

Scheme as at 3<sup>rd</sup> November 2003

## Aberdeenshire Licensing Boards

North, Central and South Divisional Boards

# **RACE EQUALITY SCHEME**

**2003 - 2005**

***Arabic***

***Bengali***

***Chinese***

***Urdu***

## Speaking your language

This document sets out what Aberdeenshire Licensing Boards will do to eliminate racial discrimination, promote equality of opportunity and good race relations. If you would like a copy in your language, tick the box to the right, fill in your name and address, and post to the address below.

..... *Arabic*

..... *Bengali*

..... *Chinese*

..... *Urdu*

### Other Languages including BSL (Please specify)

.....

If you require information in any other format please tick the relevant box and return your details to the address below

In Braille  Audiotape  Large print  Symbols

Name:.....

Address:.....

Tel: ..... Email: .....

Please return to the relevant address as printed below:-  
North Divisional Board

**The Clerk to the Board  
Law and Administration  
St. Leonard's  
Sandyhill Road  
Banff  
AB45 1BH**

**Central Divisional Board**

**The Clerk to the Board  
Law and Administration  
Gordon House  
Blackhall Road  
Inverurie  
AB51 3WA**

**South Divisional Board**

**The Clerk to the Board  
Law and Administration  
Viewmount  
Arduthie Road  
Stonehaven  
AB39 2DQ**

# Contents

Foreword

1. Introduction
2. Aims and objectives of Scheme
3. Assessment and prioritisation of functions and policies
4. Arrangements for assessment of proposed policies
5. Arrangements for consultation
6. Arrangements for monitoring policy for adverse impact
7. Arrangements for publishing of results of assessments, consultations and monitoring
8. Arrangements for ensuring public access to information and services
9. Arrangements for training staff
10. About this scheme

Appendix 1 – Action Plan

Appendix 2 – Training for Staff

Appendix 3 –Statistics – Grampian

Appendix 4 - References

# Foreword

## *Board Chairpersons*



Mrs. Norma Thomson  
Chair (North Board)



Mr. Alister Leitch  
Chair (Central Board)



Mr. Bruce Luffman  
Chair (South Board)

The Race Relations (Amendment) Act 2000 placed a general obligation on Licensing Boards to carry out their functions in such a way as to seek to eliminate unlawful discrimination and to promote equality and good relations between persons of different racial groups.

The Boards' Race Equality Policy seeks to direct the work of the Boards and their officers to conduct themselves in a non-discriminatory way as regards gender, race and sexual orientation. The Boards' Race Equality Scheme and the proposed Equalities Action Plan will further safeguard those who may have in the past been disadvantaged whether wittingly or otherwise when applying for licences under the Licensing (Scotland) Act 1976.

Institutional racism is the "collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes and behaviour, which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantages minority ethnic people." Aberdeenshire Licensing Boards are committed to ensuring that this will not happen and that diversity in Aberdeenshire will always be welcomed and encouraged.

It is unlawful for a public authority in carrying out any functions of the authority to do any act which constitutes discrimination. The Race Relations (Amendment) Act now covers all public functions. Aberdeenshire Licensing Boards are committed to ensuring that this legislation is complied with.

Chairperson ( North) .....

Chairperson (Central).....

Chairperson (South).....

# 1. Introduction

# 1. Introduction

The Stephen Lawrence murder in 1993 and subsequent Inquiry had a considerable impact on the development of race relations in Great Britain. It led to the strengthening of the Race Relations Act 1976 with the Race Relations (Amendment) Act 2000.

The Race Relations (Amendment) Act 2000 came into force on 2<sup>nd</sup> April 2001. It amended the Race Relations Act 1976 and introduced new duties for public authorities, including licensing boards.

In terms of the Act Aberdeenshire Licensing Boards now have a **general duty** to promote race equality. This means that the Boards must have due regard for the need to:

- Eliminate unlawful racial discrimination
- Promote equality of opportunity
- Promote good relations between people of different racial groups

Unlawful racial discrimination can be either direct or indirect.

**Direct racial discrimination** means treating a person less favourably than another on racial grounds.

**Indirect racial discrimination** means that a requirement or condition which is applied to everyone:

- Can only be met by a considerably smaller proportion of people from a particular racial group;
- Is to their detriment; and
- Cannot be justified on non-racial grounds.

**Racial grounds** are on grounds of colour, race, and nationality or ethnic or national origins.

Aberdeenshire Licensing Boards must also undertake specific duties including:

- Preparing a race equality scheme
- Arranging to fulfil specific duties on employment

This document is the Aberdeenshire Licensing Boards' Race Equality Scheme. It summarises our approach to Race Equality and sets out how we plan to meet our new duties.

The Scheme was approved *at a joint meeting of the three divisional licensing boards on 3<sup>rd</sup> November 2003.*

## **2. AIMS AND OBJECTIVES**

## **2. Aims and Objectives of Scheme**

### Statement of Aims

Aberdeenshire Licensing Boards are opposed to racism. The Boards are committed to taking all lawful steps to eliminate discrimination and racist incidents and to promote equal opportunities and good relationships amongst all communities.

