific equalities duties. Aberdeenshire Council will publish the mainstreaming report which will include sections for the Boards and the education authority in relation to equality outcomes and reporting on their progress.

3. ABOUT THE LICENSING BOARDS

3.1 Board Areas

Aberdeenshire has 3 divisional licensing boards namely: NORTH, CENTRAL and SOUTH. These Boards cover the geographical areas shown on the map below.



3.2 Constitution

The Boards are constituted in terms of the Licensing (Scotland) Act 2005. The Boards are entrusted with the administration of both gaming and liquor licensing as well as having other statutory duties.

The Boards have the following membership:

- North Board: [8 Members]
- Central Board: [8 Members]
- South Board: [8 Members]

A Licensing Board must consist of at least 5 Members.

Our Board Members are elected Members of the Council and they are appointed at the first Council Meeting after each ordinary Council election.

Our meetings and decisions are held in public but deliberations can be made in private.

All of our decisions are made in public.

All revenue received by us from licence application fees must be transferred to the Council. The Council is charged with the responsibility for providing accommodation in terms of our meetings as well as meeting all necessary expenses in terms of our proceedings.

3.3 Joint Mission Statement

“Our mission is to serve the licensing needs of Aberdeenshire as quickly and efficiently as possible, striking a balance between the business needs of our customers and the interests of the community as a whole in order to protect the public and further the licensing objectives set out under the Licensing (Scotland) Act 2005 and the Gambling Act 2005.”

To achieve our mission:

- We will reach out to all parts of our society and genuinely reflect their interests in determining policy.
- We will have open and honest exchanges of information in customer-friendly settings and make decisions in a fair and reasoned manner based around agreed and published policies.
- We will be fair in all we do, including having due regard to the public sector equality duties and the protected characteristics, ensuring that equality considerations are central to the administration of the licensing system.
- We will not work in isolation but achieve our objectives in partnership with a wide range of other public bodies, including the Council and its various services, statutory consultees, licence holders and the public. They too must eliminate any form of unlawful discrimination and protect equality of opportunity and good relations between persons from all sections of society.
- We will strive to reflect the interests of people from all sections of the society we serve.

What the public can expect:

- Fair and equitable treatment from our staff, who are committed to providing high quality services.
- To be able to get the information you need in an easily accessible way.
- To have the opportunity to provide feedback and raise concerns in respect of our policies and procedures.

3.4 Statutory Governance

Apart from our equality duties, we have objectives laid down in statute specifically related to our work around which we must organise all our licensing functions:

Licensing Statutory Provisions:

- The Licensing (Scotland) Act 2005
- The Gambling Act 2005

The Licensing Objectives:

The regimes under the Licensing (Scotland) Act 2005 and the Gambling Act 2005 set out Broad Objectives which we must adhere to and support in all our functions:

The Licensing (Scotland) Act 2005	The Gambling Act 2005
Objectives	Objectives
Preventing crime and disorder;	Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
Securing public safety;	
Preventing public nuisance;	Ensuring that gambling is conducted in a fair and open way; and
Protecting and improving public health; and	Protecting Children and other vulnerable persons from being harmed or exploited by gambling.
Protecting children from harm.	

3.5 Our Staff

We are supported by a Clerk, Depute Clerks, support staff and licensing standards officers. All staff carrying out our responsibilities are recruited and employed by the Council.

We are represented on and supported by the Council's Corporate Equalities Group.

One of our Depute Clerks has been appointed as Equalities Service Champion for the Licensing Service and each of our three Boards have also appointed their own Equalities Champion:

South Board – 7 th June 2017	Mr Dennis Robertson
Central Board – 14 th June 2017	Mr Fergus Hood
North Board – 28 th June 2017	Mr Glen Reynolds
Depute Clerk	Miss Fiona M. Stewart

3.6 Mainstreaming Equality

Mainstreaming is an approach to delivering equality within an organisation. It is primarily a long-term strategy aimed at ensuring that equal opportunity principles and practices are integrated into every aspect of an institution from the outset. The focus should not only be internal (mainstreaming equality principles into procedures and systems) but also external (mainstreaming equality principles into policies and customer service delivery). Mainstreaming provides a framework that facilitates and complements equal opportunities legislation and other equality measures.

