

# Public Document Pack

## WIGTOWN DIVISIONAL LICENSING BOARD

Meeting of Wednesday 7th June 2023  
at 10.30 am – this meeting will be held online

Andrew Giusti (Convener) – Stranraer and the Rhins;  
Ben Dashper – Stranraer and the Rhins;  
Katie Hagmann – Mid Galloway and Wigtown West;  
Chrissie Hill – Stranraer and the Rhins;  
David Inglis – Mid Galloway and Wigtown West;  
Jackie McCamon – Mid Galloway and Wigtown West;

**VLAD VALIENTE**  
Clerk to the Licensing Board

## Wigtown Divisional Licensing Board

Meeting of Wednesday 7th June 2023  
at 10.30 am – this meeting will be held online

- |     |   |          |
|-----|---|----------|
| 1.  | <b>SEDERUNT, APOLOGIES AND CONVENER'S APPROVAL OF MEMBERS' REMOTE PARTICIPATION</b>   |          |
| 2.  | <b>DECLARATIONS OF INTEREST</b>   |          |
| 3.  | <b>MINUTE OF PREVIOUS MEETING 24 MARCH 2023</b>   | 5 - 14   |
|     | <b>FOR APPROVAL.</b>  |          |
| 4.  | <b>LICENSING (SCOTLAND) ACT 2005: APPLICATIONS FOR OCCASIONAL LICENCES AND EXTENDED HOURS (GRANTED UNDER DELEGATED AUTHORITY) - REPORT BY THE CLERK TO THE BOARDS</b> | 15 - 16  |
| 5.  | <b>LICENSING (SCOTLAND) ACT 2005: APPLICATIONS FOR MINOR VARIATIONS (GRANTED UNDER DELEGATED AUTHORITY) - REPORT BY THE CLERK TO THE BOARDS</b>                       | 17 - 18  |
| 6.  | <b>LICENSING (SCOTLAND) ACT 2005: SURRENDER OF PREMISES LICENCE - THE OLD COLFIN CREAMERY, PORTPATRICK - REPORT BY THE CLERK TO THE BOARDS</b>                        | 19 - 20  |
| 7.  | <b>LICENSING (SCOTLAND) ACT 2005: APPLICATION FOR VARIATION OF PREMISES LICENCE - DOWNSHIRE HOTEL, PORTPATRICK - REPORT BY THE CLERK TO THE BOARDS</b>                | 21 - 28  |
| 8.  | <b>LICENSING (SCOTLAND) ACT 2005: APPLICATION FOR VARIATION OF PREMISES LICENCE - CHASERS, STRANRAER - REPORT BY THE CLERK TO THE BOARDS</b>                          | 29 - 48  |
| 9.  | <b>LICENSING (SCOTLAND) ACT 2005: APPLICATION FOR PROVISIONAL PREMISES LICENCE - MCCULLOCH STORES LIMITED, STRANRAER</b>  | 49 - 54  |
| 10. | <b>LICENSING (SCOTLAND) ACT 2005 (THE ACT): SECTION 9A - ANNUAL FUNCTIONS REPORT 2022/23 - REPORT BY THE CLERK TO THE BOARDS</b>                                      | 55 - 66  |
| 11. | <b>LICENSING (SCOTLAND) ACT 2005 (THE ACT): SECTION 9B: ANNUAL FINANCIAL REPORT 2022/23 - REPORT BY THE CLERK TO THE BOARDS</b>                                       | 67 - 70  |
| 12. | <b>EQUALITY ACT 2010: THE EQUALITY ACT 2010 (SPECIFIC DUTIES) (SCOTLAND) REGULATIONS 2012 MAINSTREAMING REPORT 2021-2023</b>  | 71 - 170 |

Next Meeting Date: Tuesday 12 September 2023

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**WIGTOWN DIVISIONAL LICENSING BOARD**

**Minute of Meeting of Friday 24 March 2023  
at 10.30am – hybrid meeting**

**MEMBERS PRESENT**

Andrew Giusti	-	Stranraer and the Rhins
Katie Hagmann	-	Mid Galloway and Wigtown West
Chrissie Hill	-	Stranraer and the Rhins
David Inglis	-	Mid Galloway and Wigtown West
Jackie McCamon	-	Mid Galloway and Wigtown West

**APOLOGIES**

Ben Dashper	-	Stranraer and the Rhins
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**IN ATTENDANCE**

Julia Farroll	-	Licensing Standards Officer
Inspector Hugh McCombe	-	Police Scotland
Caroline Treanor	-	Solicitor

**VLAD VALIENTE**  
**Clerk to the Licensing Board**

## 1. SEDERUNT, APOLOGIES AND CONVENER'S APPROVAL OF MEMBERS' REMOTE PARTICIPATION

5 Members present with 1 apology submitted and the Convener approved Members' remote participation at the Hearing.

## 2. DECLARATIONS OF INTEREST

NONE declared.

## 3. MINUTE OF MEETING 16 DECEMBER 2022

### Decision

AGREED

## 4. MINUTE OF MEETING 23 JANUARY 2023

### Decision

AGREED

## 5. LICENSING (SCOTLAND) ACT 2005: APPLICATIONS FOR OCCASIONAL LICENCES AND EXTENDED HOURS (GRANTED UNDER DELEGATED AUTHORITY) – REPORT BY THE CLERK TO THE BOARDS

### Decision

**NOTED** that the following Occasional Licences and Extended Hours had been granted under delegated powers during the period from 8 December 2022 to 13 March 2023:

#### **Occasional Licences : Applied for by a Personal Licence Holder**

Total number issued      34

#### **Occasional Licences : Applied for by a Premises Licence Holder**

Total number issued      6

#### **Occasional Licences : Applied for by a Voluntary Organisation**

Total number issued      11

#### **Extended Hours**

Total number issued      1

**6. LICENSING (SCOTLAND) ACT 2005: APPLICATIONS FOR MINOR VARIATIONS (GRANTED UNDER DELEGATED AUTHORITY) – REPORT BY THE CLERK TO THE BOARDS**

**Decision**

**NOTED** that the applications in **APPENDIX 1** were granted under delegated powers.

**7. GAMBLING ACT 2005: SURRENDER OF PREMISES LICENCE – REPORT BY THE CLERK TO THE BOARDS**

**Decision**

**NOTED** the surrender of premises licence in **APPENDIX 2**.

**8. LICENSING (SCOTLAND) ACT 2005: APPLICATION FOR VARIATION OF PREMISES LICENCE – LIGHTHOUSE BAR, SANDS OF LUCE HOLIDAY PARK, STRANRAER – REPORT BY THE CLERK TO THE BOARDS**

**Decision**

Having considered the written representations submitted by the applicant and having heard from the Licensing Standards Officer, the Board **AGREED** to **GRANT** the application as detailed in **APPENDIX 3**

**9. LICENSING (SCOTLAND) ACT 2005: SECTION 12A CHIEF CONSTABLES ANNUAL REPORT 2021-2022 – REPORT BY THE CLERK TO THE BOARD**

**Decision**

Members received and **NOTED** the terms of this report.

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**THE LICENSING (SCOTLAND) ACT 2005 : SECTION 29  
APPLICATIONS FOR MINOR VARIATION OF PREMISES LICENCES  
GRANTED UNDER DELEGATED AUTHORITY**

<b><u>Application No. 1 – 114W</u></b>	
<b>Name &amp; Address of Applicant or Agent</b>	The Partnership of David and Sarah Henry The Ruddicot Hotel London Road Stranraer DG9 8AJ
<b>Name &amp; Address of Premises</b>	Ruddicot Hotel London Road Stranraer DG9 8AJ
<b>Nature of variation</b>	Change of Designated Premises Manager to David Henry
<b>Effective Date of Minor Variation</b>	19 December 2022

<b><u>Application No. 2 – 192W</u></b>	
<b>Name &amp; Address of Applicant or Agent</b>	Zuohui Andy Xie 10C Leny Road Callander FK17 8BA
<b>Name &amp; Address of Premises</b>	China Blue 17-19 Hanover Street Stranraer DG9 7SB
<b>Nature of variation</b>	Change of Designated Premises Manager to Yingling Guan and change in premises name from The Hanover Bar to China Blue
<b>Effective Date of Minor Variation</b>	21 December 2022

<b><u>Application No. 3 – 140W</u></b>	
<b>Name &amp; Address of Applicant or Agent</b>	Stranraer FC Social Club 9-15 North Strand Street Stranraer DG9 7LD
<b>Name &amp; Address of Premises</b>	Fitba Bar 9-15 North Strand Street Stranraer DG9 7LD
<b>Nature of variation</b>	Change of Designated Premises Manager to David McMillan
<b>Effective Date of Minor Variation</b>	5 January 2023

<b><u>Application No. 4 – 94W</u></b>	
<b>Name &amp; Address of Applicant or Agent</b>	Paul David Phillips 14 Main Street Portpatrick DG9 8JJ
<b>Name &amp; Address of Premises</b>	Downshire Arms Hotel Main Street Portpatrick DG9 8JJ
<b>Nature of variation</b>	Change of Designated Premises Manager to Amanda Hill
<b>Effective Date of Minor Variation</b>	5 January 2023

<b><u>Application No. 5 – 204W</u></b>	
<b>Name &amp; Address of Applicant or Agent</b>	Crafty Scottish Distillers Ltd Crafty Distillery Wigtown Road Newton Stewart DG8 6AS
<b>Name &amp; Address of Premises</b>	Crafty Distillery Wigtown Road Newton Stewart DG8 6AS
<b>Nature of variation</b>	Change of Designated Premises Manager to Hannah Brown
<b>Effective Date of Minor Variation</b>	25 January 2023

<b><u>Application No. 6 – 140W</u></b>	
<b>Name &amp; Address of Applicant or Agent</b>	Stranraer FC Social Club 9-15 North Strand Street Stranraer DG9 7LD
<b>Name &amp; Address of Premises</b>	Fitba Bar 9-15 North Strand Street Stranraer DG9 7LD
<b>Nature of variation</b>	Change of Designated Premises Manager to Colin Herron
<b>Effective Date of Minor Variation</b>	7 February 2023

<b><u>Application No. 7 – 191W</u></b>	
<b>Name &amp; Address of Applicant or Agent</b>	David McMillan Anchorlea Leswalt High Road Stranraer DG9 0AN
<b>Name &amp; Address of Premises</b>	Stranraer Football Club Stair Park London Road Stranraer DG9 8BS
<b>Nature of variation</b>	Change of Designated Premises Manager to David McMillan
<b>Effective Date of Minor Variation</b>	7 February 2023

<b><u>Application No. 8 – 42W</u></b>	
<b>Name &amp; Address of Applicant or Agent</b>	Robert Maxwell 4 Hodgkinson Terrace Princes Street Newton Stewart DG8 6EY
<b>Name &amp; Address of Premises</b>	Star Inn 11 Dashwood Square Newton Stewart DG8 6EQ
<b>Nature of variation</b>	Change of Designated Premises Manager to Robert Maxwell
<b>Effective Date of Minor Variation</b>	13 February 2023

<b><u>Application No. 9 – 126W</u></b>	
<b>Name &amp; Address of Applicant or Agent</b>	Wm Morrison Supermarkets Limited Hilmore House Gain Lane Bradford BD3 7DL
<b>Name &amp; Address of Premises</b>	Morrisons London Road Stranraer DG9 8ES
<b>Nature of variation</b>	Change of Designated Premises Manager to James Roddie
<b>Effective Date of Minor Variation</b>	16 February 2023

<b><u>Application No. 10 – 127W</u></b>	
<b>Name &amp; Address of Applicant or Agent</b>	Robert McIntyre 8 Hanover St Stranraer DG9 7RZ
<b>Name &amp; Address of Premises</b>	The Pub 3 Hanover St Stranraer DG9 7SB
<b>Nature of variation</b>	Change of Designated Premises Manager to Shane Forrest
<b>Effective Date of Minor Variation</b>	1 March 2023

<b><u>Application No. 11 – 169W</u></b>	
<b>Name &amp; Address of Applicant or Agent</b>	Robbie McDowall 10 Woodland Road Stranraer DG9 0BE
<b>Name &amp; Address of Premises</b>	K & R McDowall 54 Dalrymple Street Stranraer DG9 7EU
<b>Nature of variation</b>	Reduction in capacity from 15.82m <sup>2</sup> to 12.24m <sup>2</sup>
<b>Effective Date of Minor Variation</b>	24 February 2023

**THE GAMBLING ACT 2005  
SURRENDER OF PREMISES LICENCES**

<b><u>No. 1 – Ref 006W – Betting Premises Licence</u></b>	
<b>Name &amp; Address of Licence Holder</b>	Coral Racing Limited Glebe House Vicarage Drive Barking Essex IG11 7NS
<b>Name &amp; Address of Premises</b>	Coral 62 Victoria Street Newton Stewart DG8 6DB
<b>Date Licence Surrendered</b>	8 December 2022

## APPENDIX 3

Application for Variation of Premises Licence

<b>Applicant/Agent</b>	Richard J Copeland 195 Drumsum Road Limavady BT49 0PG Northern Ireland
<b>Address of Premises</b>	Lighthouse Bar Sands of Luce Holiday Park Sandhead Stranraer DG9 9JR
<b>Nature of Variation</b>	<p><b><u>Variation to Operating Plan</u></b> (4) Add festive hours – onsale 24, 25, 26, 31 December and 1 January to 02.00</p> <p>(7) <u>amend capacity to:</u></p> <ul style="list-style-type: none"> <li>• Indoor 250</li> <li>• Terrace Outdoor Drinking Area 72</li> <li>• Covered Outdoor Drinking Area 54</li> <li>• Beer Garden Outdoor Drinking Area 32</li> </ul> <p>Total of Outdoor Drinking Areas 158</p> <p><b><u>Variation to Layout Plan</u></b> Addition of new outdoor drinking areas</p> <p><b><u>Variation to any other information contained or referred to in the licence</u></b> Change of description to read “The Lighthouse is the onsite restaurant/bar of Sands of Luce Holiday Park with open plan internal seating and external seating.”</p>
<b>Last Date for Objections/Representations</b>	<b>Tuesday 14 March 2023</b>

