

ABERDEENSHIRE LICENSING BOARDS

DISABILITY EQUALITY SCHEME – ACTION PLAN

| | What the Boards will do | When the Boards will do it | | | Progress to Date |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | 2007 | 2008 | 2009 | Jan 2008 |
| 1. The Disability Equality Scheme Paragraph 11 | <ul style="list-style-type: none"> Review the Scheme three-yearly | | | ✓ | |
| | <ul style="list-style-type: none"> Review the Scheme annually and report to the Boards' members | ✓ | ✓ | ✓ | The Boards' Policy was published on 1st May 2007 and is due to be reviewed in June 2008 |
| 2. Monitoring Paragraph 6 | <ul style="list-style-type: none"> Consider the implementation of a voluntary disability-monitoring scheme covering applicants for licences. | ✓ | | | Work on this has been delayed due to staff shortages and the fact that the Licensing Legislation is due to change beginning on 1st February 2008. Disability issues have been built in to the risk assessment applicants are to be asked to complete as part of their premises licence applications under the new Act. Monitoring of that will be taken into account as part of the processing of these applications. |

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| | <ul style="list-style-type: none"> Consider extending this monitoring to complaints processed by the Boards | | ✓ | | This will be considered as part of the changes to procedures in dealing with complaints under the new licensing legislation |
| 3. The Boards' Functions Paragraphs 6 and 9 | <ul style="list-style-type: none"> Consider conducting an audit of all existing Boards' policies to ensure that the Council will fulfil its disability equality obligations in terms of the Council's and the Boards' Schemes. Amend and update all application forms and correspondence to ensure it is in a more user-friendly format and make alternative formats available upon request. Produce an information leaflet, with the assistance of disabled people, informing licence holders and potential licence holders of their duties in terms of the disability legislation to ensure their premises are accessible to disabled people. Encourage licence holders to take a proactive approach in this regard | ✓ | | | <p>This has begun. A list has been compiled of Boards' policies. These policies are being reviewed in light of the new licensing legislation</p> <p>Forms have been prescribed by Regulation in terms of the Licensing (Scotland) Act 2005. To date, there have been no requests made for alternative formats but this will be made available if requested.</p> <p>Due to staff shortages, it has not been possible to being work on this information leaflet as yet.</p> |

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| 4. Consultation Paragraph 7 | <ul style="list-style-type: none"> Require all reports presented to the Boards proposing policies that have any significant relevance to disability equality to include details of: <p>Any assessment of the impact of the proposed policy on disability equality;</p> <p>Any consultation carried out in conjunction with that assessment;</p> <p>Any action, including monitoring where appropriate, proposed in consequence of that assessment and consultation.</p> | ✓ | ✓ | ✓ | <p>This is ongoing, as required.</p> <p>Consultation has been carried out extensively on the Board's policy statement in terms of the Licensing (Scotland) Act 2005. This included consultation with members of the public, Equality Groups and the Council's Equality Officer. No comments were made in respect of disability equality. Appendix 6 to the Policy Statement includes Equalities Legislation in its links with other regulatory regimes.</p> |

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| | <ul style="list-style-type: none"> Initiate discussions with the Equalities Officer to determine an appropriate means of ensuring involvement of disabled persons on policies potentially impacting on disability equality either through the existing mechanisms for consultation, or otherwise. As a matter of top priority, establish links with disabled persons and disabled groups within Aberdeenshire and the Boards so that active involvement in the monitoring and review of this Scheme can take place as quickly as possible. | ✓ | ✓ | ✓ | Talks are ongoing with Aberdeenshire Council to link consultation exercises for the Board into consultation exercises for the Council and other public bodies to avoid "consultation fatigue" with disabled groups. |
| | <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 Qualities Officer. | ✓ | ✓ | ✓ | This will be considered as part of the annual review process in June 2008 |
| 5. Publicity Paragraph 9 | <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. | ✓ | ✓ | ✓ | This will be considered as part of the annual review process in June 2008 |

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| | | 2007 | 2008 | 2009 | Jan 2008 |
| | <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. | ✓ | | | The scheme was published on Aberdeenshire Council's website after its approval in May 2007. Electronic copies were circulated to all officers of the Boards. Board Members were provided both with electronic and with paper copies of the Scheme. Paper copies are available to Members of the public on request, at licensing offices. |
| | <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. | ✓ | | | The Scheme was e-mailed to all staff employed within law and administration, to all Council Members and to the Equalities Officer after its publication in May 2007. |
| | <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. | ✓ | ✓ | ✓ | To date, there have been no requests for alternative formats of the Scheme. |

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| 6. Training Paragraph 10 | <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 | ✓ | | | <p>Equalities training was included in the induction training for all new councillors following the election in May 2007. Board Members received a further outline training on equalities at initial training in early June 2007</p> |
| | <ul style="list-style-type: none"> Equalities awareness will be included in the training given to Licensing Board staff. | ✓ | | | <p>In terms of Aberdeenshire Council's Disability Scheme, which covers licensing staff, Boards being administered by Council staff, all new staff receive equalities training as part of induction, This is to be cascaded to all staff via team briefings. Additional training is to be identified via EDRS schemes.</p> |