

Aberdeenshire Licensing Boards

Sex Discrimination Act 1975, as amended

The Equality Act 2006

**The Sex Discrimination (Public Authorities)
(Statutory Duties) (Scotland) Order 2007**

Meeting the Gender Equality Duty

Gender Equality Scheme and Action Plan

Final Scheme 29/06/07

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LIST OF CONSULTEES

- 1 All members of the Aberdeenshire North, Central and South Divisional Licensing Boards
- 2 All elected members of Aberdeenshire Council
- 3 All statutory consultees
- 4 The Aberdeenshire, Banffshire and Kincardineshire Licensed Trade Association
- 5 All local pubwatch organisations
- 6 Aberdeenshire Community Safety Executive
- 7 Aberdeenshire Alcohol and Drug Action Forum
- 8 All staff employed in the Law and Administration Service
- 9 The general public

Because the Scheme will be monitored on an ongoing basis there will be adequate opportunity to comment further as the Action Plan is implemented

Your Views on the Scheme

The Gender Equality Scheme is an evolving Plan. Your views are important to us and will help to shape the Plan.

Every effort will be made to encourage and support disabled people and those organisations which provide services to them to give their views.

Dealing With the Public

Aberdeenshire North, Central and South Divisional Licensing Boards will ensure that they are in a position to deliver what they promise in terms of this Gender Equality Scheme.

If you wish to submit any comments in relation to this document at any time, please address them to:-

**The Depute Clerk to the Board, Aberdeenshire Council, St. Leonards,
Sandyhill Road, Banff, AB45 1BH**

ABERDEENSHIRE LICENSING BOARDS

Sex Discrimination Act 1975, as amended

The Equality Act 2006

The Sex Discrimination (Public Authorities) (Statutory Duties) (Scotland) Order 2007

1 Introduction

- 1.1 The North, Central and South Aberdeenshire Divisional Licensing Boards ("the Boards") are the Licensing Boards constituted for the local government area of Aberdeenshire in terms of the Licensing (Scotland) Act 1976. The Boards are entrusted with the administration of liquor licensing and with certain other statutory duties.
- 1.2 In terms of the legislation, the North Board comprises 10 members of Aberdeenshire Council ("the Council"), the Central Board comprises 8 Members and South Board comprises 6 members of the Council, elected at the first Council Meeting after each ordinary Council election. A licensing board must consist of not less than 5 members. Board meetings are held in public but a Board can discuss issues in private. All decisions taken by the Boards must be made in public.
- 1.3 All revenue received by the Boards from licence application fees must be transferred to the Council. The Council is charged with the responsibility for providing accommodation for the meetings of the Boards and all necessary expenses in respect of the proceedings of the Board. All staff carrying out the Boards' responsibilities are appointed and employed by the Council.
- 1.4 The close connections between the Boards and the Council ensure that the Boards are aware of the major initiatives being undertaken by the Council with regard to the mainstreaming of equalities issues. It affords the Boards the opportunity to benefit directly from the actions already proposed by the Council services and, in particular, the Chief Executive's service, to ensure that they fulfil the gender equality obligations. This is reflected in the Gender Equality Scheme set out on the following pages.
- 1.5 This Scheme will endure until December 2009. During this period, the Licensing (Scotland) Act 2005 and the Gambling Act 2005 will replace the existing legislation. Appropriate revisions will be made to this Scheme as those pieces of legislation are implemented within Aberdeenshire.

2 Gender Equality

2.1 The Gender Equality Duty has been created by the Sex Discrimination (Public Authorities) (Scotland) Order 2007. produced under the Equality Act 2006, which amends the Sex Discrimination Act 1975 to place a duty on public authorities, when carrying out their functions, to have due regard to the need to:-

2.1.1 Eliminate unlawful discrimination under the Sex Discrimination Act 1976 (including discrimination under the Equal Pay Act 1970) and harassment; and

2.1.2 Promote equality of opportunity between men and women.

This duty is to the people we serve. Licensing Staff are not employed by the Licensing Boards, but by Aberdeenshire Council. Licensing Staff are therefore covered by this duty in terms of the Council's Gender Equality Scheme.