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**DUMFRIES AND GALLOWAY LICENSING BOARDS  
WIGTOWN DIVISIONAL LICENSING BOARD**

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**THE LICENSING (SCOTLAND) ACT 2005 SECTION 56 AND 68  
APPLICATIONS FOR OCCASIONAL LICENCES AND EXTENDED HOURS  
GRANTED UNDER DELEGATED AUTHORITY**

For the information of the Licensing Board, during the period from 14 March 2023 until 29 May 2023 the following Occasional Licences and Extended Hours were granted:

**Occasional Licences : Applied for by a Personal Licence Holder**

Total number issued        63

**Occasional Licences : Applied for by a Premises Licence Holder**

Total number issued        9

**Occasional Licences : Applied for by a Voluntary Organisation**

Total number issued        6

**Extended Hours**

Total number issued        1

Aideen Sloan  
Senior Licensing Officer  
Licensing

Ext: 63363

Date of Report: 30 May 2023

Vlad Valiente  
Clerk to the Licensing Boards  
Dumfries and Galloway Council  
Kirkbank House  
English Street  
Dumfries DG1 2HS

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**DUMFRIES AND GALLOWAY LICENSING BOARDS  
WIGTOWN DIVISIONAL LICENSING BOARD**

**THE LICENSING (SCOTLAND) ACT 2005 : SECTION 29  
APPLICATIONS FOR MINOR VARIATION OF PREMISES LICENCES  
GRANTED UNDER DELEGATED AUTHORITY**

<b><u>Application No. 1 – 130W</u></b>	
<b>Name &amp; Address of Applicant or Agent</b>	Guelder Four Limited Per Nordic Legal Services Limited 67 Delapre Drive Banbury OX16 3WS
<b>Name &amp; Address of Premises</b>	Fernhill Hotel Heugh Road Portpatrick DG9 8TD
<b>Nature of variation</b>	Change of Designated Premises Manager to Roseanna Bland
<b>Effective Date of Minor Variation</b>	28 March 2023

<b><u>Application No. 2 – 126W</u></b>	
<b>Name &amp; Address of Applicant or Agent</b>	Wm Morrison Supermarkets Limited Per Gosschalks LLP Queens Gardens Hull HU1 3DZ
<b>Name &amp; Address of Premises</b>	Morrisons London Road Stranraer DG9 8ES
<b>Nature of variation</b>	Change of Designated Premises Manager to Thomas McCrae
<b>Effective Date of Minor Variation</b>	3 May 2023

<b><u>Application No. 3 – 41W</u></b>	
<b>Name &amp; Address of Applicant or Agent</b>	Wigtownshire County Golf Club Mains of Park Glenluce Newton Stewart DG8 0NN
<b>Name &amp; Address of Premises</b>	Wigtownshire County Golf Club Mains of Park Glenluce Newton Stewart DG8 0NN
<b>Nature of variation</b>	Change of Designated Premises Manager to Richard Graham
<b>Effective Date of Minor Variation</b>	16 May 2023

Aideen Sloan  
Senior Licensing Officer  
Licensing

Ext: 63363

Date of Report: 30 May 2023

Vlad Valiente  
Clerk to the Licensing Boards  
Dumfries and Galloway Council  
Kirkbank House  
English Street  
Dumfries DG1 2HS

**DUMFRIES AND GALLOWAY LICENSING BOARDS  
WIGTOWN DIVISIONAL LICENSING BOARD**

**THE LICENSING (SCOTLAND) ACT 2005 : SECTION 28(6)  
SURRENDER OF PREMISES LICENCE**

<b><u>Ref 202W</u></b>	
<b>Name &amp; Address of Licence Holder</b>	The Old Colfin Creamery Ltd 3 High Park Avenue Stranraer DG9 0DE
<b>Name &amp; Address of Premises</b>	The Old Colfin Creamery The Colfin Portpatrick Stranraer DG9 9BN
<b>Date Licence Surrendered</b>	16 March 2023

Aideen Sloan  
Senior Licensing Officer  
Licensing

Ext: 63363

Vlad Valiente  
Clerk to the Licensing Boards  
Dumfries and Galloway Council  
Kirkbank House  
English Street  
Dumfries DG1 2HS

Date of Report: 30 May 2023

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**DUMFRIES AND GALLOWAY LICENSING BOARDS  
WIGTOWN DIVISIONAL LICENSING BOARD**

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**LICENSING (SCOTLAND) ACT 2005 (THE ACT): SECTION 30**

**APPLICATION: MAJOR VARIATION**

**PREMISES: DOWNSHIRE ARMS HOTEL, PORTPATRICK**

**PREMISES LICENCE HOLDER: PAUL PHILLIPS**

**1. Reason for Report**

As this is a major variation application, the Board is statutorily obliged to hold a Hearing.

**2. Background**

2.1 Members are asked to consider the application received on 3 May 2023 and detailed in **Appendix 1** to this report.

2.2 As is required by law, a copy of the application was sent to:

- Police Scotland
- The Local Authority
- Scottish Fire and Rescue Service (SFRS)
- Local Community Council
- NHS Dumfries and Galloway
- Neighbours (those within 4 metres in any direction of any boundary of the premises)

2.3 In accordance with statutory advertising requirements, the Board is required to display a notice on its website for a period of 21 days and the applicant is also required to display a site notice at or near the premises and in a place and height where it can conveniently be read by the public for the same period.

2.4 Notice of the application was published on the Board's webpage from **Thursday 4 May to Friday 26 May 2023**.

2.5 Site notice display dates are **4 May to 26 May 2023** and at the time of writing this report no signed Confirmation of Site Notice confirming the above has been received.

**3. Objections and Representations**

The last date for objections/representations was **Thursday 25 May 2023** and no objections/representations have been received.

**4. Responses**

The following responses have been received:

- LSO report: no adverse comment (**Appendix 2**)
- Police Scotland: no adverse comment
- Environmental Health: no objections
- Planning: no issues
- SFRS: no adverse comment

**5. Determining the application**

5.1 As democratically elected individuals, ultimate decision making power rests with elected Members and not Council Officers. Whilst Officers can give advice, they cannot clearly make decisions at Hearings. Ultimately, the Board must come to a lawful decision and take into account the following:

5.2 The key consideration in reaching a decision is to determine whether or not a ground of refusal applies.

- (i) If no ground of refusal applies, then the Board must GRANT the application.
- (ii) If any ground of refusal applies, the Board must REFUSE the application.

5.3 **The section 30(5) grounds for refusal are:-**

- The application must be refused under
  - Section 32(2) (where the Board has refused a premises licence variation application in respect of the same premises and seeking the same variation and this is a subsequent application received within 12 months of the refusal)
  - Section 64(2) (where the application is for 24 hour operation and exceptional circumstances justifying the sale of a 24 hour operation have not been proven)
  - Section 65(3) (the application is for off sales outwith 10am to 10pm)

- Licensing Objectives ground of refusal

The Licensing Board considers that the granting of the application would be inconsistent with one or more of the licensing objectives (preventing crime and disorder/securing public safety/preventing public nuisance/protecting and improving public health/protecting children and young persons from harm)

- Unsuitability of the premises

That having regard to:-

- a) the nature of the activities proposed to be carried on in the premises
- b) the location, character and condition of the premises; and
- c) the persons likely to frequent the premises

the Board considers that the premises are unsuitable for use for the sale of alcohol in accordance with the proposed variation.

- Overprovision

That the Board considers that, if the application were to be granted, there would, as a result, be overprovision of licensed premises, or licensed premises of the same or similar description as the subject premises (taking account of the variation), in the locality.

**6. Recommendation**

Members are asked to either GRANT or REFUSE the application.

Vlad Valiente  
Clerk to the Licensing Boards  
Dumfries and Galloway Council  
Kirkbank House  
English Street  
Dumfries DG1 2HS

30 May 2023

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**Wigtown Divisional Licensing Board  
Application for Variation of Premises Licence**

<b>Applicant</b>	Paul Phillips 14 Main Street Portpatrick DG9 8JJ
<b>Address of Premises</b>	Downshire Arms Hotel Main Street Portpatrick DG9 8JJ
<b>Nature of Variation</b>	<p><b>Variation to Operating Plan</b></p> <p><u>Remove activities:</u> (5a) Accommodation (5a) Restaurant (5a) Bar Meals</p> <p><u>Details of activities outside core hours</u> (5d) Outdoor drinking may be used for non-alcoholic drinks before 11am. (5c) Indoor/Outdoor sports may be required outwith core hours for exceptional events such as darts tournaments.</p> <p><u>Children and Young Persons</u> (6d) Change Times for admittance to: 11am to 10pm (6e) Change Parts for admittance to 'All Public Parts'</p> <p><u>Any Other Activities (5f)</u> Add: takeaways, outside catering/take-away food may be brought into bar</p> <p><b>Variation to Layout Plan</b> Remove bedrooms</p> <p><b>Variation to any other information in licence</b></p> <ul style="list-style-type: none"> <li>• Alteration of description to "mid-terraced bar in rural village".</li> <li>• Change of premises name to "The Downshire Bar".</li> </ul>
<b>Last Date for Objections/Representations</b>	<b>Thursday 25 May 2023</b>

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**DUMFRIES & GALLOWAY LICENSING BOARDS  
LICENSING STANDARDS OFFICER REPORT**

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**LICENSING (SCOTLAND) ACT 2005 :  
APPLICATION FOR VARIATION OF PREMISES LICENCE  
PREMISES: DOWNSHIRE ARMS HOTEL, MAIN STREET, PORTPATRICK DG9  
8JJ  
APPLICANT: PAUL PHILLIPS**

1. These premises formerly operated as an hotel on the main street in Portpatrick.
  - 1.1 The total capacity for the premises is 70 persons.
  - 1.2 On-sale operating hours are-
    - Monday to Wednesday 11am to 12.30am
    - Thursday to Saturday 11am to 1am
    - Sunday 12noon to 12.30am
2. The reason behind the application is due to alterations which have taken place.
  - 2.1 The premises no longer operate as an hotel and the bedrooms have been removed. These have now been converted into self-contained flats and no longer form part of the premises.
  - 2.2 The licensed area comprises a bar, outdoor drinking area and associated toilets on ground floor level.
  - 2.3 Food is no longer available at the premises.
- 3.1 "Times" and "Parts" relating to admittance of children and young persons have been amended to delete reference to residents.
- 3.2 The description and name of the premises have been amended to reflect the change.
- 3.3 The other changes relate to the use of the outdoor drinking area prior to 11am for the service of non-alcoholic drinks, indoor/outdoor sports outwith core hours in the event of any exceptional events such as a 24-hour darts tournament and addition of takeaways/food being brought into the bar.
4. The application was advertised on the Board's website page from Thursday 4 May 2023. Simultaneously a notice must be displayed at the premises.
  - 4.1 The Notice was checked on 10 May 2023 at which time it was displayed inside the premises. On request, the notice was moved immediately to the window of the premises.
5. I have no adverse comments to make.

*Julia Farroll*  
Licensing Standards Officer

12 May 2023

**DUMFRIES AND GALLOWAY LICENSING BOARDS  
WIGTOWN DIVISIONAL LICENSING BOARD**

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**LICENSING (SCOTLAND) ACT 2005 (THE ACT): SECTION 30**

**APPLICATION: MAJOR VARIATION**

**PREMISES: CHASERS, NORTH STRAND STREET, STRANRAER**

**PREMISES LICENCE HOLDER: CELESTE SMITH**

**1. Reason for Report**

As this is a major variation application, the Board is statutorily obliged to hold a Hearing.

**2. Background**

2.1 Members are asked to consider the application received on 2 May 2023 and detailed in **Appendix 1** to this report.

2.2 As is required by law, a copy of the application was sent to:

- Police Scotland
- The Local Authority
- Scottish Fire and Rescue Service (SFRS)
- Local Community Council
- NHS Dumfries and Galloway
- Neighbours (those within 4 metres in any direction of any boundary of the premises)

2.3 In accordance with statutory advertising requirements, the Board is required to display a notice on its website for a period of 21 days and the applicant is also required to display a site notice at or near the premises and in a place and height where it can conveniently be read by the public for the same period.

2.4 Notice of the application was published on the Board's webpage from **Wednesday 3 May to Thursday 25 May 2023**.

2.5 Site notice display dates are **3 May to 25 May 2023** and a signed Confirmation of Site Notice confirming the above has been received.

**3. Objections and Representations**

The last date for objections/representations was **Wednesday 24 May 2023**.

**4. Responses**

The following responses have been received:

- LSO report: no adverse comment but recommendation that a suitable terminal hour be attached to proposed use of the outside area and that music outside be prohibited. **Appendix 2**
- Police Scotland: Objection **Appendix 3**
- Environmental Health: no objections
- Planning: no issues
- Building Standards: **Appendix 4**
- SFRS: no adverse comment
- Applicant's supporting response to Police Objection: **Appendix 5**

4.1 A letter of support has been received from Councillor Scobie (**Appendix 6**).

## **5. Determining the application**

5.1 As democratically elected individuals, ultimate decision making power rests with elected Members and not Council Officers. Whilst Officers can give advice, they cannot clearly make decisions at Hearings. Ultimately, the Board must come to a lawful decision and take into account the following:

5.2 The key consideration in reaching a decision is to determine whether or not a ground of refusal applies.

- (i) If no ground of refusal applies, then the Board must GRANT the application.
- (ii) If any ground of refusal applies, the Board must REFUSE the application.