This Policy deals with Equality Impact Assessments, Consultation, Monitoring and collection of data and sets out the Boards' equality objectives (outcomes).

Training is also integral to mainstreaming equalities. Our Members and our staff have attended training briefings and seminars on the Public Sector Equality Duties in recent months. This assists in ensuring that Members and staff have an awareness of equalities issues as well as an understanding of their responsibilities under legislation and in terms of this policy.

As the Boards are comprised of elected members of the Council, they are subject to an ongoing training programme which, whilst not specific to the Boards' business, includes equalities issues.

Staff are subject to the Council's training regime and requirements as employees of the Council.

4. OUR FUNCTIONS AND POLICIES

4.1 Functions

Broadly speaking, our functions are to:

- Accept and process to grant, vary, transfer, review or refuse all applications for liquor licences (i.e. premises licences, personal licences, occasional licences and occasional extensions).
- Accept and process to grant, vary, transfer, review or refuse all applications for gaming licences (i.e. premises licences, automatic entitlement to gaming machines, gaming machine permits for licensed premises and registered clubs, registrations for the promotion of Societies' lotteries).
- Consider complaints in respect of licences and permits and the holders of these and, where necessary, hold hearings with a view to resolving the complaint either by way of a suspension of a licence or by some less radical remedy.
- Formulate, consult on and adopt policies in relation to our licensing functions.
- Make a number of decisions in terms of liquor licensing affecting the day-to-day management or hours of operation of premises licensed for the sale of alcohol.
- Provide general support and guidance to the trade and community on the above.

4.2 Policies / Guidance

We have the following policies and guidance in place: -

- Policy Statements in terms of the Licensing (Scotland) Act 2005;
- Statement of licensing principles in terms of the Gambling Act 2005;
- Procedures for Hearings;
- Guidance on objecting or making representations to an application for a premises licence under the Licensing (Scotland) Act 2005; and
- Publication Schemes.

4.3 Equality Impact Assessment

The way in which we develop policies and conduct our activities should reflect our commitment to diversity and equality. We recognise that we must ensure our policies and procedures do not discriminate, and that we consider equality fully when we develop new policies and activities or consider changes to any of this. The specific duty also requires us to review our policies in relation to Equalities.

Impact Assessments will be conducted using Equalities Impact Assessment Forms and Guidance developed by the Council and the Boards.

We are in the process of examining all current functions and policies and this will be incorporated into our Action Plan and outcomes.

Any new policies or guidelines that are proposed, or indeed any new functions that arise, will be impact assessed, as will any proposed changes or re-design of existing functions and policies/guidance.

All reports then presented to us proposing new policies or guidelines setting out new functions or proposing changes that have relevance to any equality strand will include details of:

- The assessment of the impact on equalities strands;
- Consultation carried out in conjunction with that assessment; and
- Any action, including monitoring where appropriate, proposed in consequence of that assessment and consultation.

This will enable us to consider these matters in reaching decisions.

5. CONSULTATION

5.1 Consultation

At the heart of the equality duties is the requirement to consult and involve people to assess our progress on achieving our duties and how we give due regard to the protected characteristics. We recognise that to improve equalities and eradicate discrimination, stakeholders have to be involved not only in identifying potential discrimination but also in developing solutions and reviewing the progress and impact of those solutions. To maximise the benefits from involvement and to make sure that people have the opportunity to contribute fully, we ensure that external stakeholders are involved in assessing our policies and activities.

In setting our equalities outcomes we have worked closely with Aberdeenshire Council.

