

LICENSING BOARD

MINUTE OF MEETING OF RENFREWSHIRE LICENSING BOARD HELD ON 15 MARCH 2021 at 10.00am.

PRESENT

Councillors Andy Steel, Bill Brown, Jane Strang, Jennifer Adam-McGregor, Jim Paterson, John Hood, John McIntyre, Kevin Montgomery and Michelle Campbell

IN ATTENDANCE

Douglas Campbell, Depute Clerk, Aileen Easdon, Licensing Officer, Connie Lamb, Admin Assistant and Colin Dickson, LSO.

1. **APOLOGIES** – Cllr Marie McGurk
2. **DECLARATION OF INTEREST** – None
3. **LICENSING (SCOTLAND) ACT 2005**

- | | |
|--------------------|---|
| Pages 1-2 | Applications for Major Variation of a Premises Licence to be considered – see agenda pages |
| Page 3 | Applications for Provisional Premises Licences to be considered - see agenda pages |
| Pages 4-7 | Applications for Minor Variation – DPM – delegated for noting - see agenda pages |
| Pages 8-10 | Applications for Minor Variation – delegated for noting - see agenda pages |
| Pages 11-12 | Applications for Transfer of Premises Licence – delegated for noting - see agenda pages |
| Page 13 | Application for Confirmation of Premises Licence – delegated for noting - see agenda pages |
| Pages 14-16 | Applications for Personal Licence – delegated for noting - see agenda pages |
| Pages 17-18 | Applications for Personal Licence Renewal – delegated for noting - see agenda pages |

4. ADMINISTRATIVE ITEMS

- a) **Report by Clerk to the Licensing Board – Mainstreaming Equality and Equality Outcomes –**
Noted – see agenda page
- b) **Minute of Previous meeting on 28 January 2021** - Agreed

RENFREWSHIRE LICENSING BOARD

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Meeting 15 March 2021 at 10:00am remotely via MS Teams**Licensing (Scotland) Act 2005****Variation (Major)(s) - Cite**

	Premises	Applicant	Date Received	Comments
1	DOBBIES GARDEN CENTRE KINGS INCH DRIVE BRAEHEAD G51 4FB	DOBBIES GARDEN CENTRES LIMITED	22 December 2020	Granted
2	MORRISONS 30 NAPIER STREET JOHNSTONE PA5 8SF	WM MORRISON SUPERMARKETS PLC C/O GOSSCHALKS SOLICITORS QUEENS GARDENS HULL HU1 3DZ	11 November 2020	Granted with local conditions
3	MORRISONS BRIDGEWATER SHOPPING CENTRE ERSKINE PA8 7AA	WM MORRISON SUPERMARKETS PLC C/O GOSSCHALKS SOLICITORS QUEENS GARDENS HULL HU1 3DZ	14 December 2020	Granted with local conditions
4	MORRISONS FALSIDE ROAD PAISLEY PA2 6JE	WM MORRISON SUPERMARKETS PLC C/O GOSSCHALKS SOLICITORS QUEENS GARDENS HULL HU1 3DZ	14 December 2020	Granted with local conditions

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Meeting 15 March 2021 at 10:00am remotely via MS Teams**Licensing (Scotland) Act 2005****Variation (Major)(s) - Cite**

Premises		Applicant	Date Received	Comments
5	THE FOX & HOUNDS 11 SOUTH STREET HOUSTON PA6 7EN	BKF ONE HUNDRED AND FOUR LIMITED C/O TLT LLP 140 WEST GEORGE STREET GLASGOW G2 2HG	8 January 2021	Granted with conditions

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Meeting 15 March 2021 at 10:00am remotely via MS Teams**Licensing (Scotland) Act 2005****Provisional(s) - Cite**

	Premises	Applicant	Date Received	Comments
1	ELDERSLIE SERVICE STATION MAIN STREET ELDERSLIE PA5 9EN	MOTOR FUEL LIMITED C/O HARPER MACLEOD DX GW86	21 October 2020	Granted with local conditions
2	MARKS & SPENCER UNIT 1 RENFREW ROAD RETAIL PARK RENFREW ROAD PAISLEY PA3 4BF	MARKS & SPENCER SIMPLY FOODS LTD C/O JOHN GAUNT & PARTNERS UNITS 39-41 HASLAR MARINE TECHNOLOGY PARK HASLAR ROAD	11 January 2021	Granted with local conditions

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Meeting 15 March 2021 at 10:00am remotely via MS Teams**Licensing (Scotland) Act 2005****Variation (Minor)(s) DPM - delegated for noting**

	Premises	Applicant	Date Received	Comments
1	BEST ONE 1 KILBARCHAN ROAD JOHNSTONE PA5 8RD	ROMANA JAWAD C/O BRIAN MCMAHON B MCMAHON CONSULTANCY LIMITED 108 HAGGS ROAD GLASGOW G41 4AT	23 December 2020	Noted
2	CO-OP MAIN STREET BRIDGE OF WEIR PA11 3NR	CO-OPERATIVE GROUP FOOD LIMITED	27 November 2020	Noted
3	CO-OP 60/62 NEILSTON ROAD PAISLEY PA2 6NE	CO-OPERATIVE GROUP FOOD LIMITED C/O HILL BROWN LICENSING RWF HOUSE 5 RENFIELD STREET GLASGOW	26 January 2021	Noted

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Meeting 15 March 2021 at 10:00am remotely via MS Teams**Licensing (Scotland) Act 2005****Variation (Minor)(s) DPM - delegated for noting**

	Premises	Applicant	Date Received	Comments
4	GLASGOW AIRPORT PREMIER INN WHITECART ROAD PAISLEY PA3 2TH	WHITBREAD GROUP PLC	13 November 2020	Noted
5	NORMANDY HOTEL INCHINNAN ROAD RENFREW PA4 9EJ	COSMOPOLITAN HOTELS LIMITED	5 October 2020	Noted
6	PICKWICKS BAR 7/11 MEADOWSIDE STREET RENFREW PA4 8SP	SK & B INNS LIMITED C/O GILSON GRAY 160 WEST GEORGE STREET GLASGOW G2 2HG	12 January 2021	Noted
7	SAINBURY'S UNIT 1 RETAIL DEVELOPMENT CRAIGTON DRIVE DARGAVEL VILLAGE BISHOPTON	SAINSBURY'S SUPERMARKETS LIMITED	4 January 2021	Noted

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Meeting 15 March 2021 at 10:00am remotely via MS Teams**Licensing (Scotland) Act 2005****Variation (Minor)(s) DPM - delegated for noting**

	Premises	Applicant	Date Received	Comments
8	SPAR UNIT 5 BARGARRAN SHOPPING CENTRE ERSKINE PA8 6BS	C J LANG & SON LIMITED	15 January 2021	Noted
9	TESCO EXPRESS ROCKFIELD SERVICE STATION 125 RENFREW ROAD PAISLEY PA3 4EA	TESCO STORES LIMITED	23 December 2020	Noted

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Meeting 15 March 2021 at 10:00am remotely via MS Teams**Licensing (Scotland) Act 2005****Variation (Minor)(s) DPM - delegated for noting**

	Premises	Applicant	Date Received	Comments
1	O'CONNORS IRISH BAR 3 - 5 ST. JAMES STREET PAISLEY PA3 2HL	KATARZYNA NATALIA SLIMAK	3 February 2021	Noted
2	THE SANDPIPER DOMESTIC ARRIVALS AREA TERMINAL BUILDING GLASGOW AIRPORT PAISLEY PA3 2SW	J D WETHERSPOON (SCOT) LIMITED	2 November 2020	Noted

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Meeting 15 March 2021 at 10:00am remotely via MS TEAMS**Licensing (Scotland) Act 2005****Variation (Minor)(s) - delegated for noting**