### **5.3 The section 30(5) grounds for refusal are:-**

- The application must be refused under
  - Section 32(2) (where the Board has refused a premises licence variation application in respect of the same premises and seeking the same variation and this is a subsequent application received within 12 months of the refusal)
  - Section 64(2) (where the application is for 24 hour operation and exceptional circumstances justifying the sale of a 24 hour operation have not been proven)
  - Section 65(3) (the application is for off sales outwith 10am to 10pm)

- Licensing Objectives ground of refusal

The Licensing Board considers that the granting of the application would be inconsistent with one or more of the licensing objectives (preventing crime and disorder/securing public safety/preventing public nuisance/protecting and improving public health/protecting children and young persons from harm)

- Unsuitability of the premises

That having regard to:-

- a) the nature of the activities proposed to be carried on in the premises
- b) the location, character and condition of the premises; and
- c) the persons likely to frequent the premises

the Board considers that the premises are unsuitable for use for the sale of alcohol in accordance with the proposed variation.

- Overprovision

That the Board considers that, if the application were to be granted, there would, as a result, be overprovision of licensed premises, or licensed premises of the same or similar description as the subject premises (taking account of the variation), in the locality.

**6. Recommendation**

Members are asked to either GRANT or REFUSE the application.

Vlad Valiente  
Clerk to the Licensing Boards  
Dumfries and Galloway Council  
Kirkbank House  
English Street  
Dumfries DG1 2HS

30 May 2023

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**Wigtown Divisional Licensing Board**  
**Application for Variation of Premises Licence**

<b>Applicant</b>	Celeste Smith 22 North Strand Street Stranraer DG9 7LD
<b>Address of Premises</b>	Chasers 22 North Strand Street Stranraer DG9 7LD
<b>Nature of Variation</b>	<p><b><u>Addition to Operating Plan</u></b></p> <p><u>All within core hours:</u></p> <ul style="list-style-type: none"> <li>• (5d) Outdoor Drinking</li> <li>• (5c) Gaming</li> <li>• (5c) Live Performances</li> <li>• (5c) Indoor/Outdoor Sports</li> <li>• (5e) Adult Entertainment</li> </ul> <p>Capacity of Outdoor area 16 Persons</p> <p><b><u>Variation to Layout Plan</u></b> Addition of outdoor drinking area for 16 persons</p>
<b>Last Date for Objections/Representations</b>	<b>Wednesday 24 May 2023</b>

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**DUMFRIES & GALLOWAY LICENSING BOARDS  
LICENSING STANDARDS OFFICER REPORT**

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**LICENSING (SCOTLAND) ACT 2005 :  
APPLICATION FOR VARIATION OF PREMISES LICENCE  
PREMISES: CHASERS, 22 NORTH STRAND STREET, STRANRAER DG9 7LD  
APPLICANT: CELESTE SMITH**

1. Chasers is a town centre pub comprising a lounge bar and public bar on ground floor level.
  - 1.1 The total capacity for the premises is 120 persons.
  - 1.2 On-sale operating hours are-
    - Monday to Thursday 11am to 12.30am
    - Friday & Saturday 11am to 1am
    - Sunday 12.30pm to 1am
  - 1.3 The licence was transferred to Mrs Smith on 3 February 2020.
2. The main reason behind the application is to add outdoor drinking to the licence.
  - 2.1 The outdoor area will be on the paved area at the front of the premises and will accommodate 16 persons, 4 tables of 4.
  - 2.2 The area will be enclosed by barriers and all furniture will be removed at the end of trading each day. The applicant has provided the attached photos of what the area will look like for reference.
  - 2.3 The applicant has confirmed that the outdoor area will be used for outdoor drinking only and no music will be played in it. Use of the area will be very much weather dependent.
  - 2.4 Notwithstanding 2.3 above, due to the public location of the area, I would recommend a suitable terminal hour be attached to its use and music outside be prohibited. This will ensure continuity in the event of the premises changing hands at any time in the future.
  - 2.5 The applicant has previously operated this area by the use of Occasional Licences for the periods 6 July to 6 August 2020 and 26 April to 23 May 2021. Terminal hours of 6pm for one Licence and 10pm for the others were applied for and granted. I am not aware of any issues arising.
3. The other activities applied for are standard activities consistent with the operation of a pub.
4. The application was advertised on the Board's website page from Wednesday 3 May 2023. Simultaneously a notice must be displayed at the premises.

4.1 The Notice was checked on 10 May 2023 at which time it was displayed as required.

5. I have no adverse comments to make.

*Julia Farroll*  
Licensing Standards Officer

15 May 2023





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**OFFICIAL SENSITIVE: POLICE AND PARTNERS****APPENDIX 3**

09 May 2023

Your Ref: 0093W

Our Ref: GA/COS/721409

Democratic Services Manager  
Wigtown Divisional Licensing  
Municipal Chambers  
Buccleuch Street  
Dumfries  
DG1 2AD

**POLICE  
SCOTLAND**

Keeping people safe

Carol McGuire  
Chief Superintendent

Dumfries & Galloway Division  
Police Headquarters  
Cornwall Mount  
Dumfries  
DG1 1PZ

Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005  
APPLICATION FOR THE VARIATION OF A PREMISES LICENCE  
PREMISES: CHASERS, 22 NORTH STRAND STREET, STRANRAER,  
DG9 7LD.  
APPLICANT: CELESTE SMITH, 22 NORTH STRAND STREET, STRANRAER,  
DG9 7LD**

I refer to the above application for the variation of a premises licence under terms of Section 29(5) of the Licensing (Scotland) Act 2005.

The variation requested consists of numerous changes to the Conditions to which the Premises Licence is subject, information contained within the Operating Plan and the Layout Plan.

In terms of Section 29(5) of the Act this request can be considered a variation.

In terms of Section 22(1)(a) of the same Act, I make the following objection.

**OUTDOOR DRINKING AREA**

Police Scotland officers attended and carried out a site check based on the plans that were provided with the application and spoke with the applicant to clarify several of the proposed changes mentioned in the application.

**OFFICIAL SENSITIVE: POLICE AND PARTNERS**

The applicant has requested the addition of an outdoor drinking area for 16 persons. The plans attached show an area of 4.8 metres by 10 metres directly outside the premises on North Strand Street, Stranraer on a public footpath. The attending officers noted the following concerns

- The proposed drinking area will reduce the footpath to a single walkway with a steep curve on it that could be problematic to disabled persons.
- There is a risk of persons under the influence of alcohol may come into contact with moving vehicles as the parking area is only another 2 metres from the proposed boundary.
- The proposed area is close to the library which is used by numerous agencies including D&G Customer Services as a local community hub. It is used as a meeting place for vulnerable groups, any noise or rowdiness emanating from the outside area may have a negative impact on this.
- There is a large U shaped rain gully leading to a drain that is right in the centre of the planned area. This could potentially be a trip hazard as it will have tables and other furniture near to it.
- The outside area is solely for consuming alcohol, there is no provision for food.
- Any parasols used within the area would have an impact on CCTV being able to monitor same.

On speaking with the applicant she has stated that the area would not be 4.8 metres wide as originally requested, it would be 4 metres as the barriers are 2 metres each. The applicant also indicated that the outside area would not be open longer than 1800 hours as opposed to the requested 2200 hours. There was no mention of additional lighting or safety measures. It is requested that should the Board be minded to grant the application Police Scotland would be satisfied that consideration be given to an initial trial period of 6 months with the following conditions –

- Terminal hour for the outside area of 1800 hours
- No parasols be used on outside tables
- No amplified music in the outside area
- The outdoor area is contained by a suitable barrier structure

The premises is located within an area that is a mix of residential and commercial properties. It comprises of a bar/lounge area and does not provide food so can be considered a “Stand Up” drinking establishment. There is concern that the creation of this outdoor drinking area will have a negative impact on the local area by increasing noise levels and a possible increase in anti-social behaviour. Currently there is a lack of outdoor lighting and a large gutter that is a potential trip hazard. These issues contribute to uncertainty regarding the area being considered unsuitable.

**OFFICIAL SENSITIVE: POLICE AND PARTNERS**

In terms of Section 22(1)(a) of the Licensing (Scotland) Act 2005, I am of the opinion that the variation should be refused on the grounds that it would be inconsistent with the licensing objectives of:

- preventing crime and disorder
- securing public safety
- preventing public nuisance
- protecting and improving public health

There are no objections to any other part of the application.

This objection is submitted for your attention in considering this application.

Yours faithfully

Carol McGuire  
Chief Superintendent

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**Building Standards response to consultation**

RE: WIGTOWN 93W - Major Variation - Chasers, Stranraer

Currie, Tommy to Sloan, Aideen

Hi Aideen,  
I can confirm that the proposals will require to be the subject of a building warrant application.  
Regards

Tommy

**Tommy Currie** BSc (Hons) MRICS  
**Principal Building Standards Surveyor**  
**Mobile 07825712105**  
Planning and Regulatory Services  
Ashwood House  
Sun Street  
STRANRAER  
DG9 7JJ

**Your views are important to us, please take a moment to share your experience in the [national customer satisfaction survey](#) for building standards.**

**eBuilding Standards – Follow up information**

Follow up documentation should no longer be submitted directly to Building Standards Surveyors or to Area Building Standards Offices. If you would like to submit revised plans or any other follow up information in relation to existing applications, please do so by using the Post Submission Additional Document online form available on the [eBuildingStandards.scot](http://eBuildingStandards.scot) Portal. Further guidance on how to do this can be found [here](#) Please remember to quote the correct application reference number on the online form before submitting. Thank you for your co-operation.

Please note, the Building Standards service have adopted an agile working policy and as such, will not always be available to deal with telephone enquiries. With this in mind, you may find that the most effective method of communication is via email.

Any email message sent or received by the Council may require to be disclosed by the Council under the provisions of the Freedom of Information (Scotland) Act 2002.

 **SAVE PAPER - Please do not print this e-mail unless absolutely necessary**

 **eBuilding Standards.scot**

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## Response from Applicant to Police Letter of Objection – Chasers, Stranraer

## OUR REASON BEHIND WANTING APPROVAL

WET SALE ONLY PUBS ARE STRUGGLING  
WE'RE TRYING TO RAISE EXTRA INCOME THROUGH  
PASSING TRADE, WE BELIEVE WE HAVE AN  
IDEAL LOCATION AND HOPEFULLY APPEAL TO  
VISITORS. ALSO THE COVID SITUATION AND  
PEOPLE LIKE TO BE OUTSIDE.

NOW TO ANSWER SOME ISSUES FROM POLICE  
RECOMMENDATION

- 1) LACK OF OUTDOOR LIGHTING  
SUMMER NIGHTS UNTIL 6PM MAX, WE ALSO  
HAVE 3 POWERFULL LED LIGHTS AND A COUNCIL  
LIGHT THE AREA IN QUESTION IS WELL LITE.
- 2) REDUCED FOOTPATH  
THE PAVEMENT MEASURES 2.2m  
WHEN BARRIERS ARE ERECTED THE MINIMUM  
WIDTH AT ANY ONE POINT IS 2.6m  
ONE OF OUR WHEELCHAIR PATRONS DONE A  
TRIAL RUN IN FRONT OF JULIA FROM  
LICENSING BOARD WITH BARRIERS ERECTED  
NO ISSUES WERE RAISED.
- 3) MOVING VEHICLES  
DOUBLE YELLOW LINES OUTSIDE OF AREA  
SO NO CARS SHOULD BE NEAR UNLESS  
DISABLED DRIVER AGAIN JULIA NEVER SAW  
AN ISSUE.
- 4) CLOSE TO LIBRARY (NOISE)  
FOOTBALL CLUB AND CUSTOM HOUSE ARE CLOSER  
AND PLAY LIVE MUSIC AGAIN NEVER BEEN  
AN ISSUE. (WE DON'T HAVE MUSIC OUTSIDE)

## Response from Applicant to Police Letter of Objection – Chasers, Stranraer

## 5) RAIN GULLY

BEEN THERE FOR YEARS NEVER HAD AN ISSUE WITH TRIPPING OR A HAZARD IF SO COUNCIL ISSUE.

## 6) OUTSIDE AREA SOLELY FOR DRINKING

YES AGREE WET SALES ONLY THATS WHY WE STRUGGLE AND NEED ALL THE HELP WE CAN GET, HENCE TRYING FOR PERMISSION

## 7) PARASOLS AND C.C.T.V

WOULD OBVIOUSLY LIKE TO GIVE CUSTOMERS THE CHOICE OF SHADE OR SUNSHINE, AGAIN CUSTOM HOUSE USES THEM NEVER BEEN AN ISSUE.

We Agree about terminal hours around 5.30/6pm

Disagree on Parasols, should be able to give customers the chance to shade if wish to do so even if it's only one or two parasols

We Agree about music

We Also agree about suitable barriers.

Mrs C Smith

**APPENDIX 6****Outdoor Facility - Chasers, Stranraer**

Email To/ Wigtown Area Licencing Committee 30.5.23

I refer to the above in which I understand Mr David Smith, Proprietor of Chasers in Stranraer has applied for an outdoor facility for his Pub.

This is something that the Council provided during Covid period to help business in the Licencing Trade, and it enhanced the services the pubs were able to provide to their customers. I would support the continuing of this facility at Chasers. This would bring the Licencing Trade into line with our European's and their culture of serving outside and would be consistent with other licencing traders in Stranraer. It would allow people to take advantage of the summer period and the glorious weather that we are currently experiencing.

Regards

Councillor Willie Scobie  
Stranraer and the Rhins Ward

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**DUMFRIES AND GALLOWAY LICENSING BOARDS  
WIGTOWN DIVISIONAL LICENSING BOARD**

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**LICENSING (SCOTLAND) ACT 2005: SECTION 45**

**APPLICATION: PROVISIONAL PREMISES LICENCE**

**PREMISES: MCCULLOCH STORES, 109 FAIRHURST ROAD, STRANRAER**

**APPLICANT: MCCULLOCH STORES LIMITED**

**1. Reason for Report**

1.1 As this is an application for a provisional premises licence, the Board is statutorily obliged to hold a Hearing.

1.2 Members are asked to consider the application received on 7 March 2023 and detailed in **Appendix 1** to this report.