- We have taken account of what people have told Aberdeenshire Council directly through involvement and consultation activities and information gathered from voluntary and other organisations with whom we work in partnership.
- Each public body must select Equality Outcomes which are relevant to them. We have therefore set our equality outcomes, in conjunction with Aberdeenshire Council, based on a range of evidence including evidence that is specifically relevant to the Aberdeenshire population.
- The Council divided the evidence review into two parts: a review of *internal* sources of information (e.g. service monitoring information, community engagement undertaken by the Council, staff surveys, etc); and a review of *external* sources of evidence (e.g. relevant local regional or national research, government and regulatory body statistics, etc).
- In accordance with the legislation The Council also involved and consulted with as many people from one or more of the protected characteristics as possible. A number of groups and individuals were invited to provide an input into the development of our Equality Outcomes.
- The Council's Corporate Equalities group is made up of representatives from each service of the Council including the Aberdeenshire Education Authority and the Aberdeenshire North, Central and South Licensing Boards. The group spent two days weighting and scoring each piece of evidence in order to determine which issues are most relevant to Aberdeenshire Council, Aberdeenshire Education Authority and all three Licensing Boards in Aberdeenshire.

5.2 Licensing Forums

The Licensing Forums ("the Forums") are the medium through which the Boards can engage with representatives of all parts of the community and ensure community views are taken into account in the development of Board policies and guidelines.

The Licensing (Scotland) Act 2005 lays down statutory groups that must be represented within the Forums, these being:

- Holders of premises licences and personal licences
- The Chief Constable for the area
- Persons having functions related to health, education or social work
- Young persons
- Persons resident within the Forum's area
- Licensing Standards Officer

The Act also prescribes minimum and maximum numbers for the Forum.

On 18th January 2018 Aberdeenshire Council appointed a new Aberdeenshire Local Licensing Forum replacing the previous North, Central and South Aberdeenshire Divisional Licensing Forums.

Further information in respect of the Forum is available [here](#)¹.

Details regarding meetings of the Forum can be found [here](#)².

Members of the public can also email their views, suggestions or comments on local licensing matters to the Forum using the following email address: licensing.forums@aberdeenshire.gov.uk.

The aim of the Boards is to become public bodies that are much more closely in touch with our stakeholders. We must understand the nature of the people we serve if we are to respond adequately to their needs and priorities. As elected members we are accountable to the public and must demonstrate that we are credible to, and meeting the needs of, all our stakeholders and not just some of them.

We understand that equality of opportunity cannot be achieved merely by treating everyone in the same way. Therefore, the success of our policies and functions in the future will depend on our ability to work with representatives of diverse groups more widely. The Forum is the main vehicle for this involvement and the makeup of the Forum is therefore of primary importance. The Council is responsible for the appointment of and support for the Forum and the Boards will actively engage in that process.

We will consult with the Forum on all new policies, guidelines or functions, or changes to these and on all impact assessments.

We consulted the North, Central and South Divisional Licensing Forums in the development of this Policy.

5.3 Aberdeenshire Corporate Equalities Group

The Aberdeenshire Corporate Equalities Group is the advisory and consultative group for all equality strands for the Council. We are represented on this group to ensure

¹ <http://aberdeenshire.gov.uk/licensing/alcohol/forums/local-forums/>

² <http://aberdeenshire.gov.uk/licensing/alcohol/forums/local-forums/>

that services provided are meeting the needs of the community and that an equalities perspective is included in the development of policies, strategies or services.

We will consult with the Equalities Group on all new policies, guidelines or functions or changes to these and on all impact assessments.

The Equalities Team has also been involved in the development of this Policy.

5.4 Staff

Our staff have been involved in the development of this Policy. This Policy was drafted by one of the Depute Clerks who sought additional input from fellow Depute Clerks, paralegals, support staff and the Licensing Standards Officers.

6. ACTION

The Equality Outcomes that we have set are as detailed in the Action Plan listed in **Appendix 1** to this Policy.

