

West Dunbartonshire Licensing Board**Equalities Scheme 2011 – 2013**

	Action	Outcome	Timescale	Responsibility
1	The member of the Board responsible for leading the Board's approach to equalities will be reviewed after each council election. It is recommended that this is the Chairperson.	Continuing attention to equalities in the work of the Board.	2012	Licensing Board
2	The Board will follow the guidance set out in 'Communicating Effectively'.	Improved accessibility of information.	2011 and ongoing.	Licensing Board
3	The integrated impact assessment carried out on the Board's functions will be reviewed.	Improvement to delivery of service to equality groups.	Reviewed after Council elections. (2012)	Licensing Team
4	Applications and their outcomes will be monitored for equality issues.	Capacity to analyse delivery of service to equality groups.	2011 and ongoing. Monitoring in place. To be developed further in line with development of WDC monitoring arrangements. Forms to be reviewed to reflect the protected characteristics.	Licensing Team
5	An annual report on the progress of actions under the scheme will be made to the Licensing Board.	Opportunity to develop equality approaches.	2011 and ongoing.	Licensing Team

	Action	Outcome	Timescale	Responsibility
6	Reports to the Board will be published on the Council's website.	Opportunity for public response to scheme.	2011 and ongoing.	Licensing Team
7	The Scheme to be reviewed in 2013 after the review of West Dunbartonshire Council's Equality Scheme.	Opportunity to update scheme.	2012.	Licensing Board
8	Consideration to be given to provision of equalities training for designated managers of licensed premises.	Improve capacity of licensed trade to respond to equality issues.	2011 – though there will be resource issues. Consideration to be given as to whether this could take the form of an advice letter or an input at any future local licensing seminars.	Licensing Team
9	Provide Board members and Licensing Standards Officers with additional guidance on equality issues.	Improve Board's capacity to identify and respond to equality issues.	2011.	Clerk to the Board
10	Recommend the Board adopts the WDC complaints procedure and signposts this from the Licensing webpage.	Improve Board's capacity to identify and respond to equality issues.	2011	Licensing Board and Licensing Team
11	Invite West Dunbartonshire Access Panel to provide the Board with comment on layout plans for proposed licensed premises.	Increase Board capacity to take access issues into account.	2011 and ongoing	Licensing Team