**2. Background**

2.1 A copy of the application was forwarded to the following:

- Police Scotland
- The Local Authority
- Scottish Fire and Rescue Service (SFRS)
- NHS Dumfries & Galloway
- Local Community Council
- Neighbours (those within 4 metres in any direction of any boundary of the premises)

2.2 Both Section 50(5) Provisional Planning Certificate and Disabled Access and Facilities Statement have been received.

2.3 In accordance with statutory advertising requirements, the Board is required to display a notice on its website for a period of 21 days and the applicant is also required to display a site notice at or near the premises and in a place and height where it can conveniently be read by the public for the same period.

2.4 Notice of the application was published on the Board's webpage from **Friday 12 May 2023 until Saturday 3 June 2023**.

2.5 This report is being written amidst the advertising period and therefore signed Confirmation of Site Notice confirming the above display dates has not yet been received.

**3. Objections and Representations**

3.1 The last date for objections/representations for the application is **Friday 2 June 2023**.

3.2 This report is being written amidst the advertising period and to date no objections or representations have been received.

**4. Responses**

The following responses have been received:

- LSO report no adverse comments: **Appendix 2**
- Police Scotland – clear report

- Planning – no issues
- Environmental Health – no objection
- SFRS – no adverse comments

## 5. Determination of the application

5.1 As democratically elected individuals, ultimate decision making power rests with elected Members and not Council Officers. Whilst Officers can give advice, they cannot clearly make decisions at Hearings. Ultimately, the Board must come to a lawful decision and take into account the following:

5.2 The key consideration in reaching a decision is to determine whether or not a ground of refusal applies.

- (i) If no ground of refusal applies, then the Board must GRANT the application.
- (ii) If any ground of refusal applies, the Board must REFUSE the application

5.3 In terms of section 23 (5) the grounds for refusal are:-

- The premises are excluded premises
- The application must be refused under
  - Section 25(2) (where the Board has refused a premises licence and this is a subsequent application received within 12 months of the refusal)
  - Section 64(2) (where the application is for 24 hour operation and exceptional circumstances have not been shown to justify that operation)
  - Section 65(3) (the application relates to off sales outwith 10am to 10pm)
- That the Licensing Board considers, having regard to the licensing objectives, that the applicant is not a fit and proper person to be the holder of a premises licence;
- The Licensing Board considers that the granting of the application would otherwise be inconsistent with one or more of the licensing objectives, namely: (preventing crime and disorder/securing public safety/preventing public nuisance/protecting and improving public health/protecting children and young persons from harm);
- That having regard to:-
  - i) The nature of the activities proposed to be carried on in the premises
  - ii) the location, character and condition of the premises; and
  - iii) the persons likely to frequent the premisesthe Board considers that the premises are unsuitable for use for the sale of alcohol
- The Board considers that that, if the application were to be granted, there would, as a result, be overprovision of licensed premise in the locality.

## 6. Recommendation

Members are asked to either GRANT or REFUSE the application.

Vlad Valiente  
Clerk to the Licensing Boards  
Dumfries and Galloway Council  
Kirkbank House  
English Street  
Dumfries DG1 2HS

30 May 2023

**Wigtown Divisional Licensing Board**  
**Application for Provisional Premises Licence**

<b>Applicant/Agent</b>	Macgregor Thomson Ltd For McCulloch Stores Limited 1 Dashwood Square Newton Stewart DG8 6EQ
<b>Address of Premises</b>	McCulloch Stores 109 Fairhurst Road Stranraer DG9 7QA
<b>Description</b>	The premises is a one storey stand alone building within a residential area.  The premises comprises of main convenience store area, store room and staff WC.
<b>Core Times</b>	<u>Off Sales only</u> Monday to Sunday 10.00am to 10.00pm
<b>Activities</b>	Include Recorded Music within and outwith core licensed hours. Background music will be played in the premises from time to time prior to the core opening time but not after the core terminal hour.  <u>Any Other Activities:</u> The premises will be open from 6.30am Monday to Sunday for the provision of non-alcoholic goods, groceries, newspapers etc
<b>Capacity</b>	Overall Alcohol Capacity Area 6.54m <sup>2</sup>
<b>Last Date for Objections/Representations</b>	<b>Friday 2 June 2023</b>

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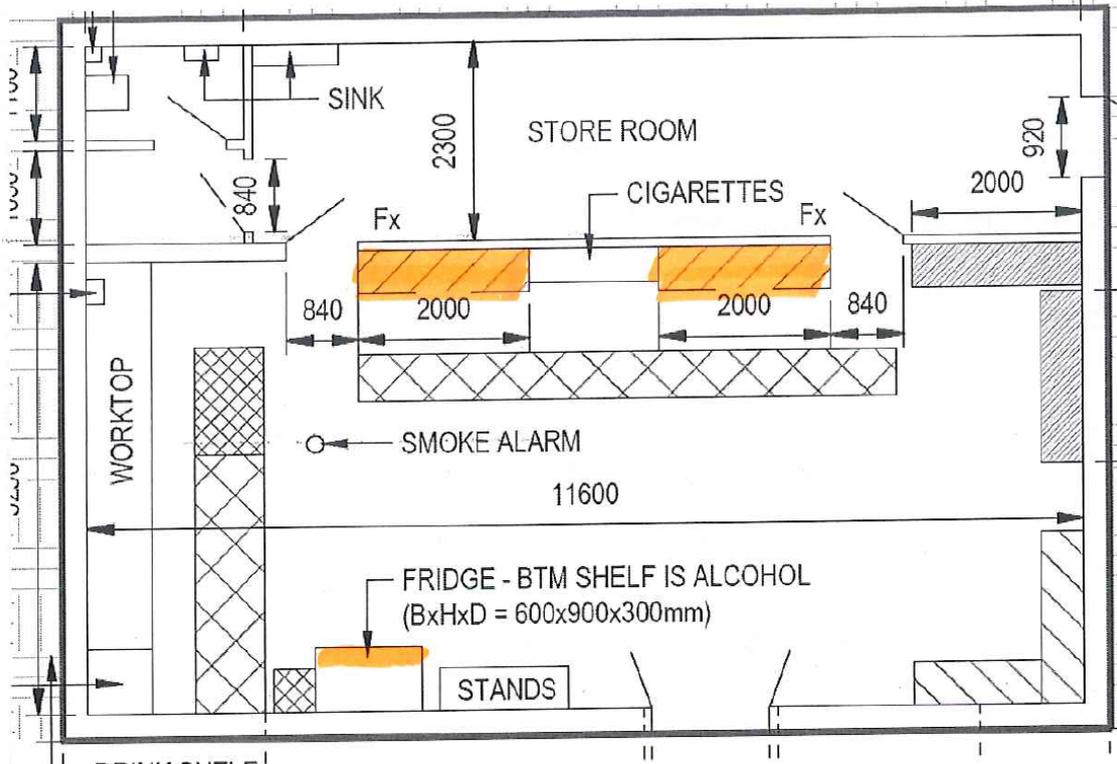
**DUMFRIES & GALLOWAY LICENSING BOARDS  
LICENSING STANDARDS OFFICER REPORT**

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**LICENSING (SCOTLAND) ACT 2005:  
APPLICATION FOR PROVISIONAL PREMISES LICENCE  
MCCULLOCH STORES, 109 FAIRHURST ROAD, STRANRAER DG9 7QA  
APPLICANT: McCULLOCH STORES LTD**

1. This application relates to a convenience store located within a residential area. This is a long established shop which benefitted from a premises licence up until it was surrendered by the then tenant in November 2021.
  - 1.2 The shop will sell the usual range of products and will open at 630am for the sale of non-alcoholic goods, groceries and newspapers.
2. The application was accompanied by a Section 50 Certificate from Planning and is for a Provisional Premises Licence.
  - 2.1 Alcohol cannot be sold following the grant of a Provisional Premises Licence until such time as Confirmation of the licence has been approved.
  - 2.2 The application for Confirmation would require to be accompanied by Section 50 Certificates from Building Standards and Food Hygiene.
3. There are two proposed alcohol display areas. The largest area is located behind the counter, inaccessible to customers. The second area is the bottom shelf of a fridge show on the attached plan.
  - 3.1 The capacity is 6.54 m<sup>2</sup>.
4. The Off-sale hours applied for:-
  - Monday to Sunday 10am to 10pm;are within the Board's Licensed Hours Policy.
5. The application was advertised on the Board's website page from Friday 12 May 2023. At the same time a notice must be displayed at the premises.
  - 5.1 A visit was made on 17 May 2023, at which time the notice was correctly displayed.
6. I have no adverse comments.

*Julia Farroll*  
Licensing Standards Officer  
18 May 2023



**DUMFRIES AND GALLOWAY LICENSING BOARDS  
WIGTOWN DIVISIONAL LICENSING BOARD**

---

**LICENSING (SCOTLAND) ACT 2005 (THE ACT)  
SECTION 9A: ANNUAL FUNCTIONS REPORT 2022/23**

**1. Reasons for the report**

This report seeks the Board's approval of Dumfries and Galloway Licensing Boards' annual functions report for the year 2022/23.

**2. Background**

2.1 In terms of section 9A of the Act, the Boards must prepare and publish an annual functions report not later than 3 months after the end of each financial year.

2.2 This means that the Board's report for the financial year 2022/23 should be published no later than 30 June 2023.

2.4 The functions report must include the following:

A statement explaining how the Boards have had regard to:

- the licensing objectives, and
- their licensing policy statement and any supplementary licensing policy statement (including the Boards' statement under section 7(1) (duty to assess overprovision)), in the exercise of their functions under the Act during the financial year,
- a summary of the decisions made by (or on behalf of) the Boards during the financial year;
- information about the number of licences held under the Act in the Boards' areas (including information about the number of occasional licences issued during the year) and
- any other information about the exercise of the Boards' functions as the Boards consider appropriate.

2.5 The report for the year 2022/23 is detailed at the **Appendix**.

**3. Recommendation**

That the Board approves the draft Functions Report for 2022/23 attached at the Appendix, for publication in accordance with section 9A of the Act.

Vladimir Valiente  
Clerk to the Licensing Boards  
Dumfries and Galloway Council  
Kirkbank House  
English Street  
Dumfries DG1 2HS

30 May 2023

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# Dumfries and Galloway Licensing Boards' Annual Functions Report

Licensing (Scotland) Act 2005, Section 9A

01/04/2022 – 31/03/2023



## **INDEX**

- 1. Introduction – Dumfries and Galloway Licensing Boards**
- 2. The Licensing Objectives**
- 3. Annual Functions Report**
- 4. Summary of decisions made by the Boards**
- 5. Reviews**
- 6. Licensing Policy Statement**
- 7. Licensing Standards Officers**
- 8. Statement on how the Boards exercise their functions**
- 9. Conclusion**

## **APPENDICES**

**Appendix** - List of Applications for a Premises Licence

## 1. Introduction – Dumfries and Galloway Licensing Boards

### General

1.1 Dumfries and Galloway is a mainly rural area in South West Scotland. It covers approximately 2470 square miles with a population of around 148,790. The main settlements are Dumfries (including Heathhall/Locharbriggs) around 37,100 residents; Stranraer (approximately 10,600 residents) and Annan (approximately 8250 residents). All other settlements have populations under 5000. The region of Dumfries and Galloway is divided into four geographical areas (former District Council areas) as follows: Annandale and Eskdale, Nithsdale, Stewartry and Wigtonshire.

1.2 Each of these four areas has its own Divisional Licensing Board. The four Divisional Licensing Boards in Dumfries and Galloway are:

- Annandale & Eskdale
- Nithsdale
- Stewartry
- Wigton

1.3 Each Licensing Board is responsible for the licensing and regulation of alcohol within their respective areas.

1.4 As at 31 March 2023, there were 602 (604 - 2021/22) licensed premises in Dumfries and Galloway. Within each Licensing Board Division, the breakdown is:

<b>Board</b>	<b>2022/23</b>	<b>2021/22</b>
Nithsdale	190	191
Wigton	148	149
Annandale & Eskdale	154	154
Stewartry	110	110

### Types of applications under the 2005 Act:

1.5 Under the 2005 Act, the four Divisional Licensing Boards are responsible for considering applications for:

- occasional licences
- provisional licences
- temporary licences
- personal licences
- transfer of premises licences
- variation of premises licences
- extension of licensing hours

## 2. The Licensing Objectives

2.1 The Act sets out the following five licensing objectives ("the licensing objectives"):

- (i) preventing crime and disorder
- (ii) securing public safety
- (iii) preventing public nuisance
- (iv) protecting and improving public health
- (v) protecting children and young persons from harm

2.2 The licensing objectives provide a basis for the administration of the licensing regime. They also provide potential reasons for refusal of an application, for the grant or variation of a premises licence or an occasional licence. Breach of the objectives may provide grounds for reviewing a premises licence. Conditions attached to a premises licence or an occasional licence may be based on any one or more of the licensing objectives.

2.3 In exercising its functions under the Act, the Board must have regard to the licensing objectives.

## 3. Annual Functions Report

3.1 Section 9A of the Licensing (Scotland) Act 2005 requires Dumfries and Galloway Licensing Boards to publish an Annual Functions Report within 3 months of the end of the relevant financial year.

3.2 Dumfries and Galloway's Divisional Licensing Boards must therefore prepare and publish an Annual Functions Report by 30 June 2023 for the financial year 2022-2023 (being 1 April 2022 to 31 March 2023).

3.3 An Annual Functions Report must include the following:

- a statement explaining how each Board has had regard to the licensing objectives;
- a statement explaining how each Board has had regard to the Statement of Licensing Policy and any Supplementary Policy Statement (including the Board's statement with regard to its duty to assess overprovision);
- a summary of the decisions made by (or on behalf of) the Board during the financial year;
- information about the number of licences held under the 2005 Act in each Board's area (including the number of occasional licences issued in each year); and
- such other information about the exercise of each Board's functions as each Board considers appropriate.

3.4 In the year from 1 April 2022 to 31 March 2023, the Licensing Boards met as follows:

<b>Board</b>	<b>2022/23</b>	<b>2021/22</b>
Nithsdale:	4 times	5 times

Annandale & Eskdale:	3 times	6 times
Stewartry:	2 times	2 times
Wigtown:	5 times	8 times
Conjoined meeting of all 4 Boards	Once	2 times

3.5 Applications before each Board were dealt with in an open and transparent manner in accordance with the licensing legislation and the Boards Licensing Policy Statement.