The Boards pledge to achieve this by adoption of aims and good working practices, with regard to its legislative duties, as public service providers and as an influence on public opinion and attitudes.

Aberdeenshire Licensing Boards are bound by the terms of the Licensing (Scotland) Act 1976 as amended. The Boards have ensured and will continue to ensure, that the statutory duty to consider all individual applications on their merits will not be by reference to the ethnic origin of the applicant.

## **Aberdeenshire – An Overview**

Aberdeenshire is a predominantly rural area, extending to 2428 square miles. It represents 8% of Scotland's overall territory but only 4.4% (227,200) of its population. Traditionally, it has been economically dependent upon agriculture, fishing, forestry and related processing industries. Within the last 30 years, the emergence of the oil and gas industry and the development of the service sector have broadened Aberdeenshire's economic base, leading to rapid population growth. (50% increase since 1971)

From the mid 1950's substantial minority ethnic populations were established in Scotland's cities including Aberdeen. These populations frequently settled in inner city areas. After Glasgow and Edinburgh, Aberdeen has the largest concentration of minority ethnic people in Scotland. Many of Aberdeenshire's minority ethnic groups are third and fourth generation Scots born and brought up in Aberdeenshire.

A Grampian Region Survey (1986), identified for minority ethnic pupils, 33 first languages other than English. In Aberdeenshire alone in May 2002 Bi-Lingual Learners presented the Council with 31 first languages other than English.

Statistical information from the 1991 Census on Ethnicity is provided in Appendix 1. At that time the average value of the ethnic population for Aberdeenshire with a population of 216,460 was 0.5% (1082). The largest grouping was at the American Air Base at Edzell. This base is now closed. (See Figure 1)

In 1994 the Scottish Refugee Council began to undertake outreach work in Aberdeen and the surrounding area. The initial work identified around 100 asylum seekers and refugees in the area, coming from Algeria, Bosnia, Russia, Ethiopia, Sri Lanka, Kurdistan, Iraq, and Malawi. Although the vast majority was to be found in Aberdeen there were pockets of refugees and asylum seekers in Aberdeenshire.

The Licensing (Scotland) Act 1976 provides for a system of licensing boards which have responsibility for the processing, consideration and issue of licences governing the retail supply of alcoholic liquor within their local authority area.

In terms of liquor licensing, Aberdeenshire is divided into three divisional areas –

**North Aberdeenshire:** this area ranges from Portsoy, Banff, Turriff, Fyvie, Macduff, Fraserburgh, Peterhead to Cruden Bay;

**Central Aberdeenshire:** this area ranges from Huntly, Alford, Kemnay, Inverurie, Oldmeldrum, Ellon Newburgh to Westhill;

**South Aberdeenshire:** this area ranges from Portlethen, Stonehaven, Laurencekirk, Fettercairn, Aboyne, Banchory, Ballater to Braemar.

Each of the above areas has its own divisional licensing board.

Each Board consists of members who are appointed to the Board from councillors elected to the local authority. The South and Central Boards each have 8 members. The North Board has 12 members.

Each Board must have a legally qualified officer to advise the Board on procedural and legal matters. These officers are solicitors working within the law and administration service of Aberdeenshire Council.

Legal and administrative officers of Aberdeenshire Council carry out the day to day administration of the licensing system.

At present there are 725 licensed premises in Aberdeenshire which can be broken down as follows:-

Type of Licence	North	Central	South	Total
Betting Offices	13	5	3	21
Bookmaker's Permits	6	3	1	10
Bingo Clubs	3	0	0	3
Entertainment Premises	14	3	2	19
Hotels	68	50	70	188
Off Sales	93	90	72	255
Public Houses	67	55	35	157
Refreshment Licences	5	3	12	20
Restaurants	12	11	22	45
Restricted Hotels	0	0	7	7

The Licensing Boards at present do not record, as part of the application process, the place of birth or ethnic origin of licensees. From our general knowledge of premises and their licensees approximately 28 are operated by licensees of ethnic origin, excluding English residents.

The varied ethnic groups and languages concentrated in the small number of the overall population presents a challenge in ensuring that all parts of our community are represented in terms of this Strategy.

Some findings from recent research provides an idea of what challenges may face Aberdeenshire Licensing Boards:

- Almost 10% of all women from minority ethnic backgrounds in Scotland speak little or no English, rising to 20% for the Chinese<sup>5</sup>
- There were 2247 live births in Aberdeenshire in 2001. Almost 6% of these (127) had mothers whose country of birth was not the United Kingdom, Isle of Man or the Channel Islands. 57 were from Commonwealth countries, 15 from the Irish Republic, 27 from other European countries and 28 from other countries<sup>6</sup>

- A Scottish Opinion Survey in 2000 found that more than 80% saw discrimination as a race issue<sup>7</sup>
- There were 24 racist incidents (not all criminal) reported in Aberdeenshire during the first 6 months of 2002<sup>8</sup>
- Almost 66% of people can name at least one minority group towards whom they feel “less positive” – travellers and gypsies were cited by 35% of respondents<sup>9</sup>

The ethnic backgrounds are notably diverse for the small numbers with a majority likely to be connected to traditional catering trades and a minority likely to be professionals in suburbia.