Unlawful discrimination means:

- Direct and indirect discrimination against women and men, in employment and education, in goods, facilities and services and in the exercise of public functions;
- Harassment, sexual harassment and discrimination on the grounds of pregnancy and maternity leave;
- Discrimination on the grounds of gender reassignment in employment and vocational training;
- Direct and indirect discrimination in the employment field on the grounds that a person is married or a civil partner;
- Victimisation as a result of raising or intending to raise a complaint; or acting as a witness or giving evidence in support of someone raising a complaint.

Definition of Gender

The legal definition of gender refers to the wider social roles, attitudes, values and behaviours attributed to women and men by society. For example, traditionally, a gender role would suggest that women should look after the children, while men go out to work.

The Gender Equality Commission focuses on the following groups of people -

- Men
- Women
- Boys
- Girls
- Transsexuals/Gender re-assignment (commonly called "sex change")
- Pregnancy
- Maternity/paternity/maternity support leave
- Married People or Single People¹

¹ Source: Gender Equality Duty: Guidance on the Duty for Local Government in Scotland, March 2007

- 2.2 Licensing Boards are classed as a public authority in terms of these Regulations and require to produce a Gender Equality Scheme, grounded on evidence-based objectives.
- 2.3 The functions and policies of the Boards require to be monitored and assessed to ensure that the Boards are complying with the general duty.
- 2.4 The general duty provides the Boards with the opportunity to review their functions and policies and to challenge prejudice and discrimination through the services they provide.
- 2.5 In supporting the general principles of gender equality, the Boards will also seek, where appropriate, to build the general duty into its structures and future activities.

3 The Gender Equality Scheme

- 3.1 The Gender Equality Scheme ("the Scheme") is the Boards' plan stating how they intend to meet the general duty.
- 3.2 In the Scheme, the Boards are required to identify those of their functions and policies, or proposed policies, which they consider relevant to issues of Gender equality. The Boards have specific duties under the Regulations to ensure that the Scheme includes:-
 - 3.2.1 To produce a Gender Equality Scheme by June 2007, report annually and review every three years;
 - 3.2.2 To produce an Equal Pay Statement (if the body has 150+ staff) by 28 September 2007 and report on progress every three years;
 - 3.2.3 To gather information on how its work affects men and women;
 - 3.2.4 To consult employees, service users, and other stakeholders;
 - 3.2.5 To assess the different impact of its policies and practices on men and women and use the information to inform their work;
 - 3.2.6 To identify and set gender equality objectives; and
 - 3.2.7 To plan and take action to achieve gender equality objectives.

As the Licensing Boards do not employ any staff, they do not require to comply with the specific requirement to produce an Equal Pay Statement.

The Boards have also taken into account the Equal Opportunities Commission's Gender Equality Duty Statutory Code of Practice for Scotland and its Guidance on the duty for Local Government in Scotland.

- 3.3 The initial duration of the Scheme is until 2009. A review of the Scheme is required every three years, but, as a matter of practice, the Boards will continually monitor the implementation of the Scheme.

- 3.4 Although the Boards have a separate legal status from the Council, they are resourced entirely by the Council and the statements at paragraph 3.2 above will be complied with largely by the Council, as a whole, with reference to its Equalities Scheme.

4 The area of Aberdeenshire

An overview of Aberdeenshire and the Equalities groups within Aberdeenshire is attached as Appendix 1 to this Scheme.

5 Monitoring of Applications for Licences

- 5.1 The assistance of the Council's Equalities Officer will be sought in relation to the implementation of a monitoring scheme and also in relation to the monitoring of data ingathered. Data will be collected by reference to age, disability, ethnicity and gender. Consideration will be given to extending this monitoring to complaints processed by the Boards.

6 Action Plan and Implementation

- 6.1 The measures proposed by the Boards for meeting the general and specific duties to promote gender equality in large part will be carried out as part of the Council's corporate measures in this regard. The Action Plan in the Council's Gender Equality Scheme, where appropriate, will be reflected in the Boards' proposed measures.
- 6.2 There are some specific actions, as detailed in the Gender Equality Scheme Action Plan ("the Boards' Action Plan") which is attached as Appendix 1, which the Boards will seek to implement in order to promote gender equality.
- 6.3 The Boards will, within three years of the publication of the Scheme, take the steps which it has set out in the Boards' Action Plan, unless, in all the circumstances, it would be unreasonable or impractical to do so. In that event, the Boards will consider other and alternative measures if appropriate.