3.6 Information and guidance was made available to persons wishing to apply for a licence, make representations or lodge objections.

#### **4. Summary of decisions made by the Boards**

4.1 Each Divisional Licensing Board holds meetings to determine applications that cannot be dealt with via delegated powers (whereby a Licensing Board Hearing need not be held to determine an application and an authorised member of the licensing team may 'grant' certain applications).

4.2 The premises licences granted by the Boards in 2022/23 are detailed within the **Appendix**.

4.3 During the course of the year, 2,012 occasional licences and 61 extended hours applications were granted. For comparison purposes, during 2021/22 1,546 occasional licences and 30 extended hours were granted.

4.4 Any occasional licence and extended hours applications that attracted objections or representations were considered by the Convener of each Licensing Board in line with the Board's scheme of delegation, detailed within the Licensing Policy Statement.

4.5 In the course of the year, the Licensing Board granted 192 (2021/22 – 178) personal licences. 192 were revoked (2021/22 – 169).

#### **5. Reviews**

##### Premises Licence Reviews

5.1 In the 2022-23 period, 1 application for review of a premises licence was considered by the Board. A decision was made to vary the current premises licence and attach a condition in pursuance of the preventing crime and disorder licensing objective (2021/22 two).

### Personal Licence Reviews

5.2 In the 2022-23 period, 3 reviews of a Personal Licence took place. In one case, the licence was suspended for 6 months and in the other two cases no further action was taken (2021/22 two).

## **6. Licensing Policy Statement**

6.1 The Board's reviewed Licensing Policy Statement came into effect on 4 November 2018 and will exist for a maximum of 5 years. The Board may agree to prepare and publish Supplementary Statements within that period. The Policy Statement can be found at <https://www.dumgal.gov.uk/article/15196/Divisional-Licensing-Boards>

6.2 The current Licensing Policy Statement is being reviewed and the updated statement will be published by 4 November 2023, after consideration by the Licensing Boards.

## **7. Licensing Standards Officers**

7.1 Dumfries and Galloway Licensing Boards have 6 "HMO, Landlord Registration and Licensing Standards Officers" (LSOs):

- Julia Farroll, Council Offices, Sun Street, Stranraer
- Mary Irving, Council Offices, Sun Street, Stranraer
- Amanda Green, Council Offices, Sun Street, Stranraer
- Robert Rome, Carruthers House, English Street, Dumfries
- Emma Connelly, Carruthers House, English Street, Dumfries
- Suzanne Lafferty, Carruthers House, English Street, Dumfries

7.2 The LSOs' general roles are:

- Providing information and guidance concerning the operating of the Licensing (Scotland) Act 2005
- Supervising the compliance by licence holders of the conditions of their licence and other requirements of the legislation
- Providing mediation services for the purposes of resolving or avoiding disputes or disagreements between licence holders and any other persons.

7.3 LSOs continue to carry out routine compliance check visits to licensed premises.

7.4 The LSOs continued to deal with enquiries and complaints throughout the year with the majority being resolved without having to proceed formally to the Licensing Boards. Issues which repeatedly arise are:

- Complaints of noise and anti-social behaviour at licensed premises
- Non payment of annual fees
- Changes to layout plans without variation applications having been submitted

7.5 LSOs continue to work closely with Police Scotland and other partner agencies carrying out joint visits as and when necessary.

## **8. Statement on how the Boards exercise their functions**

8.1 The Licensing (Scotland) Act 2005 as amended (“the Act”) sets out regulations for the sale of alcohol and regulations for licensed premises and other premises on which alcohol is sold.

8.2 The Act is underpinned by five licensing objectives which the Board must have regard to when exercising its functions. These objectives are:

- (i) Preventing crime and disorder
- (ii) Securing public safety
- (iii) Preventing public nuisance
- (iv) Protecting and improving public health
- (v) Protecting children and young persons from harm

8.3 The Licensing Boards are required by law to have a Licensing Policy Statement outlining how they will exercise their functions and duties under the Licensing (Scotland) Act 2005 (the 2005 Act) in order to promote each of the Licensing Objectives.

8.4 The current Policy Statement contains a range of issues pertaining to alcohol licensing and how the Board exercises its functions under the Licensing Scotland Act 2005 and can be found at <https://www.dumgal.gov.uk/article/15196/Divisional-Licensing-Boards>

8.5 The Boards deal with all applications in accordance with the legislation and, in particular, the above five objectives, together with its Statement of Licensing Policy which is based on the objectives.

## **9. Conclusion**

9.1 Each of the four Divisional Licensing Boards in Dumfries and Galloway are pleased to report that licensed premises are generally well run in their respective areas.

9.2 Overall, the Boards are generally satisfied that the licensed trade is upholding and promoting the five licensing objectives which underpin the functioning of the whole licensing system.

9.3 The Boards also recognise the efforts of the Licensing Service and external stakeholders (including Police Scotland) to ensure that licensed premises comply with the legislation and continue to uphold the licensing objectives.

9.4 Whilst the Boards recognise generally the good practice and effort of licence holders to ensure that the licensing objectives are upheld and promoted, they fully expect that licence holders ensure that this good practice continues.

## Appendix

**List of Applications granted by the Licensing Boards  
for Premises Licences – 2022-2023**

**Wigtown – n/a****Annandale & Eskdale**

Annan News 84 High Street Annan DG12 6DW	Off sales
Pavilion at Kinmount House Annan DG12 5RH	Provisional On and Off sales
Gretna Service Station M74 North Bound Gretna DG16 5HQ	Provisional Off sales

**Stewartry**

Auchencairn Community Store Heughan House Main Street Auchencairn Castle Douglas DG7 1QU	On and Off sales
Gather Laggan Gatehouse of Fleet Castle Douglas DG7 2ES	On and Off sales
Harris & Co 111 King Street Castle Douglas DG7 1LZ	On and Off sales

**Nithsdale**

Marmaris Takeaway 20 Whitesands Dumfries DG1 2RR	Off sales
St Michael's Services 9 St Michael Street Dumfries DG1 2QD	Provisional Off sales

<b>2021/22 for comparison</b>	<b>New Premises Licences granted</b>
<b>Wigtown</b>	2 On and Off Sales 1 Off Sales
<b>Annandale &amp; Eskdale</b>	1 On and Off Sales 1 Provisional On and Off Sales 3 Off Sales 1 On Sales
<b>Stewartry</b>	1 On and Off Sales 1 Off Sales
<b>Nithsdale</b>	2 On and Off Sales 1 Provisional On Sales

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**DUMFRIES AND GALLOWAY LICENSING BOARDS  
WIGTOWN DIVISIONAL LICENSING BOARD**

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**LICENSING (SCOTLAND) ACT 2005 (THE ACT)  
SECTION 9B: ANNUAL FINANCIAL REPORT 2022/23**

**1. Reasons for the report**

To seek the Board's approval of Dumfries and Galloway Licensing Boards' annual financial report for the year 2022/33.

**2. Background**

2.1 In terms of section 9B of the Act, the Boards must prepare and publish an annual financial report not later than 3 months after the end of each financial year.

2.2 This means that the Board's report for the financial year 2022/23 will be published no later than 30 June 2023.

2.3 The financial report must include the following:

a) a statement of—

- the amount of relevant income received by the Licensing Boards during the financial year, and
- the amount of relevant expenditure incurred in respect of the Boards' areas during the year, and

(b) an explanation of how the amounts in the statement were calculated.

2.4 The report for the year 2022/23 is detailed at the **Appendix**.

2.5 Members will note that the report shows a deficit of £7,782. A full review of Licensing fees will be carried out prior to publication of the next Financial Report for 2023/24.

**3. Recommendation**

That the Board approves the draft Financial Report for 2022/23 attached at the Appendix, for publication in accordance with section 9B of the Act.

Vladimir Valiente  
Clerk to the Licensing Boards  
Dumfries and Galloway Council  
Kirkbank House  
English Street  
Dumfries DG1 2HS

30 May 2023

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## APPENDIX

**Licensing (Scotland) Act 2005  
Dumfries and Galloway Licensing Boards Financial Report  
Financial Year: 2022/23**

Section 9B of the Licensing (Scotland) Act 2005 requires Dumfries and Galloway Licensing Boards to publish an annual financial report within 3 months of the end of the relevant financial year. The report must detail income received and expenditure incurred in connection with the exercise of the Board's functions under the 2005 Act.

This report has been prepared using financial data taken for year ending 31 March 2023. Dumfries and Galloway Council's accounting system for licensing expenditure is not set up to separately record expenditure in connection with the Board's functions under the 2005 Act so as to distinguish it from all other direct or indirect expenditure in connection with the Board's and the Council's licensing functions under the legislation.

In order to provide a figure for total expenditure, the figures in this report also include a number of allocations and estimates. The report accordingly relies on best estimates and should not be read as a precise statement of income and expenditure relative to the exercise of the Board's functions under the Licensing (Scotland) Act 2005.

The financial statement is as follows:

**Income<sup>1</sup>:**

Premises Licence	£6,100
Provisional Premises Licence	£1,800
Annual Fees	£188,662
Transfers	£2,580
Minor Variations	£4,124
Major Variations	£8,330
Extended Hours	£660
Occasional Licence	£19,210
Personal Licence	£9,600
Sundry Income ♦	£5,465
<b>Total</b>	<b>£246,531</b>

♦ including fees for replacement licences, applications subsequently withdrawn, miscodings etc

**Direct Staff Costs<sup>2</sup>:**

Licensing Standards Officers	£106,563
Licensing Board Members	£946
Management	£31,371
Legal Services	£26,625
Administrative Support	£52,876
<b>Total</b>	<b>£218,381</b>

\*\* (total cost of administrative support was £92,265 but £39,389 was allocated to Licensing from Covid monies and the use of reserves)

**Other Direct Costs<sup>3</sup>:**

Training and Development	£424
Stationery	£368
Supplies and Services	£15,837
Transport/Travel	£151
<b>Total:</b>	<b>£16,780</b>

**Indirect Costs<sup>4</sup>:**

ICT	£7,887
Accommodation	£8,402
Financial Services	£2,863
<b>Total:</b>	<b>£19,152</b>

<b>Total Expenditure</b>	<b>£254,313</b>
--------------------------	-----------------

<b>Net Income</b>	<b>-£7,782</b>
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**Notes:**

1. Denotes income from the categories detailed for applications and annual fees received under the Licensing (Scotland) Act 2005
2. Denotes salary, superannuation, national insurance and pension costs associated with the Clerk and other Legal Services staff, Licensing Standards Officers and other staff responsible for administrative support under paragraph 8 of Schedule 1 to the Licensing (Scotland) Act 2005, together with an estimate of costs associated with Board Members' time dedicated to Board work.
3. Denotes the identified direct budgetary costs associated with the exercise of the Licensing Board function under each category provided.
4. Denotes the portion of central administrative costs allocated to the Licensing Board budget for each category provided.

**DUMFRIES AND GALLOWAY LICENSING BOARDS  
WIGTOWN DIVISIONAL LICENSING BOARD**

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**EQUALITY ACT 2010  
THE EQUALITY ACT 2010 (SPECIFIC DUTIES) (SCOTLAND) REGULATIONS 2012  
MAINSTREAMING REPORT 2021-2023**

**1. Reasons for the report**

This report requests the Board to adopt Dumfries and Galloway Council's Equalities Mainstreaming Report 2021 - 2023 which was approved by full Council at its meeting on 30 March 2023.

**2. Recommendations**

Members are asked to:

- 2.1 adopt the Council's Equalities Mainstreaming Report 2021 – 2023; and
- 2.2 agree to publish this document on Dumfries and Galloway Licensing Boards' webpage.

**3. Background**

3.1 The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 came into force in May 2012. These specific duties are designed to help public authorities in the exercise of their functions to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between persons who share a relevant protected characteristic (see para 3.3 below) and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic, and those who do not share it.

3.2 The key legal requirements for public authorities (which includes the Council and, separately, the Licensing Board) contained in these specific duties are to:

- publish a Report every two years on the progress made to make the equality duty integral to the exercise of their functions so as to better perform that duty (Mainstreaming Report);
- publish every four years a set of Equality Outcomes which they consider will enable them to better perform the equality duty and report progress;
- Assess and review policies and practices;
- Gather and use employee monitoring information;
- Publish gender pay gap information;
- Publish statements on equal pay;
- Publish equality information in a manner which is accessible.

3.3 The Public Sector Equality Duty covers the following relevant protected characteristics:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race
- religion or belief

- sex
- sexual orientation

3.4 The Public Sector Equality Duty requires equality to be considered in all the functions of public authorities, including decision-making, in the design of internal and external policies and in the delivery of services, and for these issues to be kept under review.

3.5 Guidance issued by the Equalities and Human Rights Commission states that the broad purpose of the equality duty is to integrate consideration of equality and good relations into the day-to-day business of public authorities. If you do not consider how a function can affect different groups in different ways, it is unlikely to have the intended effect. This can contribute to greater inequality and poor outcomes. The general equality duty therefore requires organisations to consider how they could positively contribute to the advancement of equality and good relations. It requires equality considerations to be reflected into the design of policies and the delivery of services, including internal policies, and for these issues to be kept under review.

3.6 The Guidance further states that compliance with the general equality duty is a legal obligation, but it also makes good business sense. An organisation that is able to provide services to meet the diverse needs of its users should find that it carries out its core business more efficiently. A workforce that has a supportive working environment is more productive. Many organisations have also found it beneficial to draw on a broader range of talent and to better represent the community that they serve. It should also result in better informed decision-making and policy development. Overall, it can lead to services that are more appropriate to the user, and services that are more effective and cost-effective. This can lead to increased satisfaction with public services.

3.7 The Council's Equalities Mainstreaming Report 2021-2023 is detailed at the **Appendix** and was approved by full Council at its meeting on 30 March 2023.