For Aberdeenshire the last ten years are likely to have meant:

- That numbers involved in traditional catering are likely to have stabilised with some generational change.
- That there will have been, from a zero start, the development of a significant presence at the bottom of the labour market of semi-legal or illegal workers. Predominantly East Europeans, but also African and East Asian, they will be working in food production, fishing, food processing and in catering.

As for the future obviously the scope for growth in the traditional ethnic minority business and employment is limited and competition is growing which may see individuals and communities face difficulties.

In brief, the ethnic minority population of Aberdeenshire has been low, has grown, and will grow more quickly in the future.

The challenges for Aberdeenshire Licensing Boards will certainly grow along with increasing pressures of “accountability”.

Recent findings from research undertaken for the CRE<sup>1</sup> suggest that there is more chance of racist attacks in rural areas. It also raised issues such as a lack of information, insensitivity to cultural needs, no capacity building support for ethnic minorities, widespread communication/language barriers, problems with accessing advice on immigration issues, ethnic minorities in rural areas experiencing isolation and a constant low level of racism.

The Stephen Lawrence Inquiry Report recommended that it was **“incumbent upon every institution to examine their policies and practice to guard against disadvantaging any section of our communities.”**

This process has begun and the Aberdeenshire Licensing Boards’ Race Equality Scheme sets out to achieve this end.

## **Community Safety Steering Partnership**

The Licensing Boards keep up to date with the work done by the Steering Group of the Aberdeenshire Community Safety Partnership. The Partnership has made a significant commitment to tackle racist incidents, in:

- Agreeing on a common multi-agency strategy
- Monitoring racist incidents
- Reviewing agencies' procedures in order to bring about change in agencies' response to racist incidents

The Group is committed to making positive efforts to eliminating discrimination and promoting good relationships between and towards minority ethnic communities.

## **Grampian Racial Equality Council (GREC)**

Aberdeenshire Council provides funding to GREC and regularly makes use of its services including its advisory and training services. The Licensing Boards will have access through Aberdeenshire Council to this organisation. The Council works in partnership with GREC on a number of bodies including the Aberdeenshire Community Safety Partnership. GREC also provides casework (18% of their current caseload is in Aberdeenshire) and undertakes a number of capacity building initiatives including "Upward Steps" (20% of the work from Aberdeenshire) and the Volunteer Scheme (30% of volunteers are from Aberdeenshire). Other services provided include a Library and Resource Centre, a Newsletter and School visits.

[www.grec.co.uk](http://www.grec.co.uk)

## **Interpreting and Translating Services**

A range of Interpreting and Translating services is available through Aberdeenshire Council to enable people who speak languages other than English or who have difficulties communicating with others to access services. These services are available to the Licensing Boards

## **Research**

Some work on minority ethnic communities has been undertaken by GREC that is applicable to Aberdeenshire. The NHS Grampian Race Equality Task Group has a remit to take forward appropriate research programmes to support the development of ethnic minority health needs assessments.

## **Teamwork Against Racist Crime (TARC)**

The Monitoring Agency that is responsible to the Aberdeenshire Community Safety Partnership. TARC is responsible for preparing reports that include statistical information on incidents, any emerging problems, and recommendations for future action.

## **Training**

A 'Development and Training Group – North East Public Sector' has been established to look at training issues such as Diversity Awareness Training and to promote best practice throughout the north east.

Training already provided by Aberdeenshire Council for its staff, which includes licensing board staff, has included "Training from the Front", Racist Incident Reporting, Language Line Training and a one day training session for Steering Group and Service Race Relation Teams.

Documents pertaining to licensing staff that support the use of the Licensing Board's race equality scheme in practice include:

- **Dignity of the Individual – Policy Statement**

"Aberdeenshire Council recognises the importance of, and is committed to, adopting fair and equitable treatment for all employees. The Council will endeavour to ensure that all employees are treated with dignity and respect within a working environment free of harassment and in which the dignity of every individual is respected."

- **Disciplinary Procedure**

- **Disclosure of Information (Whistle blowing) – Policy Statement**

"This ... is a further demonstration of the Council's intention to encourage a culture of openness by ensuring that its employees have a robust procedure for raising genuine concerns about all aspects of malpractice at work without fear of recrimination or victimisation."

- **Employee Development and Training**

"Aim is to ensure that development and training provision is planned, delivered and monitored on the basis of equality of access for all"

- **Equality – Policy Statement**

"Aberdeenshire Council recognises the importance of equality of opportunity for all its citizens and employees and aims to achieve this by ensuring commitment to the provision of readily accessible services and facilities and the operation of fair and consistent employment practices which take account of the diversity of groups and individuals.

The Council will strive to promote an environment free of prejudice or unlawful discrimination and senior management will be responsible for ensuring that this is understood and adhered to by all employees and contractors of the Council. Whilst the Council is aware that any person can be affected by unfair treatment, it recognises that certain social and

cultural influences may lead to groups or individuals being disadvantaged for reasons relating to age, gender, status, race, disability, sexual orientation, religious or political beliefs, and therefore seeks to develop policies and procedures which will combat discrimination in these areas.”