	Premises	Applicant	Date Received	Comments
1	CO-OP 61 - 63 CROSSLEE CRESCENT HOUSTON PA6 7DT	CO-OPERATIVE GROUP FOOD LIMITED	23 December 2020	Noted
2	MARKS AND SPENCER 49 BRAEHEAD SHOPPING CENTRE KINGS INCH ROAD GLASGOW G51 4BP	MARKS AND SPENCER PLC C/O JOHN GAUNT & PARTNERS UNITS 39-41 HASLAR MARINE TECHNOLOGY PARK HASLAR ROAD GOSPORT	16 November 2020	Noted
3	MORRISONS 30 NAPIER STREET JOHNSTONE PA5 8SF	WM MORRISON SUPERMARKETS PLC C/O GOSSCHALKS SOLICITORS QUEENS GARDENS HULL HU1 3DZ	4 November 2020	Noted
4	PHAT BHUNA 13 CANAL STREET PAISLEY PA1 2HD	ALBASPEY LIMITED	14 January 2021	Noted

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Meeting 15 March 2021 at 10:00am remotely via MS TEAMS**Licensing (Scotland) Act 2005****Variation (Minor)(s) - delegated for noting**

	Premises	Applicant	Date Received	Comments
5	SHELL ERSKINE CENTREHOLME ROUNDABOUT ERSKINE RENFREWSHIRE PA8 6EY	SHELL UK OIL PRODUCTS LIMITED	11 December 2020	Noted
6	TIMES OF PUNJAB 63 HAIRST STREET RENFREW PA4 8QV	MOSS STREET GRILL LIMITED	24 November 2020	Noted

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Meeting 15 March 2021 at 10:00am remotely via MS Teams**Licensing (Scotland) Act 2005****Variation (Minor)(s) - delegated for noting**

	Premises	Applicant	Date Received	Comments
1	HOUSTON INN NORTH STREET HOUSTON PA6 7HF	PUB ENTERPRISES LIMITED C/O BRUNTON MILLER SOLICITORS HERBERT HOUSE 22 HERBERT STREET GLASGOW G20 6NB	13 January 2021	Noted
2	MORRISONS BRIDGEWATER SHOPPING CENTRE ERSKINE PA8 7AA	WM MORRISON SUPERMARKETS PLC C/O GOSSCHALKS SOLICITORS QUEENS GARDENS HULL HU1 3DZ	2 June 2020	Noted
3	SPAR 170 BRAEHEAD ROAD GLENBURN PAISLEY PA2 8QD	MOHAMMED RAMZAN C/O TLT SOLICITORS 140 WEST GEORGE STREET GLASGOW G2 2HG	9 February 2021	Noted

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Meeting 15 March 2021 at 10.00am remotely via MS Teams**Licensing (Scotland) Act 2005****Transfer(s) - delegated for noting**

	Premises	Applicant	Date Received	Comments
1	CANS OFF SALES 3 GEORGE STREET PAISLEY PA1 2JB	RAJWANT KAUR	7 December 2020	Noted
2	POCKETS 58 STOCK STREET PAISLEY PA2 6NL	BLACKBALL TABLES LTD	27 December 2020	Noted
3	WOODROWS STATION ROAD BISHOPTON PA7 5AU	GS (KILMARNOCK) LIMITED	24 November 2020	Noted

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Meeting 15 March 2021 at 10:00am remotely via MS Teams**Licensing (Scotland) Act 2005****Transfer(s) - delegated for noting**

	Premises	Applicant	Date Received	Comments
1	BIANCO E NERO FIRST FLOOR 5 ST JAMES STREET PAISLEY PA3 2HL	BEP PAISLEY LTD.	21 January 2021	Noted
2	BP GREENOCK ROAD EXPRESS 10 GREENOCK ROAD PAISLEY PA3 2LA	MOTOR FUEL LIMITED	26 January 2021	Noted

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Licensing (Scotland) Act 2005

Confirmation(s) - delegated for noting

Premises		Applicant	Date Received	Comments
1	SPAR 170 BRAEHEAD ROAD GLENBURN PAISLEY PA2 8QD	MOHAMMED RAMZAN C/O TLT SOLICITORS 80 HANOVER STREET EDINBURGH EH2 1EL	27 January 2021	Noted

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Meeting 15 March 2021 at 10:00am remotely via MS TEAMS**Licensing (Scotland) Act 2005****Personal Licence(s) - delegated for noting**

Applicant		Date Received	Comments
1	SCOTT NOBLE	12 October 2020	Noted
2	ROSS MURRAY CONNELL TURLEY	16 October 2020	Noted
3	CAMERON DEANS	22 October 2020	Noted
4	CALLUM ALFRED WINTERS	22 October 2020	Noted
5	GRANT ROSS MCDERMID	26 October 2020	Noted
6	PAUL MCBRIDE	9 November 2020	Noted
7	CRAIGE JOHN WATSON	6 November 2020	Noted
8	PAIGE AUDREY O'DONNELL	6 November 2020	Noted
9	DAVID JAMES FEENEY	17 November 2020	Noted

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Meeting 15 March 2021 at 10:00am remotely via MS TEAMS**Licensing (Scotland) Act 2005****Personal Licence(s) - delegated for noting**

Applicant		Applicant	Date Received	Comments
10	MARK CARDEN		17 November 2020	Noted
11	BRYAN MCCALL		17 November 2020	Noted
12	ARCHIBALD KERR		20 November 2020	Noted
13	DAVID ALEXANDER MACMILLLAN		20 November 2020	Noted
14	KEVIN GEORGE REED		11 January 2021	Noted
15	KANDIAH JEYAVINTHAN		13 January 2021	Noted

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Licensing (Scotland) Act 2005

Personal Licence(s) - delegated for noting

Applicant		Date Received	Comments
1	JOHN CAMERON	20 January 2021	Noted
2	GILLIAN ANN CROW	5 February 2021	Noted

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Meeting 15 March 2021 at 10:00am remotely via MS TEAMS

Licensing (Scotland) Act 2005

Personal Licence(s) renewals - delegated for noting

Applicant		Date Received	Comments
1	JAMES P MAJOR	9 October 2020	Noted
2	JENNIFER GANSON	4 January 2021	Noted
3	COLIN MCGEOCH	12 January 2021	Noted

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Meeting 15 March 2021 at 10:00am remotely via MS Teams

Licensing (Scotland) Act 2005

Personal Licence(s) renewals - delegated for noting

Applicant		Date Received	Comments
1	TAHIRA MURTAZA	19 January 2021	Noted
2	JOANNE HAINEY	28 January 2021	Noted

RENFREWSHIRE LICENSING BOARD

LICENSING BOARD MEETING

MONDAY 15 MARCH 2021

REPORTS

- 1. Report by Clerk to the Licensing Board - Mainstreaming Equality and Equality Outcomes**

Noted

To: Renfrewshire Licensing Board

On: 15th March 2021

Report by Clerk to the Licensing Board

Mainstreaming Equality and Equality Outcomes

1. SUMMARY

- 1.1 Renfrewshire Licensing Board ("the Board") is committed to embedding equality into all of its functions. The Board, as a listed public authority, is required at this time to publish progress made in mainstreaming the equality duty and its equality outcomes in order to meet the requirements of the equality duty. Equality outcomes are described as results intended to achieve specific and identifiable improvements in peoples' life chances. The Board also requires to publish a new set of equality outcomes at this time for the period 2021-2025.
- 1.2 The report at Appendix 1 includes the following information:
- Details of progress achieved on mainstreaming equalities within the Licensing Board's business
 - Details of progress in meeting the Board's equality outcomes for the period 2017-2021
 - A new set of evidence based equality outcomes relevant to the Licensing Board for the period 2021-2025, and
 - Employee information.
- 1.3 The specific equality duties require a report from the Licensing Board to be published in a manner that is accessible to the public by 30th April 2021. Once approved by the Board, the report will be published electronically on the Council's website.
- 1.4 There is a requirement to publish progress made on the equality outcomes every two years and a further report in this regard will therefore require to be published by no later than April 2023.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Licensing Board:
- (i) Approve the publication of the report attached at Appendix 1.