3.8 The current Equality Outcome for all four Divisional Licensing Boards for 2021-2025 and signposted in the current Mainstreaming Report is:

- **Issue/Inequality:** High risks are associated with under age consumption of alcohol and gambling.
- **Theme:** Licensing
- **Equality Outcome:** Reduce the opportunities for children and young people to be involved in risky behaviours relating to alcohol and gambling.
- **Protected Characteristic Groups supported:** Age
- **General Equality Duty:** Will help to eliminate discrimination, advance equality of opportunity and foster good relationships.
- **Link to Strategic Priority:** Contributes to our Council priority to support the most vulnerable people
- **Activities:**

- Support awareness programmes about the dangers of under-age consumption of alcohol and gambling
- Support reductions in opportunities for alcohol and gambling to be available to children and young people

3.9 Mainstreaming equality means integrating equality into the day-to-day working of the Boards. This means taking equality into account in the Boards' exercise of their functions i.e. equality must be a component of everything the Boards do as a public body. The Mainstreaming Report which has been adopted by Dumfries and Galloway Council details how it will meet the general and specific duties, presents an overview of the Council's work on equality, and evidence of the progress achieved. The Board, while legally independent from the Council, requires in law also to publish a Mainstreaming Report and it is recommended that the Board adopts Dumfries and Galloway Council's Mainstreaming Report in order to fulfil its legal obligation under the Equalities legislation.

Vlad Valiente  
Clerk to the Licensing Boards  
Kirkbank House  
English Street  
Dumfries DG1 2HS

30 May 2023

#### **Appendices - 1**

Appendix - Equalities Mainstreaming Report 2021-2023

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# Equalities Mainstreaming Report 2021 – 2023





# Contents

1. Introduction and Purpose .....	3
2. Legal Context.....	4
3. Leadership and direction .....	6
4. Equality Outcomes.....	8
4.1 What is an Equality Outcome	
4.2 Progress on Equality Outcomes 2021 - 2025	
5. Mainstreaming the Equality Duty as an Employer .....	10
6. Mainstreaming the Equality Duty in Education.....	14
7. Mainstreaming the Equality Duty in Dumfries and Galloway Licensing Authority and Licensing Boards.....	15
8. Procurement .....	17
9. Impact Assessment.....	18
10. Partnership Working .....	19
11. Accessibility .....	22
12. British Sign Language Plan .....	23
13. Cost-of-Living Increases.....	24
14. Conclusion.....	25
Appendix 1 – Progress on Equality Outcomes 2021 – 2025 .....	26
Appendix 2 – Our Workforce 2021-2022 .....	53
Appendix 3 – Pay Gap and Occupational Segregation Report 2021 - 2022 .	70
Appendix 4 – Equal Pay Statement.....	92
Appendix 5 – Meeting the Specific Duties of the Equality Act .....	94



# 1 Introduction and Purpose

Dumfries and Galloway Council is committed to equality of opportunity for all people within our Community. Our aim is to increase equality of opportunity and tackle the causes and effects of inequality and poverty.

We believe that everyone should be treated fairly and with dignity and respect. By listening to all communities, both geographical and communities of interest, we will help to create a Dumfries and Galloway in which each person is given the opportunity to achieve their full potential. We will work to ensure that people are able to participate in society by embedding respect, freedom, equality, dignity and fairness into all our functions.

The development of this report has taken into account the work Dumfries and Galloway Council has undertaken to mainstream equalities over the last two years.

Why mainstreaming equality is important – Mainstreaming equality means integrating equality and diversity into the day-to-day workings of the Council. We aim to do this by taking equality into account as we carry out our functions and deliver our Services.

Mainstreaming equality has a number of benefits including –

- It helps ensure that council services are fit for purpose and meet the needs of our community
- It helps attract and retain a productive workforce, rich in diverse skills and talents
- It helps the Council to continually improve and better perform through growing knowledge and understanding of the benefits of an inclusive organisation



## 2 Legal Context

### **The Equality Act 2010**

The Equality Act 2010 intends to make Britain a fairer and equal place for everyone and places a duty on us to:

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

The Act provides protection from unlawful discrimination and harassment to groups and individuals because of the following Protected Characteristics (PC's):

- Age
- Disability
- Sex
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sexual orientation

This report has been written to meet our obligation under the Equality Act 2010 where as a Local Authority we have Specific Duties to:

- Report on mainstreaming the equality duty
- Publish equality outcomes and report progress
- Assess and review policies and practices
- Gather and use employee information
- Publish gender pay gap information
- Publish statements on equal pay
- Consider award criteria and conditions in relation to public procurement
- Publish in a manner that is accessible

Further information regarding our Council's obligations to meet the specific duties of the Equality Act and details of published reports are outlined at Appendix 5 of this report.



## **The Fairer Scotland Duty**

The Fairer Scotland Duty (formerly known as the socio-economic duty) came into effect in April 2018. The Duty places a legal responsibility on public bodies in Scotland to actively consider how they can reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions.

‘Socio-economic disadvantage’ means living on below average incomes, with little accumulated wealth, leading to greater material deprivation, restricting the ability to access basic goods and services. Socio-economic disadvantage can be experienced in both geographical places and within communities/groups of interest, leading to further negatives outcomes such as social exclusion.

Tackling socio-economic disadvantage and narrowing gaps in outcomes is core to how public bodies should operate. The aim of the Duty is to encourage better decision making and ultimately better outcomes for those who are socially or economically disadvantaged in order to help narrow equality gaps.

Public bodies must produce a written assessment to show how the Duty has been achieved covering all strategic decisions. We have taken the decision to mainstream this into the existing Impact Assessment toolkit. Any consideration of the Fairer Scotland Duty should be considered and documented there.

# 3 Leadership and Direction

In February 2023, our Council agreed a new Council Plan for 2023 – 2028 and set its vision for the next five years as:

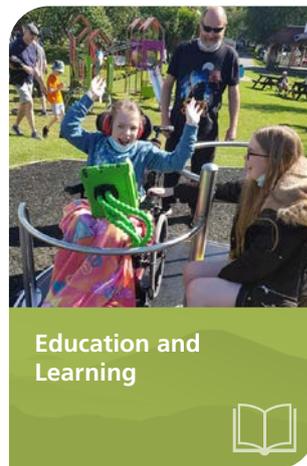
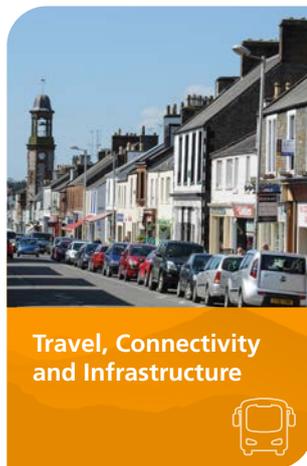
*“Our ambition is to be a successful region, with a growing economy, based on fairness, opportunity and quality public services, where all citizens prosper. Working in partnership, with connected, healthy and sustainable communities.*

*The region will be the natural place to live, work, visit and invest.”*

The new Council Plan centres around a core set of four principles:



Within the Council Plan, there are four themes:



Each of these themes have Strategic Outcomes and these are what the Council aims to achieve during the next five years. The Council will work to achieve the outcomes within the themes whilst demonstrating the application of the principles.



A copy of our Council Plan can be found [here \(Dumfries and Galloway Council Plan 2023 - 2028 dumgal.gov.uk\)](https://www.dumgal.gov.uk)

Our Council is committed to equality of opportunity for all people within our community and to ensure that we are an inclusive council we will:

- Address Inequalities – by assessing the impact of change to ensure inclusivity, celebrate diversity and secure social benefits of change
- Support the most vulnerable and in need – by targeting resources to have a positive impact for the most vulnerable, people in need and those who are disadvantaged
- Put customers at the heart of services – by providing a response and reliable services that achieve high standards of customer care



## 4 Equality Outcomes

### 4.1 What is an Equality Outcome

An equality outcome is defined by the Equality and Human rights Commission as a result we aim to achieve in order to further one or more of our duties to – eliminate discrimination, advance and promote equality of opportunity and foster good relations.

The Equality Outcomes intend to achieve specific and identifiable improvements in people's life chances. These can include short-term benefits such as improved service delivery as well as longer-term benefits such as changes in behaviours.

### 4.2 Progress on Equality Outcomes 2021 - 2025

For the period 2021 – 2025 our Equality Outcomes are combined Education Authority, Licensing Authority and Council outcomes that were agreed by Full Council on the 25th March 2021.

In total there are 14 Equality Outcomes representing the three Authorities:

#### Dumfries and Galloway Council Equality Outcomes 2021 – 2025

- Ensure our services and information are fully accessible and available in a range of formats and languages for disabled people and for those where English is not their first language
- Reduce digital exclusion in Dumfries and Galloway for younger and older people, disabled people and minority ethnic communities
- Develop a more diverse organisation which better represents the local population
- Provide a safe and secure workplace for our staff and Elected Members from protected characteristic groups
- Support members of protected characteristic groups to have equality of access to a prosperous future
- Support people in Dumfries and Galloway to feel safe to report Hate Crime
- Involve a wider range of people with protected characteristics in local decision making and activities
- Support people with protected characteristics to have good mental health and wellbeing



### **Dumfries and Galloway Council Education Authority Outcomes 2021 – 2025**

- Raise attainment, achievement and participation for children with Protected Characteristics
- Reduce identity-based bullying and harassment in schools
- Increase partnership working between pupils, parents and professionals in policy development in schools

### **Dumfries and Galloway Council Licensing Authority and Licensing Boards Equality Outcomes 2021 – 2025**

- Increase the number of accessible taxis
- Increase awareness of equality and diversity across license holders
- Reduce the opportunities for children and young people to be involved in risky behaviours relating to alcohol and gambling

Full details on our Equality Outcomes are available [here](#).

A progress report on the Equality Outcomes can be found at Appendix 1.

## 5 Mainstreaming the Equality Duty as an Employer

### **Commitment to Equality and Diversity**

Dumfries and Galloway Council is committed to a culture which promotes equality, diversity, equal opportunity and recognises the value added by a workforce with diverse backgrounds and experiences.

As an employer we are committed to achieving our equality outcomes, taking action to advance equality and the principles of equal opportunity, fairness and transparency to help develop inclusive approaches to employment policies, practices and personal behaviours.

The following sets out some of our successes, ongoing and planned commitments to advance equality in our employment practices:

### **Recruitment**

We want to be able to recruit from a wide diverse pool of people and we know the most effective organisations are those which have a diverse workforce at all levels and provide a fully inclusive and accessible recruitment process. To encourage and welcome application from a diverse pool of people all job adverts display the Disability Confident Employer logo. In addition disabled applicants are guaranteed an interview if they meet the minimum essential criteria for the job.

All recruiting Chairpersons are responsible for overseeing due process within the recruitment process. Managers are required to complete Recruitment and Selection training which includes information on providing reasonable adjustments at interview and recognising unconscious bias.

Our Council's Recruitment and Selection Policy and Procedure is currently being refreshed; we will strengthen and enhance the recruitment process to ensure it is accessible to all, promotes the Council as an employer of choice and includes clear guidance and training for Recruiting managers.

### **Supporting Employee Health and Wellbeing**

As recognition of our people management practices and the work Dumfries and Galloway Council does to support and improve the health and wellbeing for its employees, we have been awarded the Healthy Working Lives Gold Award.

As an employer we are committed to:

- prioritising mental health in the workplace
- creating work practices and organisational design to support positive mental health
- promoting an open culture around mental health
- improving understanding of mental health issues
- providing mental health tools and support
- increasing transparency and accountability through internal and external reporting.



There is a continued focus on raising awareness around mental health and wellbeing in the workplace, the provision of guidance, information, training and a programme of initiatives which aim to support employees to improve their health and wellbeing. Our Council also has trained Mental Health champions.

We plan to develop a Wellbeing Policy in 2023 and the Council's Strategic Health and Wellbeing group has an action plan and programme of initiatives and activities for 2023/24 to support key priorities and commitments.

Dumfries and Galloway Council has achieved Disability Confident Employer status, in recognition of our commitment to support disabled applicants and employees within the workplace. We aim to achieve Disability Confident Leader accreditation in 2023; being a leader requires not only removing barriers to disabled people gaining and sustaining employment but also taking a pro-active approach to encouraging our suppliers and partner firms to also become disability confident.

In addition, the Council has achieved Exemplary Carer Positive status, which is Carers Scotland's highest recognition for organisations which support their staff with caring responsibilities. There are 348 employees on our Council's Carers Register who benefit from additional flexibility and leave provisions to support them to meet their caring responsibilities. The percentage of our overall workforce who have registered has steadily increased to 5%, and the gender profile for employees on the carers register comprises of 85% female and 15% male employees. We plan to seek feedback from employees on the carers register regarding the provisions and support available to them and their own health and wellbeing, and we will also continue to promote the Council's Carers Policy and the support available to employees.

Equally Safe at Work (ESAW) is a world leading employer accreditation programme. It stems from Equally Safe, Scotland's strategy for tackling violence against women and girls which recognises such violence as being inextricably linked to gender inequality. ESAW recognises the role the workplace has in tackling gender inequality and as such has a key role to play in tackling violence against women and girls. We actively participate in the Equally Safe at Work shadow group and aim to achieve the Equally Safe at Work accreditation.

We have a number of supportive policies and mechanisms to support a diverse workforce.



- Our Fair Treatment at Work Policy aims to tackle bullying and harassment in the workplace and provide recourse for those who experience it.
- We offer reasonable adjustments and support for disabled employees in order to support and sustain their employment. We will also develop disability equality and reasonable adjustment training for managers.
- We will build our reputation as a leading employer who is committed to diversity and inclusion in the workplace.
- Our Flexible Working and Smarter Working Policy allows employees to work flexibly, allowing them to balance the needs of their work and home life.
- We continue to provide access to a range of occupational health services including medical referrals, counselling and physiotherapy.