- **Grievance Procedure**
- **Multi-cultural and Anti-racist Education Policy**
- **Recruitment and Selection – Policy Statement**

“In accordance with the Council’s Policy of Equality, the procedures will promote equal access to jobs, good personnel practice and compliance with employment legislation.

All candidates will be given the opportunity to demonstrate their abilities regardless of gender, ethnic origin, age, status, disability, sexual orientation, religious or political beliefs.”

- **Sustainability**

One of the principles is providing fairness, equality and opportunity for everyone

- **Violence at Work**
- **Providing Quality Services for People who are Abused or who are the Victims of Violence – A Multi Agency Strategy for Aberdeenshire – Common Values**

“To promote equal opportunities, anti-discriminatory practices and avoid discrimination on the basis of age, race, gender, sexuality, disability, beliefs, origin or status.”

- **Consulting and Involving Customers and Citizens: (1) Guidance for Staff; (2) A Selection of Approaches and Methods to Use**

### **3. Prioritisation of Functions and Policies**

### **3. Assessment and Prioritisation of Functions and Policies**

#### The Duty

The Licensing Boards are obliged to set out, prioritise and review all functions that are assessed as relevant to the general duty.

#### The Board's Approach

The aim is to ensure that all Licensing Board functions, policies and procedures have been effectively screened for their relevance and importance to the general duty and that arrangements are in place to investigate their impact and performance.

The Licensing Boards have, therefore, examined all functions against each of the three strands of the general duty, giving each a high, medium or low priority based on the evidence available and the type of service.

- **High Priorities** include those functions which have a direct responsibility for responding to the most immediate concerns around racial equality or which could have the greatest impact on the community.
- **Medium Priorities** include functions which have a distinct race dimension but where the impact is less direct or obvious.
- **Low Priorities** include back office functions for running the Licensing Boards as a whole.

Thereafter, a timetable was produced listing all the functions and scheduling then for assessment. This is listed as Appendix 1 to this Scheme.

#### Responsibility

The responsibility for ensuring that all functions are reviewed will lie with the Clerk to the Licensing Board who will ensure inclusion of review and assessments in the Service Plan.

## **4. ASSESSMENT OF PROPOSED POLICIES**

## **4. Arrangements for Assessment of Proposed Policies**

### The Duty

The Licensing Boards are obliged to set out in this Scheme arrangements for assessing policies and proposed policies for likely impact on the promotion of race equality.

### The Boards' Approach

The Licensing Boards aim to integrate the promotion of racial equality into service provision and policy development. Assessment of policies will also be considered as part of the Best Value assessment of Aberdeenshire's Licensing system which is already under way. The Boards will also consider Aberdeenshire Council's European Foundation for Quality Model as a means of assessment.

### Responsibility

The responsibility for ensuring that assessments are carried out to a high standard will lie with the Clerk to the Licensing Board who will ensure inclusion of assessments in the Service Plan.

## **5. CONSULTATION**

## **5. Arrangements for Consultation**

### The Duty

The Licensing Boards are obliged to set out in this Scheme its arrangements for consulting on its policies and proposed policies for likely impact on the promotion of race equality.

### The Boards' Approach

The Licensing Boards are committed to involving the local community in its decision making process. This includes giving the community a voice in any proposed policies. Statutory arrangements for the Board to consult on applications are already in place. In addition, we consult on any Initiatives with the Licensed Trade, Pubwatch Groups, Police etc. Therefore, in the first instance, the Boards will use their existing networks and build or establish others as required.

The Licensing Boards regularly consult with licensees, the local trade association and Pubwatch Groups (where available). The Boards also meet annually with the licensed trade and statutory consultees to discuss issues. Other specific consultations are carried out by letter.

For the purposes of this Scheme the Boards aims are:-

- To use existing information such as the census to understand local needs.
- To ensure that consultation takes place at the beginning of the process.
- To consult people from all racial groups and consider their views.
- To tailor the consultation methods to reach the intended groups.
- To use a range of consultative methods, which would be most suited to the consultation exercise and the intended groups.
- To use existing consultation networks such as the trade association and Pubwatch
- To seek advice from Grampian Racial Equality Council and other associations on how to reach ethnic minority communities including the possibility of establishing a Specialist Focus Group for Ethnic Licensees.
- To ensure that translated materials and interpretation assistance support our consultation methods and that any meetings are not arranged on inappropriate dates or unsuitable times.
- To keep our local ethnic communities and residents of Aberdeenshire fully informed about the Boards' progress with the Scheme and how the general and specific duties are being met.

### Responsibility

The responsibility for ensuring that consultations are carried out to a high standard will lie with the Clerk to the Licensing Board, who will ensure inclusion of consultation in the Service Plan.

## **6. MONITORING POLICY FOR ADVERSE IMPACT**

## **6. Arrangements for Monitoring Policy for Adverse Impact**

### The Duty

The Licensing Boards are obliged to set out in this Scheme the arrangements for monitoring policy for likely impact on the promotion of race equality.

### The Approach

The Licensing Boards already have in place many methods to monitor the impact of existing policies. These methods include:-

Best Value Reviews and European Foundation for Quality Management (EFQM)

The process of monitoring policies is built into a Best Value Review or an EFQM self-assessment.