7 The Boards' Functions

- 7.1 The Boards' functions derive mainly from statute and are detailed below in statutory and non-statutory categories. This list is not exhaustive, but it does identify the key areas in which the Boards are likely to operate. The Boards have considered which of their functions and policies are relevant to the general duty and their relative significance in this context. In doing so, it has taken advice from the Council's Equalities Officer. It has determined that all the listed functions should be regarded as having a high relevance in relation to the general duty. In light of this determination, the Boards have decided that their policies, including proposed policies, should have equivalent status.
- 7.2 Statutory Functions

The Boards accept and process, to grant, renew or refuse, all applications for:-

- 7.2.1 Liquor licences in terms of the Licensing (Scotland) Act 1976, as amended;
- 7.2.2 Gaming licences in terms of the Gaming Act 1968, as amended;
- 7.2.3 Permits for the provision of amusements with prizes in terms of the Gaming Act 1968, as amended;
- 7.2.4 Betting office licences, betting agency permits, and bookmaker's permits in terms of the Betting, Gaming and Lotteries Act 1963, as amended.
- 7.2.5 The Boards consider complaints in respect of licences and some permits granted and the holders of these, and, where necessary, hold hearings with a view to resolving such complaints, either by way of suspension of a licence, or a less radical remedy.

7.3 Non-Statutory Functions

- 7.3.1 The Boards formulate, consult on and adopt policies in relation to the exercise of their licensing function.
- 7.3.2 The Boards 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.

8 Consultation and Impact Assessment

- 8.1 The Boards carried out a survey of its stakeholders to establish their views on whether they were aware of any direct discrimination, indirect discrimination, victimisation or harassment for any of the gender groups in the following areas of the Boards' functions:-
 - 8.1.1 Appointment of Board Members/Office Bearers and Officials;
 - 8.1.2 Application processing
 - 8.1.3 Objections/Complaints;
 - 8.1.4 Boards' procedures
 - 8.1.5 Taking and implementing decisions;
 - 8.1.6 Enforcement; and
 - 8.1.7 Formulating and applying policies.
- 8.2 The Boards also asked stakeholders for suggestions as to how the Boards can prevent discrimination, victimisation and harassment from occurring and how the Boards could promote gender equality.
- 8.3 The Boards issued over 800 questionnaires. 77 responses were received, which represents a very high return.
- 8.4 A copy of the questionnaire issued, and an analysis of responses received are attached as Appendix 2 to this Scheme.

The Boards' Gender Objectives

The Boards are committed to the following gender equality objectives, that have been identified following the analysis of the questionnaire issued:-

1. The Boards aim to ensure that the services provided are free from direct and indirect discrimination on the grounds of gender and will promote equal opportunity for men and women.
 2. The Boards will work to encourage both men and women to seek election as an Aberdeenshire Council and, thereafter, encourage them to seek appointment to the Licensing Boards.
 3. The Boards will encourage licence holders to promote gender equality within their licensed premises.
 4. The Boards will support the aims of Aberdeenshire Council's Gender Equality Scheme in relation to licensing staff.
 5. The Boards will take positive action to achieve these objectives.
- 8.5 The draft of this Scheme was finalised and sent out to consultation on 11th June 2007. Time for consultation was extremely short. The draft was published on the Council's website and sent to all main consultees. It was not possible to send the draft to every licence holder within Aberdeenshire. However, a copy was forwarded to the Aberdeenshire, Banffshire and Kincardineshire Licensed Trade Association, a body which represents licence holders within Aberdeenshire for comment.
- 8.6 The Licensing Boards meet in January, March, June and October, each year. As the draft of this Scheme was still out to consultation when the Boards met on 6th, 13th and 27th June 2007, respectively, it was not possible to have the final version approved by the Boards prior to publication. The finalised scheme was, however, approved by the Conveners of each Board prior to publication and the final version will be approved by the Boards at their Adjourned Quarterly Meetings in July 2007.
- 8.7 All comments received were taken into account when finalising the Scheme.
- 8.7.1 The Boards are required to have and identify arrangements for assessing and consulting on the likely impact of their proposed policies on the promotion of gender equality. The Boards recognise that the steps required in respect of each policy will vary depending on the nature of the policy and the surrounding circumstances. From the introduction of this Scheme, all reports presented to the Boards proposing policies that have any significant relevance to gender equality will include details of –
- 8.7.2 Any assessment of the impact of the proposed policy on gender equality;
 - 8.7.3 Any consultation carried out in conjunction with that assessment; and
 - 8.7.4 Any action, including monitoring, where appropriate, proposed in consequence of that assessment and consultation.