7. MONITORING

7.1 Monitoring

Monitoring is a way of ensuring that the Policy is being implemented and is working. It will highlight whether any particular action has been effective and what other action is required. The Clerk, at our direction, will be responsible for implementing the Action Plan contained within this Policy and providing us with regular reports, as required to comply with the specific duties, on progress towards achieving our Equalities Outcomes.

We will review our Equality Outcomes every 2 years and set new ones every 4 years.

7.2 Service Delivery

We encourage feedback at any time both generally and specifically in response to consultations during the application process and when disseminating information. The Licensing Section of the Council's website indicates our willingness to receive feedback.

Performance Indicators

How we will measure our performance is outlined in the action plan attached as Appendix 1 to this Policy.

Information on each indicator will be reported to us annually as part of our annual report.

Equalities Monitoring Form

An Equalities Monitoring Form has been developed. This will be distributed with all application forms. Information will be collated, analysed and reported to us annually as part of our Annual Report.

Prejudice Incident Monitoring Forms

Aberdeenshire Council has recently updated this form to reflect all of the protected characteristics. These forms are used to record and monitor any prejudice incident relating to any of the protected characteristics. These are available for use by staff as necessary, including the Licensing Standards Officers, who are the initial contact with regard to complaints.

8. PUBLICATION

8.1 Policy

We will make this Policy publicly available. This will be accessible on the Council's website at: www.aberdeenshire.gov.uk

It will also be available in printed and alternative formats, on demand, by contacting the Clerk to the Board or making a request to any of the licensing offices.

The Policy will be circulated to all members and officers of the Boards and to the Licensing Forums and Corporate Equalities Group.

We encourage feedback and comment at any time.

8.2 Impact Assessments

Impact Assessments (including consultation information) will be available on the Council's website at: www.aberdeenshire.gov.uk

They will also be available in printed and alternative formats on demand by contacting the Clerk to the Board or making a request to any of the licensing offices.

8.3 Bi-Annual Reports (progress Reports)

These reports will be published no later than April every two years and will be available on the Council's website at: www.aberdeenshire.gov.uk

They will also be available in printed and alternative formats on demand by contacting the Clerk to the Board or making a request to any of the licensing offices.

Bi-Annual Reports will be prepared jointly by Aberdeenshire Council, Aberdeenshire Education Authority and the Aberdeenshire Licensing Boards and, as stated in this Policy, will contain details of:

- Progress in complying with the Boards' equalities outcomes

9. CONTACT DETAILS FOR LICENSING OFFICES

North Aberdeenshire Divisional Licensing Board

The Depute Clerk	Telephone	01467 534517
Aberdeenshire Council	Fax	No fax
Town House		
34 Low Street	DX	521328, Banff
Banff		
AB45 1AN		

Central Aberdeenshire Licensing Board

The Depute Clerk	Telephone	01467 539903
Aberdeenshire Council	Fax	No fax
Gordon House		
Blackhall Road	DX	520776, Inverurie
Inverurie		
AB51 3WA		

South Aberdeenshire Licensing Board

The Depute Clerk	Telephone	01467 530729
Aberdeenshire Council	Fax	No fax
Viewmount		
Arduithie Road	DX	521025, Stonehaven
Stonehaven		
AB39 2DQ		

Licensing queries can be e-mailed to: licensing@aberdeenshire.gov.uk

Licensing information can be found on the Council's website at: www.aberdeenshire.gov.uk

APPENDIX 1: EQUALITY OUTCOMES AND ACTIONS

Protected Characteristics: age; disability; gender re-assignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.