### Consultations

Consultations provide information to inform new or revised policies and an opportunity to monitor the impact of any existing policies.

### Racist Incidents Monitoring Form (RIMF)

The Licensing Boards will continue to participate in the multi-agency response to the reporting of racist incidents against members of ethnic minority communities within Aberdeenshire. All racist incidents reported to the partnership agencies will be recorded on the RIMF form in accordance with Aberdeenshire Council's Guidelines.

### Teamwork Against Racial Crime (TARC)

TARC is the monitoring agency for racial incidents through the use of RIMF. Monitoring provides valuable information about the crime patterns, harassment trends and for cross-referencing purposes. Monitoring also creates opportunities for independent reviews of cases and relevant policies.

In addition to existing systems for monitoring, the Licensing Boards will:

- Introduce an Annual Update on the Race Equality Scheme at the Statutory Quarterly Meetings each June.
- Develop a comprehensive system of ethnic monitoring.

Developing a comprehensive system of ethnic monitoring is linked to a broader re-assessment of the way we manage information. This will include:

- Building and maintaining an accurate picture of the area, its residents, licensees, licensed premises and their customers.
- Anticipating new trends
- Developing policies based on good evidence
- Assessing the impact of the policy on Aberdeenshire, as well as the variable impact, both geographically and by constituent groups.

The information gathered will serve a range of needs across Aberdeenshire, inclusive of the Licensing Boards, which will support the effective delivery of the Race Equality Scheme.

#### Responsibility

The responsibility for ensuring that monitoring is carried out will lie with the Clerk to the Licensing Board who will ensure inclusion of monitoring in the Service Plan.

## **7. PUBLISHING RESULTS OF ASSESSMENTS, CONSULTATIONS AND MONITORING**

## **8. Arrangements for Publishing Results of Assessments, Consultations and Monitoring.**

### The Duty

The Licensing Boards are obliged to set out in the Scheme arrangements for publishing the results of assessments, consultation and monitoring.

### The Boards' Approach

The Licensing Boards are committed to publishing the results of assessments, consultation and monitoring for any adverse impact of the promotion of racial equality of either existing or proposed policies.

In particular, the Boards aim to:-

- Publish the Scheme on a three yearly basis, together with an action plan.
- Publish updates of the action plan on an annual basis.
- Use the media, both mainstream and ethnic minority, to place a notice telling people where they can find more detailed information.
- Include a copy of the Boards' Scheme and Action Plan on Aberdeenshire Council's Website.

Further refinements and improvements will be made to our consultation strategies and the ways in which we publish our results as our Race Equality Strategy develops.

### Responsibility

The responsibility for ensuring that results are published will lie with the Clerk to the Licensing Board who will ensure inclusion of publishing results in the Service Plan.

## **8. PUBLIC ACCESS TO INFORMATION AND SERVICES**

## **8. Arrangements for Ensuring Public Access to Information and Services**

### The Duty

The Licensing Boards are obliged to set out in the Scheme arrangements for ensuring public access to information and the services it provides.

### The Boards' Approach

The Licensing Boards aim to ensure that everyone, whatever their racial group, can access information about the Boards and the services they provide. This will involve focussing not only on people who know about us and what we do, but also identifying those who do not appear to know about the services, or who face barriers, such as language barriers, in accessing them.

“information” includes information about the Boards’ functions, powers, duties, policies, services and complaints procedures, as well as people’s rights under those functions, procedures and services. We will also include information about people’s rights to receive fair treatment and what people can do if they experience discrimination. As a result, our aims will be to:

- Identify and remove any barriers that some people from ethnic minority communities might face when they try to access or use services,
- Make use of Language line for interpreters when required.
- Make sure that Board Guidelines, application forms and information leaflets are available in different languages/allow an interpretation facility to be used at Board Meetings.
- Make sure that news and information reaches all members of ethnic minority communities, and in particular licensees.
- Encourage people from ethnic minority communities to become involved in consultation exercises.

Further refinements and improvements will be made as the Race Equality Scheme develops.

### Responsibility

The responsibility for ensuring public access for information and services will lie with the Clerk to the Licensing Board who will ensure inclusion of public access in the Service Plan.

## **9. STAFF TRAINING**

## **9. Arrangements for Training Staff**

### The Duty

The Licensing Boards are obliged to set out in this Scheme its arrangements for training staff in connect with its general and specific duties of employment in terms of the Race Relations Act 1976.

### The Boards' Approach

The Licensing Boards do not directly employ any staff. The Licensing Boards are administered by staff who are employed by Aberdeenshire Council.

Licensing Board staff will receive training in line with Aberdeenshire Council's Race Equality Scheme. This training is outlined at Appendix 2 to this Scheme.

### Responsibility

Head of Personnel Services of the Aberdeenshire Council.

## **What do you think about the Scheme?**

Aberdeenshire Licensing Board's Race Equality Scheme is a living document and will develop and evolve from year to year.

Aberdeenshire Licensing Boards would welcome any comments from residents, businesses, and community groups about the Scheme or about equality issues.