The Boards will consider these matters in reaching their decision on the proposed policy. In particular, the Boards will have regard to them when developing and consulting on their Statements of Licensing Principles under the Gambling Act 2005 and the Licensing (Scotland) Act 2005.

- 8.8 The Boards are required to have and identify arrangements for monitoring its policies for any adverse impact on disability equality. It is proposed that the effects of policies will be subject to regular scrutiny as part of the annual review process.

9 Gathering and Utilising Information

- 9.1 The gathering of information regarding the Boards' service delivery will be carried out under the Council's data collection arrangements.

- 9.2 The Council continually reviews its equality monitoring procedures with regard to data collection.

- 9.3 In addition to existing and planned Council procedures for gathering and utilising information, the Boards will consider methods of ingathering feedback on service delivery from licensees and members of the public who become involved in the licensing process. This will inform the Boards regarding future service delivery and will allow it to consider making adjustments to that service delivery, where necessary. The Boards will use the information when they review the Scheme and Action Plan, and in the preparation of any subsequent Gender Equality Scheme. Relevant remedial measures will be proposed and implemented and the Action Plan updated accordingly. The Boards have found the use of the questionnaire issued prior to the formulation of this Scheme, an extremely useful exercise and plan to use it again, extending the remit to the areas of Race and Disability Equality as well as Gender Equality to gather information on its services on an annual basis.

10 Publicity

- 10.1 The Boards are required to identify the arrangements they will make to publish the results of any assessments, consultations and monitoring it carries out to establish whether its policies have any impact on gender equality.

- 10.2 The development and adoption of policies are subject to the overall direction of the Boards, as is the monitoring of the impact of policies. As part of the annual review process, the Boards will consider whether further publicity (including publicity in relation to the Scheme itself) is required.

- 10.3 The Boards will also identify the arrangements they will make for ensuring public access to information and the services they provide. The Boards are governed by the Licensing (Scotland) Act 1976 in respect of access to information concerning applications and licences granted.

- 10.4 The Scheme, and the three-yearly report which will be produced after the review in 2009, will be published on the Council's website. It will be circulated to all members and officers of the Boards and to the Consultees

listed at the start of the Scheme. Paper copies will also be available, on request at the licensing offices listed at the end of the Scheme. This will encourage feedback and comment as part of the ongoing review of the Scheme. Translations and alternative formats will be made available by arrangement on request.

11 Training

- 11.1 The Council will identify arrangements for training staff in relation to their duties to promote gender equality and ensure equality of opportunity. The Council is committed to ensuring that its staff receive adequate training in these areas.
- 11.2 As indicated in the introduction at paragraph 1.3, the Boards' staff are employees of the Council and appropriate training will be delivered as part of the Council's Gender Equality Scheme. Awareness will be increased with features on equalities issues and changes in legislation, and through articles in appropriate internal publications.
- 11.3 The Boards consider that their own members should receive training in their duties to promote gender equality and to ensure equality of opportunity. Equalities awareness will be included in the induction training for members of the Boards appointed in May 2007, but, as members of the Council, there will also be training through the Council's proposed Corporate Equalities Scheme, which contains a commitments to the training of Chief Officers and elected members.

12 Duration, Review and Annual Report.

- 12.1 This Scheme will cover the period from its publication in 2007 until 31st December 2009 and will be subject to a full review at the end of that period.
- 12.2 The Scheme will also be reviewed annually in June of each year and a report will be made available to the Boards. This will allow the Boards to take account of any comments received from individuals or organisations in relation to the Scheme, as well as the Boards' own experience of participation in consultation with such representative bodies as the Boards consider appropriate.

13 Licensing Offices

North Aberdeenshire Divisional Licensing Board

| | | |
|-----------------------|------------|--------------|
| The Depute Clerk | Telephone | 01261 813320 |
| Aberdeenshire Council | Fax | 01261 815664 |
| St. Leonards | Legal Post | LP6, Banff |
| Sandyhill Road | | |
| Banff | | |
| AB45 1BH | | |

Central Aberdeenshire Licensing Board

| | | |
|-----------------------|------------|----------------|
| The Depute Clerk | Telephone | 01467 628205 |
| Aberdeenshire Council | Fax | 01467 623329 |
| Gordon House | Legal Post | LP3, Inverurie |
| Blackhall Road | | |
| Inverurie | | |
| AB51 3WA | | |

South Aberdeenshire Licensing Board

| | | |
|-----------------------|------------|-----------------|
| The Depute Clerk | Telephone | 01569 768255 |
| Aberdeenshire Council | Fax | 01569 768259 |
| Viewmount | Legal Post | LP5, Stonehaven |
| Arduithie Road | | |
| 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

Aberdeenshire

Aberdeenshire is a predominantly rural area in the North East of Scotland. It covers 6,300 sq km, about 8% of Scotland's total land area. The size and dispersed nature of the population make the delivery of some public services challenging and can disadvantage people without easy access to transport like women, children and disabled people.