Equality Outcomes (The Licensing Boards')				
1	Equalities is key to all we do.			
Ref:	Aspiration	Actions / Measures	Evidence	
A	We recognise the need for strong 'equalities' leadership and our vocal in our commitments.	i.	Each licensing board to appoint an 'equality champion' and support the Member in this role.	<p>South Board – Mr Dennis Robertson appointed 7th June 2017</p> <p>Central Board – Mr Fergus Hood appointed 14th June 2017</p> <p>North Board – Mr Glen Reynolds appointed 28th June 2017</p>
		ii.	Members to declare commitment to equalities at each meeting and ensure that these principles are upheld.	<p>Equalities Statement published in the agenda for every Board Meeting and formally agreed at the start of each meeting. Evidence of formal agreement included in Board Minutes</p> <p>Board Agendas and Board Minutes are publicly available on the Committees Management System of Aberdeenshire Council at http://committees.aberdeenshire.gov.uk/</p>
		iii.	Our Equality Policy is available online and is transparent.	<p>Published at: https://www.aberdeenshire.gov.uk/licensing/beer/policies/licensing-equalities/</p> <p>Discovered page has reverted to previous policy and action plan. Page to be updated with revised Policy and updated Action Plan by 31st July 2019</p>
		iii.	All new policy documentation and guidance will include a statement emphasising the importance of equalities.	<p>Licensing Policy Statements reviewed and Approved as at 1st November 2018. Section 5.10 of Supplementary Policy Statement 5 stipulates that the Boards will have regard to equalities legislation.</p>
B	We are informed, respectful and courteous.	i.	At least 90% of the appointed Members to have completed Equality and Diversity Training on ALDO. (Note: attainment figures to be provided by the Council).	<p>ANNUAL ASSESSMENT – comes from Council stats</p>

		ii.	At least 90% of employees to have completed Equality and Diversity Training on ALDO. (Note: Attainment figures to be provided by the Council).	ANNUAL ASSESSMENT – comes from Council stats
		iii.	Attendance at all Equality Impact Assessment (EIA) Briefings to be in excess of 70%.	ANNUAL ASSESSMENT – Comes from Council stats
		iv	Staff will be trained and aware of the assistance available to individuals and how to access this.	ANNUAL ASSESSMENT – comes from Council stats
		v.	All consultations to include specific sections to enable individuals to raise equalities concerns and suggest improvements.	Questions included in the survey monkey regarding equalities as part of the review of Licensing Policy – no evidence of issues arose EIA conducted as part of both Licensing Policy Statement review and Gambling Policy Statement review
		vi.	The Licensing survey to include specific sections to enable individuals to raise equalities concerns and suggest improvements.	BY DECEMBER 2017 (ONGOING) – still trying to get this in place
		vii.	The Boards actively seek and monitor equalities statistics as part of their Annual Report.	FROM DECEMBER 2018 (ONGOING) – no stats available as survey not up and running yet
		viii.	We will continue to work with other organisations and groups to ensure that we remain informed when it comes to equalities issues.	We had a private practitioner speak at our Licensing Matters Event in November 2018 on disability in licensed premises following the introduction of a new legal requirement for disability and facilities access statements to be submitted with all applications for new premises licences. We had some disability organisations in attendance who praised the Boards for the work in raising the profile and the potential for disabled access to enhance the business opportunities for licensed premises in Aberdeenshire The new Licensing Policy Statement includes a new requirement for all licence holders to have a vulnerability policy statement in place which encompasses protected characteristics. This has been a partnership approach with the Boards, Police Scotland, Public Health and the Licensing Standards Officers and we continue to work closely with the licensed trade on understanding and compliance
		ix.	We welcome contributions from organisations and individuals and are happy to work with them in	ANNUAL ASSESSMENT