To tell us what you think write to:

Neil McDowall,  
Clerk to the Aberdeenshire Licensing Boards,  
Aberdeenshire Council,  
Woodhill House,  
Westburn Road,  
Aberdeen.  
AB16 5GB

or you can email Fiona M. Stewart, Depute Clerk (North Board), responsible for race relation matters on [fiona.stewart@aberdeenshire.gov.uk](mailto:fiona.stewart@aberdeenshire.gov.uk)

# **ACTION PLAN**

IN ORDER OF PRIORITY	ACTION	LEAD OFFICER	DATE	MEASURED BY	DATE OF REVIEW
YR 1	Have draft scheme approved for consultation by the Licensing Boards	FMS	5 <sup>th</sup> , 12 <sup>th</sup> and 26 <sup>th</sup> March 2003		
YR 1	Commence consultation on draft scheme and action plan	FMS	April 2003		
YR 1	To review consultation on draft scheme and publish finalised scheme	FMS	June 2003		
Yr 1	To commence review of all existing policies and functions	Licensing Working Group	JULY 2003	Reviews produced/ Published/ Revised policies addressing equality issues	
Yr 1	To circulate scheme to all staff/residents/to consult with licensed trade	CLERKS	April 2003	Circulations via trade association, pubwatches, library services, website	
Yr 1	To establish a working	FMS	March 2003	Outcome of contact	

IN ORDER OF PRIORITY	ACTION	LEAD OFFICER	DATE	MEASURED BY	DATE OF REVIEW
	relationship with GREC			with GREC	
Yr 1	To identify leaflets that require to be produced in other languages	CLERKS	Ongoing	Produce a list and following consultation publish it	
Yr 1	All letters re licensing proceedings to have a paragraph to say that if need help with language let Licensing board know.	CLERKS	Ongoing	Monitor requests/ Monitor outcomes	
Yr 1	To review all letters being sent out.	CLERKS	Ongoing	See above	
Yr 1	To let front line staff know about Language Line	FMS	March 2003	Monitor uptake	
Yr 1	Review Best Value Regime to ensure that equality issues are being adequately addressed	Licensing Working Group	Ongoing in line with Best Value review already underway	Monitor and publish	
Yr 1	To ensure that equality issues are considered in preparation of all reports, when drawing up policies, strategies	CLERKS	Ongoing	Monitor written documents, raise awareness	

IN ORDER OF PRIORITY	ACTION	LEAD OFFICER	DATE	MEASURED BY	DATE OF REVIEW
Yr 1	To publish Race Equality Scheme in a number of different formats and languages	LAW & ADMIN	As soon as consultation has been completed and by August 2003 at the latest	Number of different formats and languages monitored and reviewed regularly	
Yr 1	Distribute GREC Newsletter to all licensing board members and staff to raise awareness	GREC	Ongoing	To monitor/ Feedback/	
Yr 1	Need to identify an Advisor (legal) for all staff on equality legislation	NMCD	March 2003	Staff identified/ Appointed or existing staff given additional remit	
Yr 1	To agree ethnic monitoring questions	CLERKS	ongoing		
Yr 1	To address how equality and diversity issues can be better addressed in the Best Value review process	Licensing Working Group	Ongoing		
YR 1	To commence work on	CLERKS	July 2003		

IN ORDER OF PRIORITY	ACTION	LEAD OFFICER	DATE	MEASURED BY	DATE OF REVIEW
	developing a consultative framework with ethnic communities				
YR 1	To provide training for staff relating to Monitoring of Racist Incidents and Completion of RIMF form and make form available in licensing offices	Law and Admin	Ongoing		
YR 1	To include reviews of functions and policies in the Service Plan	NMCD			
YR 1	To include assessment of proposed policies in the Service Plan	NMCD			
YR 1	To include consultation on policies in the Service Plan	NMCD			
YR 1	To include monitoring policy for adverse impact on Race Equality in the Service Plan	NMCD			
YR 1	To include publishing results of assessments, consultations and monitoring in the Service Plan	NMCD			
YR 1	To include public access to information in the Service Plan	NMCD			

IN ORDER OF PRIORITY	ACTION	LEAD OFFICER	DATE	MEASURED BY	DATE OF REVIEW
YR 1	Provide Annual Report to Licensing Boards and commence review of YR 1 actions	FMS	June 2003		
YR 2	To incorporate Census 2001 Data into the Race Equality Scheme and to build and maintain an accurate picture of the community thereafter	FMS	By March 2004		
YR 2	To distribute the Scottish Executive leaflet "New Laws for Race Equality in Scotland" and any updates as published to Board Members and staff	FMS	By March 2004		
YR 2	To distribute to Board Members and staff any Race Equality Bulletins produced by Aberdeenshire Council	FMS	March 2003 and ongoing		
YR 2	Commence working on ethnic monitoring scheme	FMS	July 2004		
YR 2	Assessment of functions, policies to be undertaken	CLERKS	January 2004		
YR 2	Updates on the Scheme to be reported to the Licensing Boards	FMS	June 2004		