- (ii) Note the publication date of 30th April 2021 set by statute and the requirement to publish updated reports every two years.
- (iii) Request further reports on the progress achieved with mainstreaming the equality duty and the equality outcomes be submitted to the Board on an annual basis.

3. **BACKGROUND**

- 3.1 The Equality Act 2010 provides Scottish Ministers with power to impose “specific duties” through regulations on Scottish Public Authorities. The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 came into force on 27th May, 2012 and can be accessed online at:
<http://www.legislation.gov.uk/sdsi/2012/9780111016718/contents>

These Regulations have been subsequently amended by the Equality Act 2010 (Specific Duties) (Scotland) Amendment Regulations 2015, 2016 and 2018, which are also available on the above website.

- 3.2 The “specific duties” set by the Scottish Ministers support and enable better performance of the “general duty” which requires public authorities to pay due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations as set out in Section 149(1) of the Equality Act 2010.
- 3.3 The identification of the proposed Equalities Outcomes do not mean that this is all the Board and its officers will be doing to support equality and fairness throughout its area, but shows the areas that the Board would like to see improvement upon as a priority in the next four years.
- 3.4 Once agreed, the report at Appendix 1 requires to be published in a manner to ensure the information is accessible to the general public.

Signed:
Kenneth Graham
Clerk to the Licensing Board

APPENDIX 1

If you wish to have any of this information reproduced in another format or language, please contact:

Name: Douglas Campbell

Email: douglas.campbell@renfrewshire.gov.uk

Telephone: 0141-618-7172

Address: First Floor, Renfrewshire House, Cotton Street, Paisley, PA1 1TT

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Arabic:

قيسنتب تامولعملا هذه نم عزج بلع لوصحلا يف بغرت تنك اذا هالعا قروكذملا لاصتالا تانايب مادختسا بجري ،برخا قغل وأ رخآ

RENFREWSHIRE LICENSING BOARD'S PROGRESS REPORT: MAINSTREAMING EQUALITIES, PROGRESS ON EQUALITY OUTCOMES FOR THE PERIOD 2019-2021 AND EQUALITY OUTCOMES FOR 2021-2025

1. INTRODUCTION

- 1.1 Renfrewshire Licensing Board ("the Board"), as a listed Public Authority, is required to report progress made in mainstreaming the equality duty and in achieving its equality outcomes which were last published in 2017. The Board also now requires to agree a new set of equality outcomes for the period 2021 to 2025.
- 1.2 This report provides information on the actions agreed to deliver the Board's current equality outcomes, along with information on progress the Board has made to make its general equality duty integral to the exercise of its functions and new equality outcomes for the period 2021 to 2025. Equality outcomes are defined as results intended to achieve, through the exercise of the authority's functions, one or more of the needs of the general equality duty.
- 1.3 This report also provides other information that the Board is required to publish by 30th April 2021. The detailed information in Paragraphs 3 to 10 of the report set out how the Board is mainstreaming the equality duty. Paragraph 11 of the report reports progress on the Board's current equality outcomes and Paragraph 12 contains a new set of equality outcomes for the period 2021 to 2025.
- 1.4 The report meets our duties to report the above information, publicly and in an accessible manner. The report, and other Board policies, are available on the Board's web pages and can be reproduced in another format on request.

2. OUR DUTIES

- 2.1 The Board is fully committed to embedding equality into all our functions. The Equality Act 2010 ("the 2010 Act") protects people from unfair treatment and asks public bodies like the Board to show how they make a positive difference to different groups of people. The 2010 Act brings together forty years of equality legislation and covers "protected characteristics", which are:
 - age
 - disability
 - gender reassignment
 - pregnancy and maternity
 - race
 - religion and belief
 - sex
 - sexual orientation
 - marriage/civil partnership (for which only the first duty applies)

2.2 We usually refer to people covered by the protected characteristics as “equality groups”. The 2010 Act requires that listed public authorities, such as the Board, take account of the need to:

- Eliminate discrimination, harassment and victimisation;
- Advance equality of opportunity between people who share a protected characteristic and those who do not; and
- Foster good relations between people who share a protected characteristic and those who do not.

In respect of marriage/ civil partnership, only the first of these three duties applies.

2.3 The Act also requires the Board to publish a set of equality outcomes every four years. We last did this in 2017. The last progress reports were published in 2019.

3 THE BOARD

3.1 Although the Board has a separate legal status from Renfrewshire Council, members of the Licensing Board are Renfrewshire Councillors appointed to the Board by Renfrewshire Council. Renfrewshire Council's progress report on mainstreaming equality and equality outcomes will be available on the Council's website on 30th April 2021.

3.2 The Board currently consists of ten Renfrewshire Councillors, who were elected to serve on the Board by the Council, either at its first statutory meeting following the local government election in May 2017, or thereafter upon a vacancy arising. Currently, six of these Councillors are men and four are women.

3.3 The legal and administrative support to the Board is provided by employees of Renfrewshire Council. None of the Renfrewshire Council employees who support the Licensing Board do so exclusively. The Board normally meets in Renfrewshire Council's Headquarters and uses its facilities and services (although, currently, meetings of the Board are, as with meetings of the Council and its Boards, taking place remotely using videoconferencing facilities).

3.4 Therefore, the action and information which will be set out in the Council's progress report detailed above, in so far as relevant to Council employees and access to Council services, applies equally in relation to the Licensing Board. The close connection between the Board and the Council affords the opportunity to benefit directly from the actions already taken or proposed by the Council to ensure that the Council and Board fulfil their legislative equality obligations by creating a culture which fosters good relations and values diversity, promotes equality and tackles discrimination.

- 3.5 The detailed information at Paragraphs 3 to 10 of this report illustrates a range of activities and actions that have been undertaken by Renfrewshire Licensing Board to mainstream equalities. Paragraph 11 of this report provides further information in relation to the progress made to date by the Board in meeting the equality outcomes previously agreed for the period 2017 to 2021. Paragraph 12 contains a new set of equality outcomes for the period 2021 to 2025. The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended, which legally require this information to be published, also require the Board, as a listed authority, to gather and use employee information, to publish gender pay gap information and to publish statements on equal pay. However, as stated at Paragraph 3.3 above, the Board does not employ any officers of its own. Any officers who assist the Board are employees of Renfrewshire Council, which requires to publish this information in relation to all employees under these Regulations.

4 GOVERNANCE, ACCOUNTABILITY AND POLICY

- 4.1 Renfrewshire Licensing Board is fully committed to actively embedding equality across all its functions and decision making processes, ensuring equality becomes part of the structure, behaviour and culture of the Board. The Board ensures that all customers and partners are treated fairly and with respect at all times. The Board last published a report on mainstreaming equalities and progress in meeting its equality outcomes in April 2019 and last published a new set of equality outcomes in April 2017.
- 4.2 The Board is achieving its commitment to equality with clear governance and accountability arrangements as follows:
- 4.2.1 The Licensing Board is constituted in terms of the Licensing (Scotland) Act 2005 ("the Act"). The Board is entrusted with the administration of liquor licensing. It is also responsible for the licensing of gambling premises and other gaming activities in Scotland in terms of the Gambling Act 2005.
- 4.2.2 The Board's meetings are held in public, but deliberations can be in private. All decisions taken by the Board must be made in public and the Minutes containing these decisions, once approved, are published on the Board's web pages, ensuring that these are accessible to people, including those with protected characteristics. Currently, in light of ongoing restrictions relating to the Coronavirus pandemic and meetings taking place virtually, the meetings are recorded and made available online to ensure continued accessibility.
- 4.2.3 The Board is required in terms of Section 6 of the Act to prepare and publish a Statement of Licensing Policy with respect to the exercise of their functions under the Act. In preparing such a statement, or supplementary statement, the Board must ensure that:
- (i) The policy set out in the Statement seeks to promote the licensing objectives; and

- (ii) it consults the Local Licensing Forum for the Board's area, the relevant health board in terms of the Act and such other persons as the Board thinks appropriate.