			assessing concerns and improving our procedures.	
C	Equalities are a fundamental consideration in terms of our decision making process.	i.	All reports will be assessed in line with Aberdeenshire Council's Equalities Impact Assessment (EIA) Toolkit and any concerns will be documented in the body of the report.	Most applications considered by the Boards do not require Equality Impact Assessments. However, an objector to a licence application considered by our Central Licensing Board at their meeting on 21st June 2019 highlighted a potential impact on a person with protected characteristics. An EIA was prepared and circulated to all parties as part of the consideration of the application. Restrictions were placed on the operating hours of an outside drinking area in mitigation of both the licensing objectives and the impact on the protected characteristics
		ii.	The results of the consultation and feedback processes will be considered by the board.	The results of consultation and feedback on the licensing policy statements, together with an EIA on the review process were considered by the Boards in finalising and approving their policy statements at their Board Meetings in October 2018. An EIA was considered by the Boards as part of their review of their Gaming Policy Statements considered at their Board Meetings in December 2018. No equalities issues were identified
		iii.	Any proposed policies or procedure will be assessed in terms of Aberdeenshire Council's EIA Toolkit before being determined and implemented.	Review of Licensing Policy Statement 2018 Review of Gambling Policy Statement 2018 Review of Publication Scheme 2018 Update of Equality Outcomes 2019
		iv.	Boards' will be verbal in their consideration of equalities when determining applications and a statement in this regard will be made prior to the final determination.	FROM DECEMBER 2017 (ONGOING)
D	Our documentation is respectful, clear, easy to understand and services are accessible.	Where it is in our remit to do so:		
		i.	All documents to use accepted terminology.	(ONGOING) The Boards adopted Aberdeenshire Council's templates for Board reports, equalities statements and EIAs and applies the most up to date templates as they are approved by the Council
		ii.	All documents to use gender neutral terms	(ONGOING)
		iii.	All documentation to meet 'Plain English' standards.	(ONGOING)
iv.	All documents to include signposting to relevant assistance provide by the Boards.	(ONGOING)		

	v.	At least 75% of existing policy and guidance documents to be available in different formats.	(ONGOING)
	vi.	All meetings to be held in buildings with access for all.	All Board Meetings are held in Aberdeenshire Council buildings that are accessible wherever possible. The South Board meets at Viewmount, Stonehaven, the Central Board at Gordon House, Inverurie, the North Board at Buchan House, Peterhead
	vii.	All reasonable requests for assistance and the use of assistance technology will be considered.	We have had no requests to date
	viii.	At least 90% of requests in terms of the translation of documents into another language will be considered.	We have had no requests to date
	ix.	All requests for translation services at Hearings will be met.	The use of interpretation services is available to any party who requires this at meetings of the Boards. It has not been required at a Board Meeting for some time.

Long Term Contextual Indicators

- Strong equalities message through clear leadership.
- Increased understanding about the challenges facing people with protected characteristics.
- Individuals will be able to access services with confidence and an active platform will be in place allowing concerns to be addressed.
- Increase in customer satisfaction as the boards are better informed of issues and in a position to respond to needs.

Joint Equality Outcomes (The Licensing Boards' and Aberdeenshire Council)

2	Safer and better decision making will be achieved as a result of being better informed of Equality & Diversity Matters	
LOIP priorities	Connected and cohesive communities	
Applicable Legal Entities	Aberdeenshire Council, Education Authority and Licensing Boards	

4	Develop a better understanding of the needs of people with a disability and develop and promote strategies which ensure access to Council services and which support them in education and employment	
LOIP priorities	Reducing child poverty and connected and cohesive communities	
Applicable Legal Entities	Aberdeenshire Council, Education Authority and Licensing Boards	
Protected Characteristics	Disability	
Duty addressed	Eliminate discrimination, advance equality of opportunity, foster good relations	
Supporting Actions	References: 1B(iv); 1B(v); 1B(vi); 1B(vii); 1B(viii); 1B(ix); 1C(i); 1C(ii) and 1C(iii)	
Long Term Contextual Indicators		
<ul style="list-style-type: none"> • Boards will have a better understanding of the needs of people with a disability. • Individuals will have an active platform will be in place allowing concerns to be addressed. • Increase in customer satisfaction as the boards are better informed of issues and in a position to respond to needs. • The trade will be more aware of issues as a result of the emphasis places on equalities within future policy. 		
5	Develop a better understanding of the needs of LGBT people as employees and customers, develop and cascade strategies which minimise bullying and harassment in schools and the community. Achieve measurably reduced levels of prejudice and discrimination against the LGBT community.	
LOIP priorities	Connected and cohesive communities	
Applicable Legal Entities	Aberdeenshire Council, Education Authority and Licensing Boards	
Protected Characteristics	Gender realignment and sexual orientation	
Duty addressed	Eliminate discrimination, advance equality of opportunity, foster good relations	
Supporting Actions	References: 1B(iv); 1B(v); 1B(vi); 1B(vii); 1B(viii); 1B(ix); 1C(i); 1C(ii) and 1C(iii)	