IN ORDER OF PRIORITY	ACTION	LEAD OFFICER	DATE	MEASURED BY	DATE OF REVIEW
YR 2	Report on monitoring to be submitted to the Licensing Boards	FMS	June 2004		
YR 3	Commence Review of the Scheme	FMS	June 2005		
YR 3	Updates on the Scheme to be reported to the Licensing Boards	FMS	June 2005		
YR 3	Publish reviewed Scheme	Law & Admin	November 2005		
YR 3	Report on Monitoring to be submitted to the Licensing Boards	FMS	June 2005		
Yr 1/2	Specialist training for Licensing Board Staff and Board Members	Training Team	Ongoing	Numbers trained/ Feedback	
Yr1/2/3	To review the scheme annually	Clerks	Ongoing	Review produced annually/ Published/ Consultation undertaken/ Reviewed/ published/ Monitored	November 2003/04/ 05

IN ORDER OF PRIORITY	ACTION	LEAD OFFICER	DATE	MEASURED BY	DATE OF REVIEW
Yr 1/2/3	To monitor the work being undertaken by the Licensing Boards	Director of Law and Administration/ Head of Licensing	Ongoing	Monitoring forms produced and information gathered analysed/ Published	
Yr 1/2/3	To assess impact of new policies	Licensing Working Group	Ongoing	Assessments undertaken/ Published/ Policies monitored/ Reviewed	
Yr 1/2/3	To consult on the above	Clerks	November 2002/ Ongoing		
Yr 1/2/3	To produce leaflets in other languages/other priority leaflets etc	Licensing Working Group	Ongoing	Consultation /Prioritised list/Publish/ Feedback/ Uptake of services etc	
Yr 1/2/3	To monitor and develop existing Translating and Interpreting Services	Clerks			

IN ORDER OF PRIORITY	ACTION	LEAD OFFICER	DATE	MEASURED BY	DATE OF REVIEW
Yr 1/2/3	To ensure that all staff are aware of existing Guidance and services	FMS			
Yr 1/2/3	To further develop relationships with GREC, Community Safety Partnership and the AADAT	Clerks			
Yr 1/2/3	Language Line Training	CE Policy Officer of Aberdeenshire Council in line with Aberdeenshire Council's Race Equality Scheme		Numbers trained/ Feedback/ Publish/ Uptake of services	
Yr 1/2/3	Diversity Training	Aberdeenshire Council's Training Team		Numbers trained	
Yr 1/2/3	To ensure that Council services receive a copy of the Licensing Board's Race equality Scheme.	FMS		Review produced and published/ Providers and contractors receive copies of scheme	
Yr 1/2/3	Consult/inform as widely as possible with stakeholders using methods discussed in scheme	Clerks		Publications/ Information available/ Feedback from surveys, complaints/	

IN ORDER OF PRIORITY	ACTION	LEAD OFFICER	DATE	MEASURED BY	DATE OF REVIEW
Yr 1/2/3	To develop the good practice guidelines provided in CRE Codes	FMS	Ongoing	Comments procedures etc The number of guidelines developed	



## **APPENDIX 2**

# **STAFF TRAINING PROGRAMME**



## Appendix 2

### Diversity Awareness Programme In Aberdeenshire Council – Initial Phases

Target Audience	Level	Topic	Numbers	How	When
All council employees	Knowledge	Awareness of the various pieces of legislation and what this means to them	11000	Article in ACCENT	December 2002
All council employees	Knowledge, skills and attitudes	How to eliminate unlawful discrimination, promote equality of opportunity and promote good relations	11000	Team briefings using customised training pack to include commissioned video. Attendance confirmed by use of 'signing on' sheets	March 2003
All council managers including chief officers who have previously attended Leading from the Front seminars	Knowledge, skills and attitudes	<ul style="list-style-type: none"> <li>Update on various pieces of legislation</li> <li>Re-clarification of their roles and responsibilities</li> <li>Tips on how to monitor and pick up on good/bad practice</li> </ul>	C150	5 x Leading from the Front II seminars - half-day	By 31 December 2003
All council managers including chief officers who have NOT previously attended Leading from the Front seminars	Knowledge, skills and attitudes	<ul style="list-style-type: none"> <li>Update on various pieces of legislation</li> <li>Clarification of their roles and responsibilities</li> <li>Tips on how to monitor and pick up on good/bad practice</li> </ul>	C200	7 x Leading from the Front seminars – one day	By 30 June 2003

<b>Councillors</b>	Knowledge	Awareness of the various pieces of legislation and what this means to them	68	Briefing session post full council meeting	Post May 2003
<b>Steering group</b>	Knowledge and skills	How to assess the Council's functions and policies in relation to our general duty	15	One day training session	2 September 2002
<b>Specialists</b>	Knowledge and skills	To be determined	Unknown	To be determined	To be determined