The Board last prepared and published a Statement of Licensing Policy in 2018 and consulted widely on the proposed terms of the policy. In order to assess the impact of the proposed policy against the needs set out at Paragraph 2.2 above, the Board consulted, in particular, a wide range of individuals and organisations who represent people with protected characteristics, as well as the Renfrewshire Community Planning Partnership. A full list of those consulted was included in the Board's last mainstreaming report in 2019, which followed upon the last statutory review of the Board's Statement of Licensing Policy.

- 4.2.4 Following that consultation, the Board agreed to publish a Statement of Licensing Policy which made various changes to the previous policy. The Board considered responses to the consultation exercise and adopted, in particular, licensing conditions in relation to deliveries of alcohol from licensed premises. These conditions seek in particular to protect children and young persons from harm, by introducing checks and safeguards around alcohol deliveries and they have been applied to numerous premises licences and occasional licences in respect of premises offering alcohol deliveries. The policy also recognises that, for members of the public (including those with protected characteristics), engaging with the licensing process is a daunting experience. The policy therefore includes a section providing further information about the assistance that can be given to people by the Licensing Standards Officers and information about further resources which are available to assist people in relation to the licensing process.
- 4.2.5 The Board also provides in its policy, as a general rule, that only those applications and matters which by statute are required to be considered by the Board will be submitted to the Board and all other applications will be determined by the Clerk and Depute Clerks to, or in some cases two Members of, the Board. This is to avoid people, such as those with protected characteristics, being required to attend a hearing where this can be avoided. Details of matters which require to be considered by the Licensing Board at a hearing are set out within the terms of the Statement of Licensing Policy. Those matters which are determined under delegated powers are reported to the next meeting of the Board and, as such, are accessible in the Agenda for that meeting and in the Minute of the meeting, once approved. These are all published on the Board's web pages.
- 4.2.6 The Board also agreed, in December 2018, a Statement of Principles under Section 349 of the Gambling Act 2005 to cover the three year period from 31st January 2019. In respect of the statutory review of this policy, the Board again consulted more widely than required by this legislation and sought views from a number of bodies representing the various equality groups. A full list of those consulted was included in the Board's last mainstreaming report in

2019, which followed upon the last statutory review of the Statement of Principles.

4.2.7 The Board is next due to review its Statement of Licensing Policy during the 18 month period following the local government elections in 2022. The Statement of Principles under the Gambling Act 2005 requires to be reviewed this year, with the new policy taking effect in January 2022. The Board will similarly seek views from representatives of equality groups when undertaking the statutory consultation processes for these reviews and make the consultations available on the Council's website to allow all members of the public an opportunity to participate in the consultation process.

4.2.8 The Licensing Board will consider any requests for reasonable adjustments by a disabled person to enable them to participate in a hearing. While no such requests have been made in relation to any hearing before the Licensing Board to date, the Board's officers have previously facilitated such requests in relation to licensing matters considered by the Regulatory Functions Board. Currently, hearings before the Licensing Board are taking place virtually, as noted above, which is now permitted on a temporary basis by amendments to licensing legislation introduced by the Coronavirus (Scotland) Act 2020. The Board's officers support those who wish to attend a hearing by way of either videoconferencing facilities or telephone and offer them a test of the system, where required, to ensure that they are able to participate in the licensing process. The Board's officers appreciate in this regard the particular challenges faced by some equality groups, such as older and disabled people, in accessing and using digital services.

4.2.9 As set out in the Licensing Board's Statement of Licensing Policy, the Board is committed to actively embedding equality across all its functions and decision making processes. The Statement of Licensing Policy continues to state that:

"29.1 The Board values and celebrates the diversity that exists within Renfrewshire and wants to ensure that everyone can fully participate in the social, cultural, political and economic life of Renfrewshire.

29.2 The Board opposes all forms of unlawful discrimination including discrimination on the grounds of race, sex, gender reassignment, sexual orientation, age, religion/belief, pregnancy/ maternity and disability and recognises that discrimination creates barriers to achieving equality for all people."

The Board's Statement of Licensing Policy also contains a link to its latest progress reports on mainstreaming the equality duty and on meeting its equality outcomes.

4.2.10 The Board now requires a Disabled Access and Facilities Statement (DAFS) to accompany a valid application for a new licence or provisional licence for

premises, following upon a change to the Licensing (Scotland) Act 2005. The Board will make any DAFS available to members of the public, where this document exists. The purpose of DAFSs is to make members of the public aware of the disabled access and facilities within liquor licensed premises. In addition to this statutory requirement, the Board has since the date of its last report in 2019 sought to extend the availability of information regarding disabled access and facilities in licensed premises. All licensed premises were written to in February 2020, offering them the opportunity to submit a DAFS for publication on a voluntary basis. To date, a total of 32 DAFSs have been received by the Board. This figure includes 23 mandatory DAFSs and 9 submitted on a voluntary basis by licensed premises.

5 ADMINISTRATIVE SUPPORT TO THE LICENSING BOARD

- 5.1 All Licensing Board members are elected Councillors and all Licensing Board staff are employed by Renfrewshire Council, as stated at Paragraphs 3.2, 3.3 and 3.5 above.
- 5.2 The Clerk to the Licensing Board is the Head of Corporate Governance. The Depute Clerks to the Board are solicitors based within Corporate Governance. All administrative staff undertaking duties on behalf of the Licensing Board are based within the Licensing Section of Corporate Governance. The Council has a statutory duty to employ a Licensing Standards Officer (LSO). Renfrewshire Council employs two officers able to carry out LSO and Civic LSO functions, who are also located within the Licensing Section of Corporate Governance.
- 5.3 The Board is committed to ongoing development for both Board members and staff with the right skills, capabilities and knowledge to deliver the licensing service. In particular:
 - Equality and diversity training is provided for all Board members.
 - All licensing staff and Licensing Standards Officers have undertaken training on equality and diversity using the Council's iLearn Training Package.
 - All licensing staff, and Board Members, have access to the Council's intranet site, which provides information and guidance on equality to increase awareness. They can also access guidance on HR policies relevant to equality.

6 PARTNERSHIP WORKING

- 6.1 The Board is committed to working in partnership with a wide range of statutory and community organisations together with representatives of the

trade and local community to promote the licensing objectives which underpin all of the Board's decision-making processes.

- 6.2 The Board has worked to maintain and strengthen existing partnerships to support the mainstreaming of equality. The Board is required to meet with the Licensing Forum annually, but licensing updates are given to the Forum, when available, from the Licensing Standards Officers, who are represented at all Forum meetings, and the Depute Clerk who attends those meetings as required. The Licensing Forum is the medium through which the Board can engage with representatives of all parts of the community, including those with protected characteristics, to ensure that community views are taken into account in the development of Board policies and guidelines. The Forum requires, as far as possible, to be representative of a wide range of interests, including persons having functions related to health, education or social work and young persons.
- 6.3 The Convener and other Members of the Board previously attended an event organised by health professionals from the Health and Social Care Partnership and Alcohol and Drug Partnership, following their election to the Board in May 2017. The event provided them with detailed information on the impacts of alcohol on health, including alcohol-related disabilities. Police Scotland normally organise a Seminar, primarily for the licensed trade, towards the end of each calendar year. This event last took place in 2019, as it was unable to proceed in 2020. The 2019 Seminar, which attracted both Board Member and officer attendance, included presentations relevant to protection of women in licensed premises ("Girls against Spiking") and to the protection of children and young people (the "Don't Ask for It" initiative organised by Police Scotland).
- 6.4 The Board's Licensing Standards Officers have continued to take part in various partnership working initiatives and events to facilitate improved access to liquor licensed premises and the experience of people within licensed premises. This is with particular regard to people with disabilities, but also to protect other people with protected characteristics, for example while travelling from licensed premises during the festive period. Licensing Standards Officers attended a Pubwatch meeting in September 2019 and assisted with discussions on this issue.