### **Career Pathways**

Offering opportunities to young people and addressing recruitment to difficult to fill posts is a key priority for our Council; and we are looking to design and enhance career pathways across the Council. This will enable us not only to attract potential staff and talent to come and work for the Council, but also as a gateway for many people across different age groups and from diverse backgrounds.

We continue to work with partners (e.g. Schools, College and Universities) to explore and expand opportunities to attract more young people to join our Council through participation in youth employment schemes and current trainee and graduate programmes. A number of 16-24 year olds joined the Council through our successful participation in the Government Kickstart Scheme and we are working to develop a calendar of Career Events to promote employment with the Council as an employer of choice, throughout the region.

We will also work in collaboration with Senior Managers across Council services to better understand their workforce profile and recruitment needs, in order to support them to offer opportunities and rewarding careers which will attract talent across a number of age groups and diverse backgrounds.

We will strengthen and enhance the recruitment process making it accessible to all, created robust guidance for managers and young people setting out clear expectations on roles and responsibilities as well as strengthening the level of support applicants will receive.

### **Employee Engagement**

We plan to engage with employees around equality issues through the staff survey in 2023, and we will analyse results to help us support our workforce better and to advance equality. We plan to establish working groups (e.g.



Disability Confident) and staff network groups which will identify and put measures in place to remove any barriers, build confidence and empower all staff to have a fulfilling and rewarding career.

### **Pay and Living Wage**

Dumfries and Galloway Council is committed to equal pay for all its employees and aims to eliminate any bias in relation to pay systems on any ground, including protected characteristics.

Our principle is that all employees receive equal pay for the same or broadly similar work, for work rated as equivalent, and for work of equal value. Dumfries and Galloway Council operates and will continue to operate a pay and benefits system which is transparent, based on objective criteria, and free from bias.

We strongly believe that fair work practices and paying the Living Wage can have a positive effect on people's lives and can help to create a fairer and more equal society. Dumfries and Galloway Council is accredited as a Living Wage employer and the living wage is now fully consolidated into our pay structure.

### **Employee Diversity and Monitoring**

In order to meet our equality duty and commitments, we collect, publish and monitor information about the diversity of our employees from the moment they apply to work here through to leaving employment.

This information assists us to monitor that we are supporting a culture of diversity and inclusion and identify areas for continuous improvement.

We encourage employees (and job applicants) on a voluntary basis to declare their personal diversity information for statistical monitoring and reporting purposes, reinforcing that all data will be confidentially held and only used in an anonymised way.

During 2023, we plan to update the equality definitions in the Council's payroll and Human Resources System (iTrent) in line with the 2022 Census. Following this there will be regular engagement and communication to all employees to share the importance and merits of disclosing equality information. It is hoped that along with MyDetails self-service which enables a high number of employees to access and update their equality information directly into the HR/Payroll System, that this approach will help facilitate greater disclosure of information.

Further detailed workforce information by protected characteristic is detailed at Appendix 2 of this report.



## 6 Mainstreaming the Equality Duty in Education

As a provider of education in schools, the Council has a duty to develop Equality Outcomes within the context of providing education. To this end, the Council has developed outcomes in relation to specific aspects of our school activity where there is evidence of inequality due to protected characteristics, The integration of the Education Authority Outcomes, alongside the Council and Licensing Outcomes, allows for a full understanding of these issues, avoids duplication and ensures no gaps.

The Education Authority believes in the benefits of working in partnerships within a culture of collaboration and trust and believe the most important decisions are made in the classroom. Professional excellence is expected from staff, which is supported by building confidence and capacity in school leadership at all levels, listening to parents and pupils and by empowering Head Teachers to make local decisions by trusting professional judgements.

This has been the basis for the Education Authorities approach to delivering Curriculum for Excellence, Getting it Right for Every Child (GIRFEC) and Developing the Young Workforce (DYW).

The Education Authority expect to see improvements in outcomes for our children and young people in Dumfries and Galloway in these areas as outlined in the National Improvement Priorities:

- Improvement in attainment, particularly in literacy and numeracy
- Closing the attainment gap between the most and least disadvantaged children
- Improvement in children and young people's health and wellbeing
- Improvement in employability skills and sustained, positive school leaver destinations for all young people

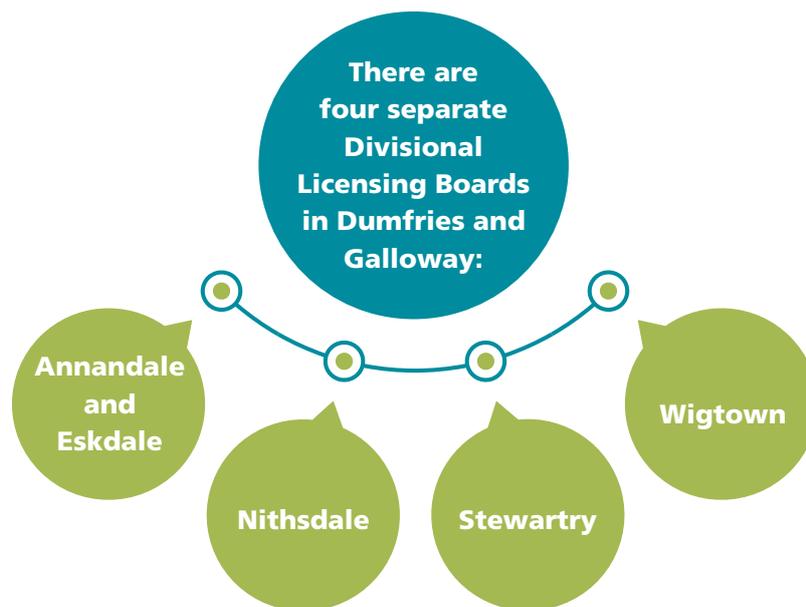
The Education Authority produces an Annual Plan which captures the ambitions and actions for all schools in Dumfries and Galloway. The commitments outlined in that plan are;

- Ensure early intervention, in particular to keep our region's vulnerable children safe
- Invest in creating schools fit for the 21st century which are at the heart of our communities
- Raise ambition and attainment, in particular to address inequalities
- Support children to be healthy and active

The Education Authorities Annual Plan can be found here - <https://www.dumgal.gov.uk/media/20367/Education-Annual-Plan/pdf/Education-Improvement-Plan-and-Annual-Report.pdf?m=637842320136470000>

## 7 Mainstreaming the Equality Duty in Dumfries and Galloway Licensing Authority and Licensing Boards

Dumfries and Galloway Council is the Licensing Authority for the purposes of the Civic Government (Scotland) Act 1982. Dumfries and Galloway Licensing Boards are legally separate from the Council and regulate the sale of alcohol and gambling under the Licensing (Scotland) Act 2005 and the Gambling Act 2005 respectively.



In terms of liquor licensing, each Licensing Board is responsible for the licensing and regulation of alcohol with their respective areas. Each Board consists of Councillors of Dumfries and Galloway Council who are required to undertake the Council's Diversity Awareness Training to ensure they pay due regard to unlawful discrimination and equality of opportunity whilst exercising their duties as part of the Divisional Licensing Boards.

As at 31 January 2023, there were 602 licensed premises in Dumfries and Galloway. Within each Licensing Board Division, the breakdown is:

- Annandale and Eskdale 152
- Nithsdale Divisional 190
- Stewartry Divisional 110
- Wigtown Divisional 150

The Licensing (Scotland) Act 2005 sets out the following five licensing objectives:

1. Preventing crime and disorder
2. Securing public safety
3. Preventing public nuisance
4. Protecting and improving public health
5. Protecting children and young persons from harm.



The licensing objectives underpin the whole of the liquor licensing regime. They also provide potential reasons for refusal of an application, for the grant, or variation of a premises license or an occasional licence.

Sections 9A and 9B of the Licensing (Scotland) Act 2005 requires Dumfries and Galloway Licensing Boards to publish an Annual Functions Report and Financial Report within 3 months of the end of the relevant financial year. These reports can be found on the licensing's webpage - **Dumfries and Galloway Divisional Licensing Boards - Dumfries and Galloway Council ([dumgal.gov.uk](http://dumgal.gov.uk))**

The Boards are public bodies in terms of The Equality Act 2010 (Specific Duties) Scotland Regulations 2012 and, accordingly, must publish a set of equality outcomes which they consider will enable them to better perform the equality duty as detailed in section 149 of the Equality Act 2010.

All four Boards are committed to raising awareness of equality and diversity.



## 8 Procurement

To ensure the delivery of high-quality services the Council expects suppliers to comply with the Equality Act 2010. Our Conditions of Contract for Services states – “The provider shall comply with the Equality Act 2010 and shall take all reasonable steps to secure the observance of this provision by all servants, employees or agents of the Provider and all sub-contractors employed in the execution of the Contract.”

Our Conditions of Contract for the purchase of goods states – “The Supplier must not unlawfully discriminate against any person within the meaning of the Equality Act 2010 in its activities relating to the Contract or any other contract with the Purchaser.”



## 9 Impact Assessment

An impact assessment is a tool that helps us to check whether our policies and practices are fair and inclusive.

An impact assessment must be completed when designing policies and strategies, establishing practices and making major decisions (including financial decisions). We use our Impact Assessment Toolkit to assess whether the decisions we make are likely to impact on different groups of people across the region, areas we assess include:

- Age
- Disability
- Sex
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or belief
- Sexual orientation
- Human rights
- Health and Wellbeing and Health Inequalities
- Economic and Social Sustainability
- Environmental Sustainability, Climate Change and Energy Management

The results of our assessments should highlight any barriers or discrimination that might affect people using our services which ensures we meet our statutory duties under the Equality Act 2010 and the Fairer Scotland Duty.

We publish a summary of the results from all of the impact assessments we have completed on our website for a period of six months, they can be found here - <https://www.dumgal.gov.uk/article/16224/Impact-assessments>

Our Impact Assessment Toolkit and Guidance are regularly reviewed to reflect any appropriate developments in practice and Legislation. A copy of our Impact Assessment Toolkit can be found on our website - <https://www.dumgal.gov.uk/article/16224/Impact-assessments>



## 10 Partnership Working

Dumfries and Galloway Council recognise that engagement with individuals, communities and partner organisations is crucial to ensuring we are an inclusive organisation and meet our duties under the Equality Act 2010.

Listed below are some examples of the partnership working that our Council is involved in to promote equality:

- The Community Planning Partnership who's vision is to "Work together to create an ambitious, prosperous and confident Dumfries and Galloway where people achieve their potential."
- The Poverty and Inequalities Partnership was established in 2021 by the Community Planning Partnership to deliver our **Poverty and Inequalities Strategy 2021 – 2026**. The Partnership is made up of public and third sector and members of the Tackling Poverty Reference Group who have lived experience of poverty and inequalities.
- The Public Protection Committee with a Violence Against Women Subcommittee that brings together staff from across a variety of organisations who are responsible for the responding to Equally Safe. Equally Safe is Scotland's national strategy to prevent and eradicate violence against women and girls. The strategy recognises that violence against women is closely linked to gender inequality (and indeed both causes and is caused by gender inequality). Violence against women includes: domestic abuse; rape and sexual assault; commercial sexual exploitation (including prostitution); trafficking, Female Genital Mutilation and honour based abuse (including forced marriage). <https://www.gov.scot/publications/equally-safe-scotlands-strategy-prevent-eradicate-violence-against-women-girls/pages/2/>
- The Dumfries and Galloway Equalities Partnership was established in July 2017 by four local organisations – DG Voice, Dumfries and Galloway Multicultural Organisation, LGBT Youth Scotland and Dumfries and Galloway LGBT Plus. This partnership enables these organisations to work together towards a shared vision of Dumfries and Galloway as a region where diversity is respected and celebrated, and everyone feels safe and included. Each group receives funding and support from Dumfries and Galloway Council on an annual basis to support their work.
- Dumfries and Galloway Commission on Representation and Engagement – this group includes the D&G Equalities Partnership and Third Sector Dumfries and Galloway. The Commission has strengthened links between all member organisations to maximise positive outcomes for the people they support, allows sharing of good practice across all partners and ensures effective forward planning in relation to representation and engagement activity across all communities in Dumfries and Galloway.



- The Equality and Diversity Working Group is a local group made up of a number of organisations who come together to ensure joint working between public sector organisations and communities of interest in relation to the duties within the Equality Act 2010. Membership includes –
  - **Public Sector** – Dumfries and Galloway Council, NHS Dumfries and Galloway, D&G Health and Social Care Partnership, Police Scotland V Division, Dumfries and Galloway College, Scottish Fire and Rescue Service, University of the West of Scotland, Scotland’s Rural College, University of Glasgow (Dumfries Campus) and Scottish Enterprise.
  - **Representative Diversity Groups** - DGVoice, Dumfries and Galloway Inter Faith Group, Dumfries and Galloway Multicultural Association, LGBT Youth Scotland, Over 50s Group, LGBT Plus and Dumfries and Galloway Society for the Deaf
  - **Other Sectors** - Dumfries and Galloway Citizens Advice Bureau, Dumfries and Galloway Chamber of Commerce and Third Sector Dumfries and Galloway
- Locally there is a Public Sector Diversity Officers Group which is a peer support group of Diversity Leads from NHS Dumfries and Galloway, Police Scotland V Division, Scottish Prison Service, Scotland’s Rural College and Dumfries and Galloway Council.
- Nationally, Dumfries and Galloway Council are represented in the Scottish Council’s Equality Network. This is a peer support network for Equalities Officers from each Local Authority. This is a group which allows the opportunity for information sharing, discussion and the sharing of knowledge and expertise around our duties under the Equality Act 2010 as well as opportunities to engage with national bodies including the Scottish Government and the Equality and Human Rights Commission.
- Dumfries and Galloway Council, Dumfries and Galloway College, and other community partners, are providing formal and informal opportunities for individuals in communities across Dumfries and Galloway to develop their English Language skills. This provision is supporting individuals, including refugees, with English as a second language to be able to complete essential activities such as going shopping or to the doctor, while also supporting progression to positive destinations such as further learning, volunteering and employment. Provision is also helping parents to be able to support their child’s learning, while also providing opportunities to gain a qualification.