Traditionally, Aberdeenshire's economy has depended on agriculture, fishing and forestry. In the last 30 years, oil and gas industry and the service sector have broadened the economic base. As a result, Aberdeenshire has one of the lowest unemployment rates in Scotland. There is major demand for housing, schooling and industrial land in the Aberdeen travel-to-work area. There has also been a significant rise in the demand for housing and schooling in the north of our area due to rapid migration from Eastern Europe. And there is lower but significant demand in the west and south of Aberdeenshire.

There are significant pockets of deprivation in some towns and rural areas. In recognition of this, parts of Peterhead and Fraserburgh receive funding from the Scottish Executive's community regeneration fund.

A profile of equalities groups in Aberdeenshire

Aberdeenshire has been one of the fastest growing areas in Scotland. It has a population of about 239,000. This section of our Gender Equality Scheme provides a profile of all the main equalities groups. This is for two reasons:

- we intend to move towards one equalities scheme covering all groups;
- some people may be affected by more than one inequality. We do not always have the information to prove the scale of these relations but they exist.

Gender

In 2006, the population of Aberdeenshire was made up of almost equal female and male proportions. By 2021 the total number of people is forecast to fall slightly but the proportion that is female is likely to rise:

| | Population 2006 | | Forecast Population 2021 | |
|--------|-----------------|------|--------------------------|------|
| | No. | % | No. | % |
| Female | 120,420 | 50.4 | 119,430 | 52.1 |
| Male | 118,350 | 49.6 | 109,920 | 47.9 |
| TOTAL | 238,770 | 100 | 229,350 | 100 |

Sources: Mid-year estimate of population, General Register Office for Scotland 2006; Strategic Forecasts for Aberdeenshire 2003 – 2021

We have no direct evidence of the number of transsexual people in Aberdeenshire. In a council employee survey in 2006, 0.1% of those responding said they were transsexual. If this proportion applied to all people

aged 20 or over, there would be about 180 transsexual people in Aberdeenshire.

Ethnicity

The ethnic make up of Aberdeenshire's population of 226,870 in 2001 was:

| | % | | % |
|---------------------|----------|-------------------------------|----------|
| White Scottish | 85.6 | Other South Asian | <0.1 |
| Other white British | 11.9 | Chinese | 0.1 |
| White Irish | 0.4 | Caribbean | <0.1 |
| Other white | 1.4 | African | <0.1 |
| Indian | <0.1 | Black Scottish or other black | <0.1 |
| Pakistani | <0.1 | Any mixed background | 0.2 |
| Bangladeshi | <0.1 | Other ethnic group | 0.2 |

<0.1 = less than 0.1%. The definitions of ethnic group are as used in the census

Source: census of population 2001

It is likely that both numbers and make up of the minority ethnic groups have changed since 2001, especially since eight Eastern European countries joined the European Union. For example, about 2,000 EU nationals are estimated to have migrated to Aberdeenshire between May 2004 and May 2005. They have mainly settled in Fraserburgh and Peterhead. This has significantly altered the ethnic minority population profile of Aberdeenshire.

The Boards' Race Equality Scheme sets out what the Boards intend to do to fulfill their duty to promote race equality.

Disability

Disability is a physical or mental impairment which has an effect on people's ability to carry out normal day-to-day activities. That effect must be:

- substantial (that is, more than minor or trivial), and
- adverse, and
- long-term (that is it has lasted or is likely to last a year or for the rest of the life of the person effected).

Some people have hidden disabilities like poor mental health, HIV or cancer.