7 EQUAL ACCESS TO SERVICES

- 7.1 The Board's services continue to be delivered having regard to an approach which provides for mainstreaming the equality duty.

For example:

- All meetings of the Board took place in the Council Chambers at Renfrewshire House until March 2020, when the building required to close due to the coronavirus pandemic. Any applicant who required to attend in person to submit a licensing application or make a personal enquiry in relation to an

application would attend the Council's Customer Service Centre situated within Renfrewshire House, being accessible to people with access needs, in respect of its public areas.

- Currently, legislation allows hearings to take place by alternative means, at this time on a temporary basis. The Board presently holds its meetings using the Microsoft Teams platform. Those appearing before the Board can choose whether to participate by way of videoconferencing facilities, telephone or by providing written submissions. The Board's officers will allow them a test of the system to ensure they will be able to take part, as required.
- Application forms for various licensing applications falling under the remit of the Board are currently being accepted by a variety of means, including by email, and electronic payment facilities have been put in place. In response to equality monitoring questionnaire forms since the last report to the Board in 2019, a suggestion was received that such facilities be introduced. Applications are however also continuing to be submitted by more traditional means, where required, and objections and representations to applications also continue to be received and accepted by mail in some cases.
- The licensing service is linked to the Council's dedicated section on equality and diversity on the website as the central point for accessing a wide range of local and national equality specific information and evidence. A link to this information is available from licensing pages on the website.
- The Board meets in public (although consideration of applications may take place in private) and all the decisions are made in public. Where hearings require to take place, whether in person or virtual, the Board will attempt to make the experience as informal as possible consistent with the carrying out of the Board's quasi judicial function. The Minutes setting out the decisions made are, once approved by the Board, also published on the Council's website.

8. INCREASING PARTICIPATION AND INVOLVEMENT

- 8.1 The Board seeks to ensure that everyone involved with the licensing process has an equal chance of participating as valued members of a diverse population, including people with protected characteristics. Progress includes:
- The Board's Statement of Licensing Policy sets out information on measures which Licence holders may use to promote the five licensing objectives. All applicants for premises licences are requested to submit information along with their application which demonstrates how licence holders intend to promote the licensing objectives in relation to their licensed premises. This expectation is formalised in the Board's current Statement of Licensing Policy.
 - All applicants for new licences are required to include a Disabled Access and Facilities Statement with their application, as noted above. These Statements may be inspected by the public and are designed to inform them as to what

access and facilities licensed premises offer to disabled people. The new Statement of Licensing Policy has also been updated to reflect this new requirement. As noted above, all licensed premises in Renfrewshire have now been given the opportunity to make similar information about disabled access and facilities available, even where this is not a legal requirement.

- The Board actively supports the work of the Licensing Forum by consulting regularly with the Forum. The Depute Clerk to the Licensing Board attends meetings of the Forum as required.
- To ensure an understanding and experience of protected characteristics, Board members attend events as appropriate- for example the events set out at Paragraph 6.3 above.
- Previous policy reviews, including the last reviews of the Board's liquor and gambling licensing policies which were completed in 2018, involved extended consultations, which included seeking views of groups representative of people with protected characteristics, as further detailed at Paragraphs 4.2.3 and 4.2.6 above. Consultation with similar groups will be carried out in relation to the next reviews of these policies.
- The Board's current Statement of Principles under the Gambling Act 2005, which came into effect in January 2019, includes additional information by way of an update to its local profile. This comprises details of: areas with a concentration of households with dependant children; locations of schools; and locations of premises used by vulnerable adults (such as those with learning disabilities, mental health problems or addictions). The profile also contains information on centres for youth activities including the LGBT+ Renfrewshire Group. The information within this profile is designed to assist the gambling industry and members of the public who may wish to raise concerns about licensing applications for gambling premises. Any concerns raised on an application would be considered at a hearing before the Licensing Board.
- The Board's Statement of Licensing Policy for liquor licensing and Statement of Principles for gambling, application forms and information on licensing are all published on the Renfrewshire Council website which meets accessibility standards.
- The language line telephone system and Contact Scotland BSL online interpreter service are accessible on demand and available to the Licensing section at the Council's Customer Service Centre.
- This document and other policies of the Board are available in alternative formats on request.

9. DECISIONS OF THE LICENSING BOARD

- 9.1 The Board requires to make decisions in relation to licence applications and reviews before it in accordance with the statutory grounds set out in the Licensing (Scotland) Act 2005. The grounds of refusal and review do not include any reference to equality issues.
- 9.2 However, where nuisance or anti-social behaviour is caused by misuse of alcohol, then the sale/supply of alcohol could be a relevant factor in that misuse. The Board, when provided with appropriate information about the misuse, may consider using its powers appropriately in the circumstances to ensure that negative impact is removed with appropriate actions and decisions. Equally, in applications or reviews before the Board, the Board is now able to consider whether an applicant or licence holder is fit and proper. Since its last progress report in April 2019, the Board has considered the impact of harmful behaviour towards people with particular protected characteristics, in appropriate cases.
- 9.3 The Board has also, in relation to premises licence applications and occasional licence applications considered by them, continued to examine carefully the terms of the children and young persons' access sought in the application. This has resulted in the extent of the children's and young persons' access being restricted where appropriate. The Board has also, as regards applications which include off sales of alcohol, attached conditions in relation to home deliveries requiring age verification checks and that alcohol is not left unattended. These restrictions and conditions were agreed by the Board to protect children and young people from harm.

10. GATHERING EQUALITY INFORMATION AND EVIDENCE

- 10.1 The Licensing Section within Renfrewshire Council, which provides administrative support to the Board, is committed to continuous improvement which ensures excellent service delivery and customer care to a diverse population and people with protected characteristics. As the Board's administration is carried out by Renfrewshire Council staff the Board has access to equality evidence and information being gathered by the Council to support the impact assessment process, plan, design and delivery of services.
- 10.2 Licensing pages are linked to the dedicated section on Equality & Diversity on the Council's website as the central point for accessing a wide range of local and national equality specific evidence and information.
- 10.3 Customer surveys have integrated equality monitoring.
- 10.4 The Board benefits from wider consultation carried out by Renfrewshire Council, which has gathered its own monitoring data to understand better who our citizens are and how their needs can best be met. The Council has met with representative and individual equality groups to ascertain what activities

need to take place and how success may be measured. In addition, the Board's officers have regularly attended meetings with the Renfrewshire Access Panel.

11. RENFREWSHIRE LICENSING BOARD'S EQUALITY OUTCOMES 2017-2021: PROGRESS

11.1 In line with the statutory equality duties, Renfrewshire Licensing Board as a public authority is required to publish a set of evidence based equality outcomes every four years. The Board last published equality outcomes in 2017, for the period 2017 to 2021. The Board also requires to publish a report on the progress it has made to achieve its equality outcomes every two years.

11.2 In 2017, Renfrewshire Licensing Board developed three equality outcomes, as listed below:

- i) Service users across the equality groups are positive and engaged with the Licensing services;
- ii) The Licensing Board's staff are skilled, flexible and confident when engaging with the diverse communities and people with protected characteristics;
- iii) The Board works with partners to improve access to licensed premises by people with protected characteristics.

11.3 The information in this section is structured in line with the Board's three equality outcomes as agreed in 2017 and details progress against the actions identified to achieve these outcomes.

11.3.1 Equality Outcome 1: Service users across the equality groups are positive and engaged with the Licensing services

Success Measures:

This outcome had been adopted in the Board's first set of equality outcomes, developed for the period 2013-2017. However, the initial response from new licence holders to equality monitoring questionnaires had been disappointing, with only one questionnaire being returned to the Board.

After the Board agreed this equality outcome for the period 2017-2021 and to continue to seek improved engagement in the process, further questionnaires were sent to licence holders. This resulted in a considerably improved response, with 54 responses received as at the time of the last progress report published in April 2019.