Long Term Contextual Indicators

- Boards will have a better understanding of the needs of LGBT people.
- Individuals will have an active platform will be in place allowing concerns to be addressed.
- Increase in customer satisfaction as the boards are better informed of issues and in a position to respond to needs.
- Documentation will be respectful.
- The trade will be more aware of issues as a result of the emphasis places on equalities within future policy.

The Boards included close links to the LOIP in its Licensing Policy Statement review but these relate mainly to alcohol issues raised within the LOIP rather than protected characteristics

Equality Outcomes (Aberdeenshire Council)

6	Aberdeenshire Council's recruitment is implemented with fairness and transparency and fully supports people with protected characteristics.	
LOIP priorities	Reducing child poverty and connected and cohesive communities	
Applicable Legal Entities	Aberdeenshire Council	
Protected Characteristics	All	
Duty addressed	Eliminate discrimination, advance equality of opportunity, foster good relations	
The Licensing Boards' fully support the aspirations of Aberdeenshire Council in respect of this outcome.		
7	There will be a more inclusive culture whereby all employees understand and respect difference.	

LOIP priorities	Connected and cohesive communities	
Applicable Legal Entities	Aberdeenshire Council	
Protected Characteristics	All	
Duty addressed	Eliminate discrimination, advance equality of opportunity, foster good relations	
The Licensing Boards' fully support the aspirations of Aberdeenshire Council in respect of this outcome and will support this in any way they can.		

APPENDIX 2: LICENSED PREMISES AND HOLDERS STATISTICS

Licensed Premises Statistics

As at 31/03/19 there are the following licences in force in Aberdeenshire:

PREMISES LICENCES (LIQUOR) (Granted as at 31/03/19)	
On Sales	200
Off Sales	213
On & Off Sales	235
TOTAL	648
PERSONAL LICENCES (LIQUOR) (Granted as at 31/03/19)	
Personal Licences	2,355
APPLICATIONS FOR EXTENDED HOURS (Granted between 01/04/18 and 31/03/19)	
Extended Hours	21
APPLICATIONS FOR OCCASIONAL LICENCES (Granted between 01/04/18 and 31/03/19)	
Occasional Licences	1,270
PREMISES LICENCES (GAMING) (Granted as at 31/03/19)	
Betting	31
Bingo	2
Adult Gaming Centre	0
Family Entertainment Centre	0
Notice of Automatic Entitlement	196
Gaming Machine Permits	3
Club Gaming Permits	1
Club Gaming Machine Permits	50
Lotteries Registrations	278
TOTAL	561

Licence Holders

The Boards historically have not sought, and hence have not recorded, as part of the application process, Equalities Monitoring Information. **Monitoring information will now be sought from all applicants.**

APPENDIX 3: EQUALITIES OVERVIEW OF ABERDEENSHIRE

The National Records of Scotland report indicates that in 2015 Aberdeenshire's population was 261,960 and its total number of households was 109,631.

83% of the population in Aberdeenshire between 2015 and 2016 was economically active, from which 90.0% were males and 75.3 were females.