The census of population shows the extent of disability in Aberdeenshire and Scotland:

| | Aberdeenshire | Scotland |
|---|----------------------|-----------------|
| % of people with limiting long-term illness | 15.3 | 20.3 |
| % of working age population with limiting long-term illness | 11.2 | 15.6 |
| TOTAL POPULATION | 226,870 | 5,062,010 |

Source: census of population 2001

The 2001-02 Scottish Household Survey estimated that just under one in five adults in Scotland had a disability and/or long-term illness (Scottish Executive, 2004). On this basis, it could be assumed (based on 2004 estimated population figures) that there are about 47,000 adults and children affected by disability in Aberdeenshire.

The Boards' Disability Equality Scheme addresses the Boards' duties to promote disability equality.

Age

There tend to be slightly more males in the younger and working age groups in the population, but significantly more women in the retired age groups:

| | Female | | Male | |
|-----------------|---------------|------------|-------------|------------|
| | No. | % of total | No. | % of total |
| Under 16 | 22,880 | 9.6 | 23,670 | 9.9 |
| Working age | 69,840 | 29.2 | 78,110 | 32.7 |
| Pensionable age | 27,700 | 11.6 | 16,570 | 6.9 |
| TOTAL | 120,420 | 50.4 | 118,350 | 49.6 |

Sources: Mid-year estimate of population, General Register Office for Scotland 2006

After growing for many years, the population is likely to decline slightly. But both the proportion and the number of older people is likely to increase significantly:

| | Population of pensionable age 2006 | | Forecast population of pensionable age 2021 | |
|--------|---|----------------|--|----------------|
| | No. | % of age group | No. | % of age group |
| Female | 27,770 | 62.6 | 39,110 | 61.3 |
| Male | 16,570 | 37.4 | 24,730 | 38.7 |
| TOTAL | 44,340 | 100 | 63,840 | 100 |

Source: Mid-year estimate of population, General Register Office for Scotland 2006; Strategic Forecasts for Aberdeenshire 2003 – 2021

Religion

This is how the 226,870 people in Aberdeenshire reported their religion in the 2001 census:

| | % | | % |
|--------------------|------|------------------|------|
| Church of Scotland | 48.2 | Muslim | 0.1 |
| Roman Catholic | 3.7 | Sikh | <0.1 |
| Other Christian | 9.5 | Another religion | 0.9 |
| Buddhist | 0.1 | None | 42.4 |
| Hindu | <0.1 | Not answered | 4.8 |
| Jewish | <0.1 | | |

<0.1 = less than 0.1%

Source: census of population 2001

Sexual Orientation

Aberdeenshire Council currently has no reliable data on the sexual orientation of people in Aberdeenshire.

Age, religion and sexual orientation will be included in the council's overall equality scheme.

ABERDEENSHIRE LICENSING BOARDS

GENDER QUALITY SCHEME 2007 - 2010

ACTION PLAN

Each action states which of the general (GEN) and specific (SP) gender equality duties it is intended to meet:-

- GEN1 eliminate unlawful discrimination under the Sex Discrimination Act 1975 (including discrimination under the Equal Pay Act 1970) and harassment;
- GEN2 promote equality of opportunity between men and women;
- SP1 produce a Gender Equality Scheme by June 2007, report annually and review every three years;
- SP2 produce an Equal Pay Statement (If the body has 150+ staff) by 28 September 2007 and report on progress every three years **** This duty does not apply to the Licensing Boards as the Boards do not employ any staff;**
- SP3 gather information on how its work affects women and men;
- SP4 consult stakeholders;
- SP5 assess the different impact of its policies and practices on men and women and use the information to inform their work;
- SP6 identify and set gender equality objectives;
- SP7 plan and take action to achieve gender equality objectives.

Each action also states which gender equality objective it is intended to help fulfil:

- OBJ1 The Boards aim to ensure that the services provided are free from direct and indirect discrimination on the grounds of gender and will promote equal opportunity for men and women.
- OBJ2 The Boards will work to encourage both men and women to seek election to Aberdeenshire Council and, thereafter, encourage them to seek appointment to the Licensing Boards.
- OBJ3 The Boards will encourage licence holders to promote gender equality within their licensed premises.
- OBJ4 The Boards will support the aims of Aberdeenshire Council's Gender Equality Scheme in relation to licensing staff.
- OBJ5 The Boards will take positive action to achieve these objectives.