A further five questionnaires have been received since the date of that report, all of which were received prior to the announcement of restrictions on 23rd March 2020. Annex 1 to this report provides a summary of these further

responses received. Annex 2 provides a summary of all responses held by the Board since equality monitoring was introduced.

The Board required, in 2018, to undertake two substantial policy reviews, in respect of its Statement of Licensing Policy and the Statement of Principles under the Gambling Act 2005, as previously advised. The Board consulted widely in relation to these reviews. In addition to consulting all premises licence holders and various other consultees with an interest in these licensing systems, the Board also included in the consultations a number of individuals and groups representative of people with protected characteristics, who were consulted in order to identify any adverse equality impacts. Further information in relation to these consultations is set out at Paragraphs 4.2.3 and 4.2.6 above. These policies have not required to be reviewed since 2018, but the Statement of Principles is due to be reviewed in 2021 and a review of the Statement of Licensing Policy is due to commence in 2022.

As set out at Paragraph 8.1 above, the Statement of Principles includes a profile in relation to locations of schools, treatment centres for people with protected characteristics and other relevant information to assist the Board and the public with regard to the exercise of the Board's gambling functions. No applications for gambling premises licences have however required to be referred to the Board since the last progress report in April 2019.

The introduction of disability access facilities statements (DAFSs) means that members of the public will now be able to obtain information from the Board in relation to newly licensed premises as to the access to and facilities in licensed premises for disabled people. In the progress report published in 2019, the Board undertook to seek to improve the information available to the public regarding accessibility of licensed premises. As a result, all licensed premises were contacted and, in addition to those premises who legally require to provide a DAFS, a further nine licensed premises have provided a DAFS on a voluntary basis, as detailed at Paragraph 4.2.10 of this report.

11.3.2 Equality Outcome 2: The Licensing Board's staff are skilled, flexible and confident when engaging with the diverse communities and people with protected characteristics

Success Measures:

All new staff supporting the licensing function continue to be required to complete equalities training. All current licensing staff have now therefore undertaken this training.

In addition, the Board's officers continue to consider licensing enquiries and complaints including those from various people with particular protected characteristics. The Board's officers continue to show adaptability to progress these matters, including identifying and making any reasonable adjustments which may be required to facilitate people's participation in licensing processes. The Board's officers have previously worked with other officers of Renfrewshire Council to achieve this.

Presently, meetings of the Licensing Board are taking place virtually. Officers facilitate the participation of applicants and objectors by their preferred means (videoconferencing, telephone or lodging written submissions) and will offer a test of the system in advance of the hearing date. Since virtual meetings of the Board began in September 2020, no further reasonable adjustments have been required, but officers will continue to be adaptable in this regard.

The Board's Statement of Licensing Policy for liquor licensing and Gambling Statement of Principles, its application forms and information on licensing all continue to be published on the Renfrewshire Council website which continues to meet accessibility standards.

11.3.3 Equality Outcome 3: The Board works with partners to improve access to licensed premises by people with protected characteristics

Success Measures:

The Board's Licensing Standards Officers continued to visit licensed premises on a rolling basis until restrictions were introduced on 23rd March 2020. At these visits, officers continued to raise issues in relation to disabled access to premises as well as highlighting the opportunity for licensed premises to submit to the Board a disabled access and facilities statement on a voluntary basis.

These officers also continued to work with Police Scotland to promote public safety messages during the festive period in 2019 and to support Council officers in relation to matters such as Paisley Town Centre's Purple Flag status. These initiatives are important to improve the safety of all people within Renfrewshire, but particularly people with protected characteristics who may be potentially vulnerable travelling home from licensed premises.

A Licensing Standards Officer regularly attends meetings of Renfrewshire Access Panel when these take place (normally these are quarterly). As set out in the 2019 progress report, a representative of Guide Dogs Scotland had attended a local Pubwatch meeting and the Renfrewshire Access Panel, with the Chair of the Access Panel also attending a Pubwatch meeting to highlight accessibility issues. A Licensing Standards Officer also met with the Access Panel in 2020 in relation to travel and accessibility issues.

The annual Police Licensing Seminar, designed primarily for the liquor licensed trade, took place again in 2019, although not in 2020. The 2019 event again attracted attendance on behalf of the Board, at both officer and Elected Member level, and covered issues relevant to those with protected characteristics, as in previous years. Further information on the presentations at the event is set out at Paragraph 6.3 of this report.

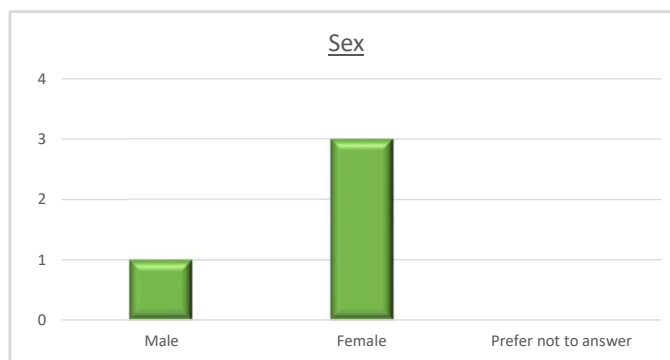
12. RENFREWSHIRE LICENSING BOARD'S EQUALITY OUTCOMES: 2021-2025

- 12.1 In line with the statutory equality duties, Renfrewshire Licensing Board, as a listed public authority, is now required to publish an updated set of evidence based equality outcomes. It should be noted that, while the ongoing coronavirus pandemic continues to create uncertainty and has resulted in changes as to how the Board interacts with its stakeholders, possibly on a temporary basis, it is open to the Board to publish revised or new outcomes, should the need arise.
- 12.2 Renfrewshire Council has developed a set of three equality outcomes listed below covering protected characteristics. The actions required to achieve the equality outcomes are detailed in the table below. The equality outcomes, the second of which is introduced for the first time, are as follows:-
1. Service users across the equality groups are positive and engaged with the Licensing services.
 2. The licensing process is accessible for all people with protected characteristics.
 3. The Board works with partners to improve access to licensed premises by people with protected characteristics.

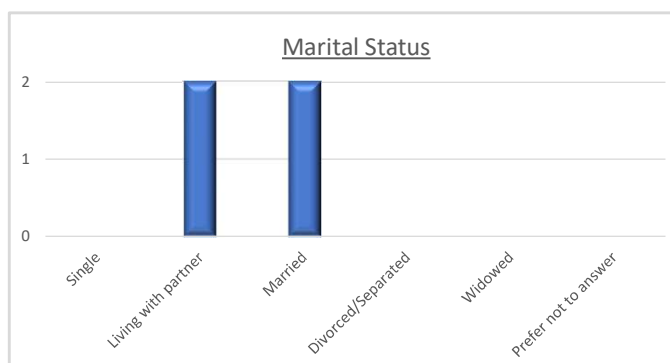
Renfrewshire Licensing Board's Equality Outcomes 2021/2025

	Equality Outcome	Actions Activities	General Equality Duty
1.	Service users across the equality group are positive and engaged with the Licensing services	Service provision will continue to take account of the spread of equality groups by seeking continued engagement in the equality monitoring questionnaire process for licence applicants and continuing to consult groups representative of people with protected characteristics in the policy process.	Advance equality of opportunity
2.	The licensing process is accessible for all people with protected characteristics.	Service provision will continue to develop and allow people of all protected characteristics to participate, building on recently introduced electronic processes, in line with the evolving regulatory position.	Advance equality of opportunity
3.	The Board works with partners to improve access to licensed premises by people with protected characteristics.	The Board will work in Partnership with the Police, community, groups representative of those with protected characteristics and others to increase the confidence of people with protected characteristics accessing licensed premises.	Advance equality of opportunity Fostering Good Relations Eliminate discrimination, harassment and victimisation