10 Aberdeenshire residents are, on average, more likely to be employed and economically active, earn higher salaries and contribute more in terms of Gross Value Added (GVA) per capita than their Scottish counterparts. There is also a strong entrepreneurial farming and food culture in the area, we contribute significantly to fish landings and associated products (40% of the total value in Scotland during 2015) and our tourism sector contributed £195.1m in GVA during 2015 (5.6% of the Scottish total). (Source: State of Aberdeenshire 2017)

However, there are economic issues that have the potential to change the prospects of certain sections of our population. The most immediate challenge since 2015 arguably concerns the downturn in the oil and gas sector. This is against a backdrop of cuts in public expenditure and recovery from the wider economic downturn. Despite that, unemployment in Aberdeenshire between 2015- 2016 was 3.3 %, lower than Scotland's overall average of 4.9%

Projected increase in Aberdeenshire's population between 2014 and 2039 is 19.7 %, the 3rd highest in Scotland. The 65+ age group is expected to increase by 64%, to 75,000 (or 24% of the projected population).

Aberdeenshire households are expected to increase to 135,000 by 2039, from 108,000 in 2014 (+25%). The area is also expected to have one the highest proportions of households with children.

Aberdeenshire's population increase is mainly driven by net migration but numbers had been falling since 2005 from over 322,000 to 95,000.

In considering data by Protected Characteristic, the following is noted:

Age

As per Census 2011 report, the population under 15 increased by 4.3%, the population aged 16 – 64 increased by 7.3% and the population aged 65+ increased by 30.9%. Aberdeenshire's rate of growth in the population age 80 and above was 23.5% (Source: Census 2011).

Religion or Belief

There has been an upward trend in the proportion of adults reporting not having a religion, from 40% in 2009 to 50% in 2015. There has also been a corresponding decrease in the proportion reporting 'Church of Scotland', from 34% to 25%. 14% of respondents declared themselves as Roman Catholic, 7.6% as Other Christian and 1.4% as Muslims. (Source: 2015 Scottish Household Survey)

Marriage and Civil Partnership

As of 2015, the vast majority (96%) of adults aged 16 to 24 have never been married or been in a same sex civil partnership. For those in the age bands between 35 to 74, marriage is the predominant status and accounts for 61% of adults across these categories and 45% for those aged 75 or over. 43% in this age are widowed or a bereaved civil partner. (Source: 2015 Scottish Household Survey)

Race

As of 2017, 94.5% of Aberdeenshire's residents are identifying themselves as White British with 61.3% identifying themselves as Scottish. (Source: State of Aberdeenshire 2017)

Disability

As per Census 2011, 6.3% of Aberdeenshire's population had a long term health problem or disability which limited their day-to-day activities. 26.9% of the population had one or more health conditions. (Source: Census 2011)

A total of 29 per 100,000 of under 18s in Grampian were admitted to a mental health unit in 2014/15 – higher than in 2009/10 (25.3) but lower than in Scotland (43.7). (Source: State of Aberdeenshire 2017)

Pregnancy and Maternity

There were 2,891 births in Aberdeenshire in 2015. Approx. 22% of babies are born to mothers aged over 35 years – almost triple the figure recorded in 1991. 38.9% of babies in 2015 were born to parents who were not married, the 3rd lowest proportion in Scotland. 85% of mothers were born in the UK, and 9.1% in the EU (the 6th highest proportion of EU mothers in the country). (Source: State of Aberdeenshire 2017)

Sex (Gender)

In 2015 the resident population in Aberdeenshire consisted of 130,100 males and 131,800 females. From that, 90.9% of males and 75.3% of females were economically active. (Source: Office for National Statistics)

Sexual Orientation

98.1% respondents to the Scottish Household Survey in 2015 identified themselves as Heterosexual/Straight, 0.8% as Gay/ Lesbian and 0.2% respectively as Bisexual or other. 0.7% refused to disclose. (Source: 2015 Scottish Household Survey).

Gender Reassignment

There are no records on numbers for this Protected Characteristic.