ABERDEENSHIRE LICENSING BOARDS

GENDER EQUALITY SCHEME 2007-2010 – ACTION PLAN

| Objectives | What the Boards will do | When the Boards will do it | | |
|---|---|----------------------------|------|------|
| | | 2007 | 2008 | 2009 |
| GEN1, GEN2, SP1, SP6, SP7, OBJ1, OBJ5, | <ul style="list-style-type: none"> Review the Scheme three-yearly | | | ✓ |
| GEN1, GEN2, SP1, SP6, SP7, OBJ1, OBJ5, | <ul style="list-style-type: none"> Review the Scheme annually and report to the Boards' members | ✓ | ✓ | ✓ |
| GEN1, GEN2, SP3, SP5, SP6, SP7, OBJ1, OBJ5 | <ul style="list-style-type: none"> Consider the implementation of a voluntary equalities monitoring scheme covering applicants for licences. | ✓ | | |
| GEN1, GEN2, SP3, SP5, SP6, SP7, OBJ1, OBJ5 | <ul style="list-style-type: none"> Consider extending this monitoring to complaints processed by the Boards | | ✓ | |
| GEN1, GEN2, SP1, SP3, SP5, SP6, SP7, OBJ1, OBJ5 | <ul style="list-style-type: none"> Consider conducting an audit of all existing Boards' policies to ensure that the Council will fulfil its gender equality obligations in terms of the Council's and the Boards' Schemes. | ✓ | | |

| Objectives | What the Boards will do | When the Boards will do it | | |
|---|--|----------------------------|------|------|
| | | 2007 | 2008 | 2009 |
| GEN1, GEN2, SP7, OBJ3, OBJ5 | <ul style="list-style-type: none"> Produce an information leaflet for licence holders on promoting gender equality within their licensed premises. Encourage licence holders to take a pro-active approach in this regard | ✓ | ✓ | |
| GEN1, GEN2, SP1, SP3, SP4, SP5, SP6, SP7, OBJ1, OBJ5 | <ul style="list-style-type: none"> Require all reports presented to the Boards proposing policies that have any significant relevance to gender equality to include details of: <ul style="list-style-type: none"> Any assessment of the impact of the proposed policy on gender equality; Any consultation carried out in conjunction with that assessment; Any action, including monitoring where appropriate, proposed in consequence of that assessment and consultation. | ✓ | ✓ | ✓ |
| GEN1, SP3, SP4, SP5, SP6, OBJ1, OBJ3, OBJ5 | <ul style="list-style-type: none"> Initiate discussions with the Equalities Officer to determine an appropriate means of consulting on policies potentially impacting on gender equality either through the existing mechanisms for consultation, or otherwise. | ✓ | ✓ | ✓ |
| GEN1, GEN2, SP1, SP5, SP7, OBJ1, OBJ5 | <ul style="list-style-type: none"> The effects of policies will be subject to regular scrutiny as part of the annual review process. This issue will also be explored in discussions with the Equalities Officer. | ✓ | ✓ | ✓ |

| Objectives | What the Boards will do | When the Boards will do it | | |
|--|---|----------------------------|------|------|
| | | 2007 | 2008 | 2009 |
| GEN2, SP7,OBJ1, OBJ5 | <ul style="list-style-type: none"> As part of the annual review process consider whether further publicity, including publicity in relation to the Scheme itself, is required. | ✓ | ✓ | ✓ |
| GEN2, SP4, SP7,OBJ1, OBJ2, OBJ5 | <ul style="list-style-type: none"> The Scheme will be published and circulated to all members and officers of the Boards. Copies will be available on the Council's website and at licensing offices. | ✓ | | |
| GEN2, SP4, SP7,OBJ1,OBJ2,OBJ4, OBJ5 | <ul style="list-style-type: none"> The Scheme will be circulated to all staff employed in the law and administration service, to Council Members, to all current consultees and to the Council's Equalities Officer, as well as to any other interested parties. | ✓ | | |
| GEN2, SP7,OBJ1, OBJ5 | <ul style="list-style-type: none"> Translations and alternative formats will be made available by arrangement when required, in accordance with the standards adopted by Aberdeenshire Council. | ✓ | ✓ | ✓ |
| GEN1, GEN2, SP7, OBJ1, OBJ2, OBJ5 | <ul style="list-style-type: none"> Equalities awareness will continue to be included in the induction training for members of the Board appointed in May 2007 | ✓ | | |
| GEN1, GEN2, SP7, OBJ1, OBJ4, OBJ5 | <ul style="list-style-type: none"> Equalities awareness will be included in the training given to Licensing Board staff. | ✓ | | |