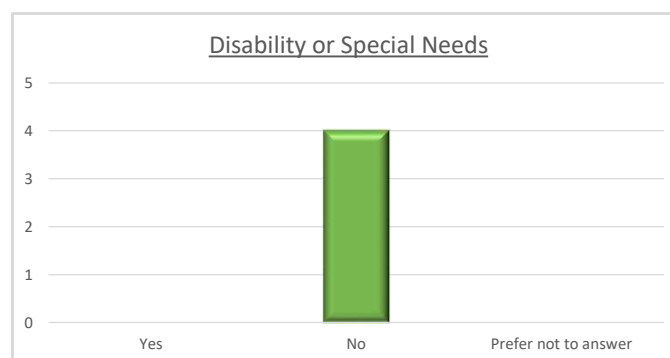
SEX	Total
Male	1
Female	3
Prefer not to answer	0



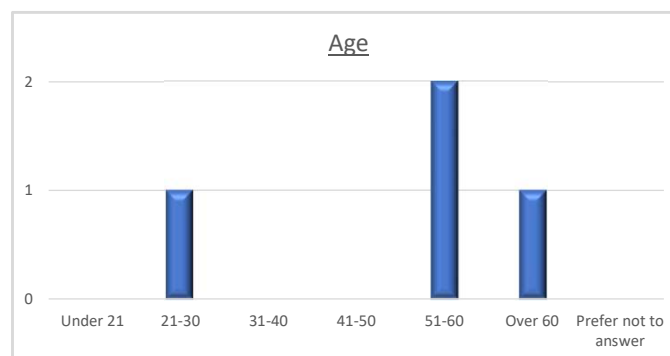
MARRIAGE/CIVIL PARTNERSHIP	Total
Single	0
Living with partner	2
Married	2
Divorced/Separated	0
Widowed	0
Prefer not to answer	0



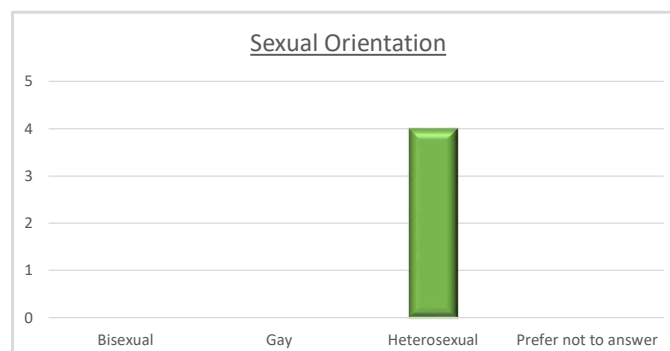
DISABILITY OF SPECIAL NEEDS	Total
Yes	0
No	4
Prefer not to answer	0



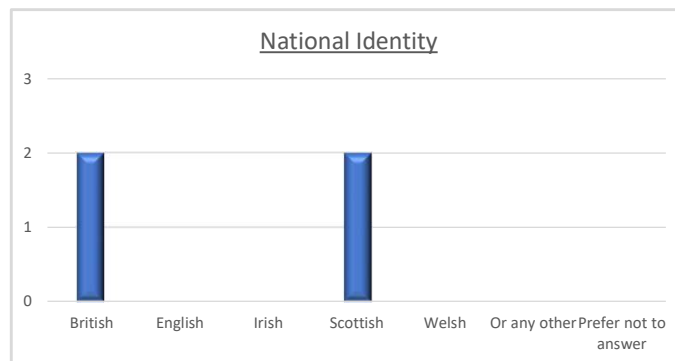
AGE	Total
Under 21	0
21-30	1
31-40	0
41-50	0
51-60	2
Over 60	1
Prefer not to answer	0



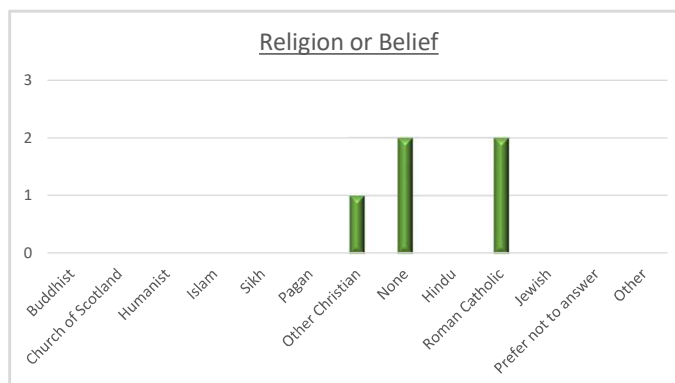
SEXUAL ORIENTATION	Total
Bisexual	0
Gay	0
Heterosexual	4
Prefer not to answer	0



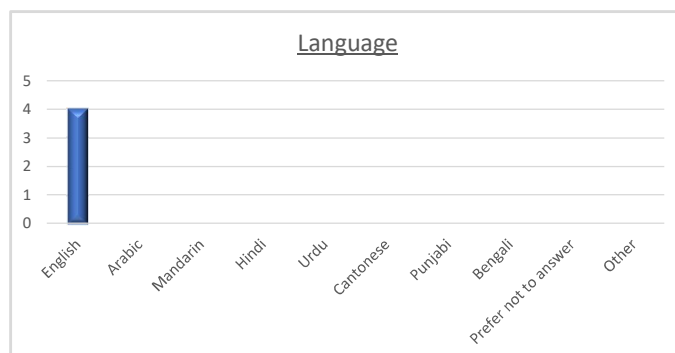
NATIONAL IDENTITY	Total
British	2
English	0
Irish	0
Scottish	2
Welsh	0
Or any other	0
Prefer not to answer	0



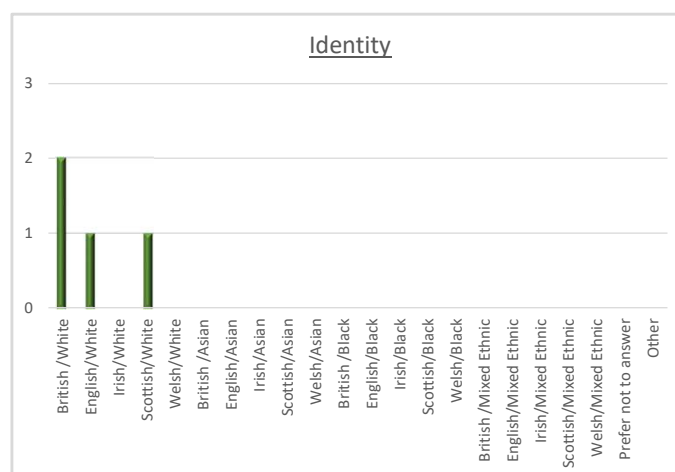
RELIGION OR BELIEF	Total
Buddhist	0
Church of Scotland	0
Humanist	0
Islam	0
Sikh	0
Pagan	0
Other Christian	1
None	2
Hindu	0
Roman Catholic	2
Jewish	0
Prefer not to answer	0
Other	0



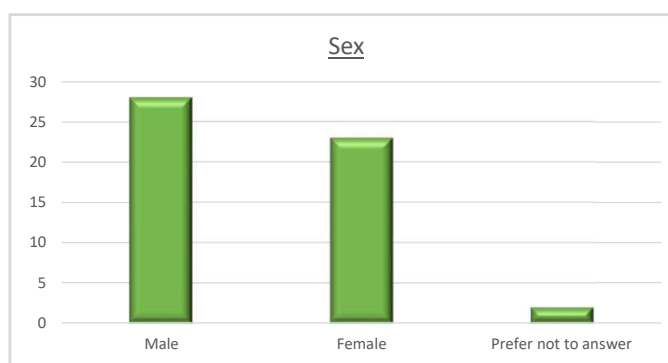
PRIMARY OR MAIN LANGUAGE	Total
English	4
Arabic	0
Mandarin	0
Hindi	0
Urdu	0
Cantonese	0
Punjabi	0
Bengali	0
Prefer not to answer	0
Other	0