## **APPENDIX 3**

# **STATISTICS – GRAMPIAN**

## Appendix 3

### Statistics – Ethnic Group: Residents

<b>GRAMPIAN</b>												
Sex and Age	White	Black Caribbean	Black African	Black Other	Indian	Pakistani	Bangladeshi	Chinese	Asian	Other	Persons Born in Ireland	Total Persons
Males	243851	63	241	125	233	141	124	541	274	597	1601	246190
Females	255669	43	171	122	189	97	83	471	376	477	1582	257698
0 - 4 years	31999	3	42	29	35	35	34	70	63	179	42	32489
5 - 15 years	69930	11	56	48	51	37	53	170	109	287	253	70752
16 - 29 years	104853	35	147	70	111	84	44	313	152	268	645	106077
30 up to pensionable age	207768	48	160	97	211	78	74	434	315	317	1787	209502
Pensionable age and over	84970	9	7	3	14	4	2	25	11	23	456	85068
With limiting long-term illness	54262	11	21	15	20	8	9	27	19	42	307	54434
<b>Total Persons</b>	<b>499520</b>	<b>106</b>	<b>412</b>	<b>247</b>	<b>422</b>	<b>238</b>	<b>207</b>	<b>1012</b>	<b>650</b>	<b>1074</b>	<b>3183</b>	<b>503888</b>
<b>KINCARDINE AND DEESIDE</b>												
Sex and Age	White	Black Caribbean	Black African	Black Other	Indian	Pakistani	Bangladeshi	Chinese	Asian	Other	Persons Born in Ireland	Total Persons
Males	26245	6	17	28	13	0	0	15	15	80	193	26419
Females	26827	2	18	24	13	3	0	22	42	72	185	27023
0 - 4 years	3775	0	2	10	0	0	0	3	3	26	2	3819
5 - 15 years	8319	1	9	6	2	0	0	5	6	52	40	8400

16 - 29 years	10161	5	5	23	4	2	0	5	9	31	54	10245
30 up to pensionable age	22723	2	18	13	20	1	0	24	37	38	235	22876
Pensionable age and over	8094	0	1	0	0	0	0	0	2	5	47	8102
With limiting long-term illness	4508	1	2	3	0	0	0	1	2	6	30	4523
<b>Total Persons</b>	<b>53072</b>	<b>8</b>	<b>35</b>	<b>52</b>	<b>26</b>	<b>3</b>	<b>0</b>	<b>37</b>	<b>57</b>	<b>152</b>	<b>378</b>	<b>53442</b>

**GORDON**

Sex and Age	White	Black Caribbean	Black African	Black Other	Indian	Pakistani	Bangladeshi	Chinese	Asian	Other	Persons Born in Ireland	Total Persons
Males	37949	1	6	13	29	5	8	31	23	57	220	38122
Females	38347	7	3	13	22	6	1	31	38	52	236	38520
0 - 4 years	5401	0	1	3	5	4	0	3	3	16	7	5436
5 - 15 years	12540	0	1	3	11	0	1	19	6	41	37	12622
16 - 29 years	14129	1	4	8	7	2	3	10	10	15	56	14189
30 up to pensionable age	33506	7	3	12	26	5	5	30	41	35	311	33670
Pensionable age and over	10720	0	0	0	2	0	0	0	1	2	45	10725
With limiting long-term illness	6139	0	0	1	2	1	0	4	1	2	25	6150
<b>Total Persons</b>	<b>76296</b>	<b>8</b>	<b>9</b>	<b>26</b>	<b>51</b>	<b>11</b>	<b>9</b>	<b>62</b>	<b>61</b>	<b>109</b>	<b>456</b>	<b>76642</b>

**BANFF AND BUCHAN**

Sex and Age	White	Black Caribbean	Black African	Black Other	Indian	Pakistani	Bangladeshi	Chinese	Asian	Other	Persons Born in Ireland	Total Persons

Males	41947	6	5	10	13	9	6	47	8	35	220	42086
Females	43066	7	5	13	8	5	8	49	20	36	226	43217
0 - 4 years	5677	0	0	3	0	2	0	7	1	8	8	5698
5 - 15 years	12854	5	1	6	1	0	4	25	6	22	54	12924
16 - 29 years	17343	1	5	4	2	6	4	14	2	18	71	17399
30 up to pensionable age	34833	2	4	9	18	5	5	50	19	21	232	34966
Pensionable age and over	14306	5	0	1	0	1	1	0	0	2	81	14316
With limiting long-term illness	9693	2	1	2	1	1	2	5	2	11	54	9720
<b>Total Persons</b>	<b>85013</b>	<b>13</b>	<b>10</b>	<b>23</b>	<b>21</b>	<b>14</b>	<b>14</b>	<b>96</b>	<b>28</b>	<b>71</b>	<b>446</b>	<b>85303</b>

Source GRO (S) – Census of Population 1991

### References

1. The Stephen Lawrence Enquiry Report 24 February 1999
2. Race Relations (Amendment) Act 2000
3. Questions for Mainstreaming, **CRE**
4. Codes of Practice: Code of Practice on the Duty to Promote Race Equality in Scotland ( A guide for Scottish Public Authorities; a Guide for Education Authorities and Schools in Scotland; a Guide for Further and Higher Education Institutions in Scotland; Ethnic Monitoring, **Commission for Racial Equality in Scotland 2002** [www.cre.gov.uk](http://www.cre.gov.uk))
5. Ethnic Minorities in Scotland. **Patton Smith HMSO 1991**
6. Anderson Strathern Discrimination Law Service Survey 2002
7. The General Register Office for Scotland 2002
8. Aberdeenshire Community Safety Partnership Statistics 2002
9. MORI Survey 2001
10. Audit of Research on Minority Ethnic Issues in Scotland from a 'Race' Perspective, **Scottish Executive Central Research Unit (CRU) 2002**