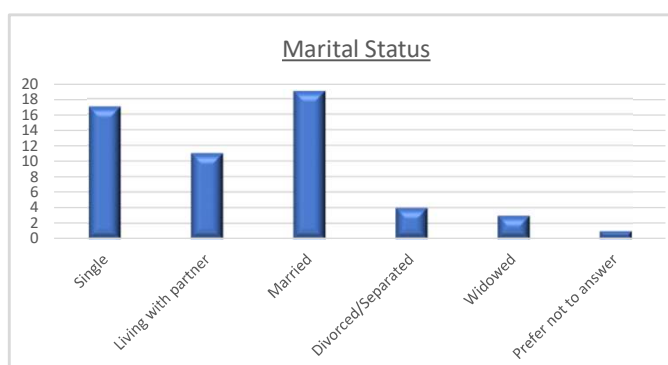
GROUPS IDENTIFY WITH	Total
British /White	2
English/White	1
Irish/White	0
Scottish/White	1
Welsh/White	0
British /Asian	0
English/Asian	0
Irish/Asian	0
Scottish/Asian	0
Welsh/Asian	0
British /Black	0
English/Black	0
Irish/Black	0
Scottish/Black	0
Welsh/Black	0
British /Mixed Ethnic	0
English/Mixed Ethnic	0
Irish/Mixed Ethnic	0
Scottish/Mixed Ethnic	0
Welsh/Mixed Ethnic	0
Prefer not to answer	0
Other	0



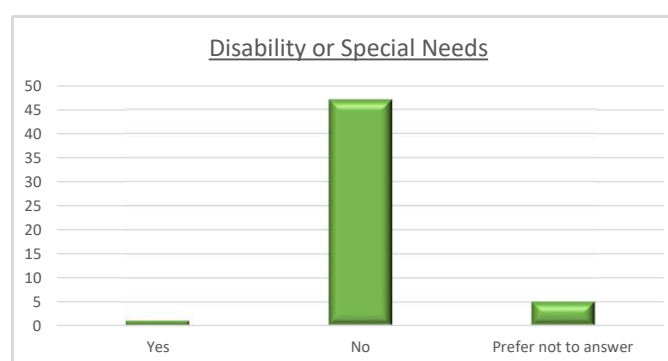
SEX	Total
Male	28
Female	23
Prefer not to answer	2



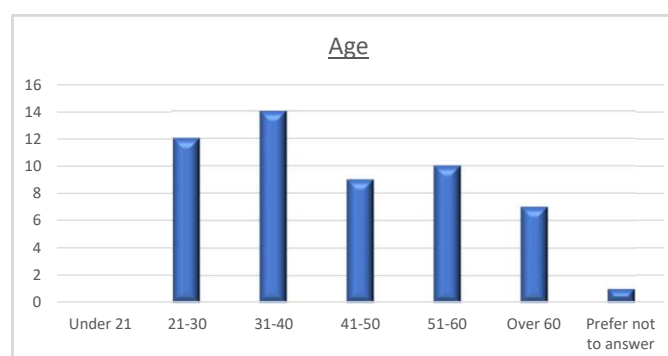
MARRIAGE/CIVIL PARTNERSHIP	Total
Single	17
Living with partner	11
Married	19
Divorced/Separated	4
Widowed	3
Prefer not to answer	1



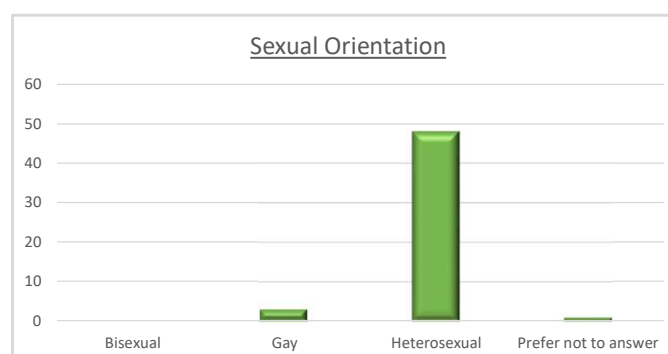
DISABILITY OF SPECIAL NEEDS	Total
Yes	1
No	47
Prefer not to answer	5



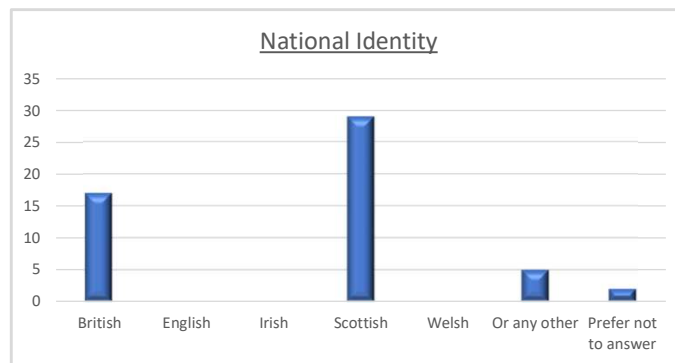
AGE	Total
Under 21	0
21-30	12
31-40	14
41-50	9
51-60	10
Over 60	7
Prefer not to answer	1



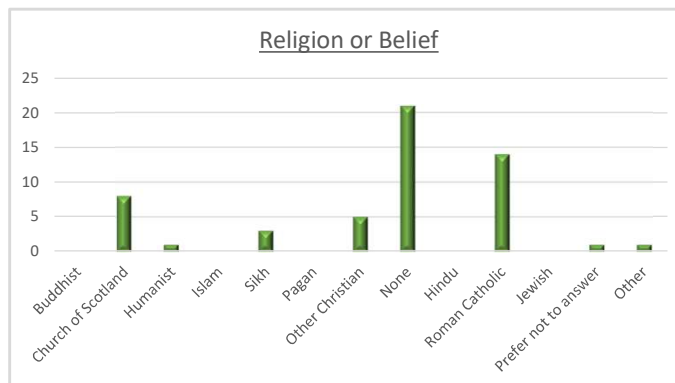
SEXUAL ORIENTATION	Total
Bisexual	0
Gay	3
Heterosexual	48
Prefer not to answer	1



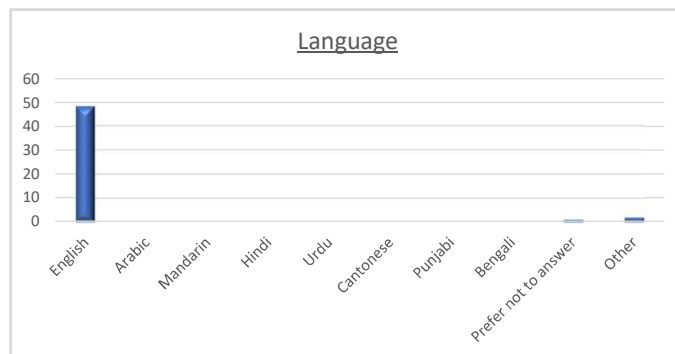
NATIONAL IDENTITY	Total
British	17
English	0
Irish	0
Scottish	29
Welsh	0
Or any other	5
Prefer not to answer	2



RELIGION OR BELIEF	Total
Buddhist	0
Church of Scotland	8
Humanist	1
Islam	0
Sikh	3
Pagan	0
Other Christian	5
None	21
Hindu	0
Roman Catholic	14
Jewish	0
Prefer not to answer	1
Other	1



PRIMARY OR MAIN LANGUAGE	Total
English	48
Arabic	0
Mandarin	0
Hindi	0
Urdu	0
Cantonese	0
Punjabi	0
Bengali	0
Prefer not to answer	1
Other	2



GROUPS IDENTIFY WITH	Total
British /White	14
English/White	3
Irish/White	0
Scottish/White	23
Welsh/White	0
British /Asian	1
English/Asian	0
Irish/Asian	0
Scottish/Asian	2
Welsh/Asian	0
British /Black	0
English/Black	0
Irish/Black	0
Scottish/Black	0
Welsh/Black	0
British /Mixed Ethnic	0
English/Mixed Ethnic	0
Irish/Mixed Ethnic	0
Scottish/Mixed Ethnic	1
Welsh/Mixed Ethnic	1
Prefer not to answer	1
Other	2