## **Awareness Days**

We continue to develop and raise awareness of protected characteristics through a calendar of special days and weeks including:

- Scottish Interfaith Week
- LGBT History Month
- International Women's Day
- 16 Days of action against violence against girls
- Show Racism the Red Card
- Black History Month
- Transgender Day of Remembrance
- International Day of People with Disabilities
- Gypsy, Roma and Traveller History Month

The Equality and Diversity Working Group have developed an **Awareness Days Calendar for 2023**, highlighting special days, weeks and months as a tool for all partners to refer to and plan events to raise awareness of protected characteristics.

We continue to work closely with our Partners to support and promote any local activity through our social media channels, press releases, posters, events and all staff emails to encourage participation.

# 11 Accessibility

Dumfries and Galloway Council are committed to ensuring our services and information are accessible to all. We strive to achieve this through subscribing to a number of services that promote accessibility.

## **Telephone Translation Service**

We subscribe to a telephone translation service which helps our staff communicate effectively with members of the public where English is not their first language.

This service provides access to interpretation for more than 140 languages over the telephone and is available 24 hours a day, 7 days a week. Language posters and cards are displayed in public buildings to help to identify the language that needs to be translated.

## **British Sign Language (BSL) Video Interpreting Relay Service**

**Contact Scotland BSL** provides a telephone access service for deaf BSL users across Scotland through an online BSL interpreting video relay service (VRS). This service is available 24 hours a day, 7 days a week and allows a deaf BSL user to contact the Council via telephone.

## **Recite Me Web Accessibility and Language Toolbar**

To ensure our website is both accessible and inclusive for as many people as possible we have included the Recite Me toolbar that lets visitors to our website view and use it in a way that works best for them.

Recite Me helps individuals who have a disability, including those with conditions like sight loss and dyslexia to access our website in the way that suits them best. It also meets the needs of those who do not speak English as their first language, by being able to translate our web content into over 100 different languages.

The toolbar includes features such as:

- Text options – increase and decrease the size, change the font colour, dictionary and magnifier
- Background – change the colour, text and ink colours
- Compatible with screen readers
- Text to speech function which allows audio to read the text displayed – this can be one in over 100 different languages

## **Access to information**

All our publications carry a note that the information is available in other languages and other formats on request. We regularly produce printed material in a number of different languages. Our graphic design ensures the use of inclusive images of all Protected Characteristics on all our material.



## 12 British Sign Language (BSL) Plan

The Scottish Government wants to make Scotland the best place in the world for British Sign Language (BSL) users to live, learn, work and visit. This means that people whose first or preferred language is BSL will be fully involved in daily and public life in Scotland, as active, healthy citizens, and will be able to make informed choices about every aspect of their lives.

BSL is a language in its own right, with its own grammar, syntax and vocabulary. It has its own dialects and rich variation. Most importantly, it is a language which enables many of our Deaf and Deafblind citizens to learn, work, parent, be creative, live life to the full and to make their contribution to our communities, our culture and our economy.

The BSL (Scotland) Act 2015 requires public bodies in Scotland to publish plans every six years, showing how they will promote and support BSL. In 2018 we developed and published our first shared British Sign Language Plan for Dumfries and Galloway in partnership with NHS Dumfries and Galloway, Police Scotland V Division and Dumfries and Galloway College. This plan is due to be renewed in 2024.

Our plan sets out our collective intentions on how we will improve communication and access to services for people who use BSL and live, work and learn in Dumfries and Galloway.

The plan was developed in partnership with Deaf, Deafblind people and their supporters who live and work throughout Dumfries and Galloway.

Our BSL Plan can be found on our website - <https://www.dumgal.gov.uk/article/18027/British-Sign-Language-BSL-Plan>

## 13. Cost-of-Living Increases

Prices of most goods have risen; food costs more. Petrol/ diesel is fluctuating dramatically and domestic fuel bills are rocketing. People have less money as their disposable income is being eroded.

This issue is not only affecting low-income families but also everyone living and working in Dumfries and Galloway, with many being unaware of what help and support is available to them.

This is not just a challenge for Dumfries and Galloway, it affects people across Scotland, UK-wide and throughout the world.

In 2021, the Community Planning Partnership Board established a Poverty and Inequalities Partnership, comprising a number of organisations including public sector, third sector and individuals. It aims to progress local work to address some of the challenges people are facing due to the increases in the cost of living.

The Poverty and Inequalities Partnership have developed and launched a new **website** (<https://costofliving.dumgal.gov.uk>) as a one-stop shop for our local residents to access a wide range of information, help and advice to ensure they get the support they need to help them through this challenging time.

The website is focussed around six key themes, with each page signposting individuals to where they can go for help and support on a wide range of topics;

- **Support for Income** – where to get advice and find out what benefits and financial support you may be able to get
- **Help for Households** – find out about support with household costs
- **Help with Work** – find help getting into work or get advice on your employment rights and ways to solve problems at work
- **Families and Young People** – Find out more about targeted support for families and young people
- **Older or Disabled People** – Rising costs are impacting older people, disabled people and those who care for them. Find out more about the help available.
- **Health and Wellbeing** – Find information about how you can maintain and enhance your mental wellbeing as the cost of living continues to increase

Our Council established a new cost of living board to give oversight and leadership to work across our Council that will support our citizens during the Cost of Living Crisis and ensure we are doing all that we can to mitigate against the worst impacts



**COST OF LIVING**  
Dumfries and Galloway



## 14 Conclusion

Dumfries and Galloway Council is committed to equality of opportunity for all people within our Community.

This report details the work we have undertaken over the last two years to mainstream equalities and will continue to develop on over the next two years to tackle discrimination, advance equality of opportunity and foster good relations between people who share a protected characteristic.

We will continue to work in partnership with our local groups to promote equality and support those living, working and learning in Dumfries and Galloway.

Our focus for the next two years is to continue to advance equality and opportunity through our Equality Outcomes.

# Appendix 1 Progress on Equality Outcomes 2021 – 2025

On 25th March 2021, Dumfries and Galloway Full Council agreed 14 Equality Outcomes for the period 2021 – 2025 which included outcomes for the Education Authority and Licensing Authority.

The tables below detail the progress made in relation to each of the 2021 Equality Outcomes over the last two years.

## Dumfries and Galloway Council Equality Outcomes 2021 – 2025

Equality Outcome	
Ensure our services and information are fully accessible and available in a range of formats and languages for disabled people and for those where English is not their first language.	
Activities	Update
Give people a choice in how to access services	We have social media pages, websites, emails and printed material available on request.
Improve communications and language to ensure that our information and services are accessible	We always aim to use plain English across all our written material. Our website has been audited for accessibility in line with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 and we have made various improvements. We are currently ranked 185th in local authorities in the UK and we have an accessibility score of 90. We have also updated our accessibility statement to reflect areas we still need to work on.
Understand the languages spoken and written in our region	We have paid for translation services to translate information into 13 different languages. Our website has the recite me toolbar installed where the content can be easily translated into over 100 languages. The software will also read the content aloud in over 35 languages.
Continue to work towards our objectives within our local British Sign Language Plan	<p>We continue to improve communication and access to services for people who use British Sign Language (BSL). Our BSL Plan concludes in October 2024 and whilst we are still progressing our current objectives, we are looking ahead at what we want to progress beyond 2024 and the engagement we want to carry out within our local community to help us shape our 2024 – 2030 British Sign Language Plan.</p> <p>Work is underway to identify and review existing employee information on iTrent which holds data disclosed by staff on defined 'sensitive information' which includes all aspects of Equality Act information and Protected Characteristics. This additional work taken is to ensure BSL users within the organisation are supported and our policies and practice are designed to support those BSL users.</p>



Introduce a Text Relay Service as a means of contacting the Council

British Sign Language customers can currently contact us by using Contact Scotland BSL and we continue to increase availability of Council information in BSL (examples include complaints procedure, kerbside recycling and equality outcomes). We have added the Recite me web accessibility language toolbar to the Council website to make it accessible and inclusive for as many people as possible.

### Overall Equality Outcome Update

Dumfries and Galloway Council are committed to ensuring our services and information are accessible to all. We strive to achieve this through subscribing to a number of services that promote accessibility, this includes a telephone translation service, the installation of the Recite Me Web Accessibility and Language Toolbar and through the use of Contact ScotlandBSL who provide a video interpreting relay service. All our publications carry a note that the information is available in other languages and other formats on request. We regularly produce printed material in a number of different languages.

### Equality Outcome

Reduce digital exclusion in Dumfries and Galloway for younger and older people, disabled people and minority ethnic communities.

Activities	Update
Support the enabling of better digital connectivity across the Region	Our Council has facilitated the delivery of the Scottish Government R100 programme and promoted both UK and Scottish Government Digital Connectivity Voucher Schemes. In addition, our Council continues to monitor the evolving Shared Rural Network (SRN) 4G programme to understand implications for improved coverage across the region and any proposed Borderlands led 4G/5G interventions.
Work with other partners about the availability of equipment including Connect Scotland	There has been a range of applications made to Connecting Scotland to ensure adults, young people and Resettlement adults have access to digital devices to encourage essential digital skills. Various organisations have made successful bids to <b>Connecting Scotland</b> to ensure that our communities have laptops/ tablets to complete all their learning requirements. Services include Education; Employability; Lifelong Learning; Youth Work; NHS & Third Sector organisations.



## Promote digital learning

Within Dumfries and Galloway there are a wealth of organisations offering digital skills training and development to individuals, employees, and businesses at a range of levels. Dumfries & Galloway's Community Planning Partnership (CPP) Board are working with Dumfries & Galloway College, to develop a coordinated approach which would bring partners together to tackle digital exclusion and maximise digital opportunities across the region. This is research based work from findings of Third Sector Dumfries and Galloway's (TSDG) Digital Exclusion Research **Report – Digital Exclusion in Dumfries and Galloway, September 2022**

This work will be finalised into a Digital Skills Strategy for Dumfries and Galloway to set out priorities and commitments for developing the digital skills of citizens and workforces across the region, referencing - Skills Development Scotland's Digital Economy Skills Action Plan, **Future skills: action plan - gov.scot (www.gov.scot)**

One example of digital learning across the authority is from the Lifelong Learning Service who currently run 19 groups a week focusing on specific digital skills throughout the region, ranging from drop-in digital support, to beginners digital literacy, intermediate digital learning to advanced ICDL with digital qualifications **Deliver ICDL - IT user qualification (previously ECDL) | BCS**. This delivery is across communities in Dumfries and Galloway and online with 1:1 and group provision available.

The aim of the service digital provision focusses as Essential Digital Skills and Digital Adoption skills to enable adults to participate in the digital world from the basics of understanding how your child learns in the digital world, to online necessities such as ordering medication/online shopping to providing digital adoption skills for employment. We have a high number of older people who attend our digital classes to increase their skill base.

In the service Covid Recovery Plan there has been adaption to suit the needs of learners and the service now facilitates a hybrid approach to learning, incorporating 38 digital related classes a week which are a mixture of online and face to face. Delivery includes a high range of online digital ESOL learning classes to meet the Scottish Government and Dumfries and Galloway Resettlement Board requirements of ESOL English language learning for resettled guests and asylum seekers based in Dumfries and Galloway.

The Service is also developing a Moodle online platform to ensure a dedicated platform for learning which removes barriers for face to face participation **Dumfries and Galloway Council, Lifelong Learning Service (lifelonglearningdumgal.co.uk)**.

## Overall Equality Outcome Update

Within Dumfries and Galloway there are a wealth of organisations offering digital skills training and development to individuals, employees, and businesses at a range of levels. Dumfries & Galloway's Community Planning Partnership (CPP) Board are working with Dumfries & Galloway College, to develop a coordinated approach which would bring partners together to tackle digital exclusion and maximise digital opportunities across the region.



<b>Equality Outcome</b>	
Develop a more diverse organisation which better represents the local population	
Activities	Update
Develop a more diverse workforce that represents our local population	The Council is currently carrying out a comprehensive review of our approach to recruitment and selection, and as part of this the current Recruitment and Selection Policy and Procedure will be refreshed. Key outcomes include an improved candidate experience, enhanced digitalisation and automation of processes, promotion of equality of opportunity and attraction and retention of talent and a more diverse workforce that reflects our local population. New candidate attraction techniques will be implemented to reach a wider pool of candidates, with an Equality, Diversity and Inclusivity Statement added to all adverts. Staff network groups will be formed to help to identify accessibility issues and actions that can be taken to overcome these. We plan to progress opportunities to promote our externally advertised vacancies through partnership organisations that support diversity and protected characteristics groups within our local population.
Support the national work on participation in public life to encourage people from protected characteristic groups into Elected positions	During the Scottish Parliamentary 2021, the Local Government 2022 and recent byelection we have promoted the Electoral Commission Guidance on standing for election and the Access to Elected Office Fund (Scotland) via our webpages. During the Local Government Elections 2022 we assisted the Scottish Government by distributing, to all candidates, the 2022 Local Government Candidate Diversity Survey. This survey was responding to long-standing calls from stakeholders and across the political spectrum for better data to understand the diversity of election candidates.
Undertake a review of recruitment procedures to ensure that they are in line with best practice to improve and increase workplace diversity	The Council is currently carrying out a comprehensive review of our approach to recruitment and selection, and as part of this the current Recruitment and Selection Policy and Procedure will be refreshed. The Council is committed to applying equality of opportunity at all stages of the recruitment and selection process. Shortlisting, interviewing and selection is carried out without regard to age, disability, sex, gender reassignment, pregnancy, maternity, race, sexual orientation, religion or belief, marital or civil partnership status, political opinion or trade union membership.
<b>Overall Equality Outcome Update</b>	
Progress is underway and a Project team established to review our approaches to recruitment and selection, which will include a refresh of the Recruitment and Selection Policy and procedure during 2023. Work is also planned to enhance our links and partnership working with organisations to attract and support a more diverse workforce within our Council.	



Equality Outcome	
Provide a safe and secure workplace for our staff and Elected Members from protected characteristic groups.	
Activities	Update
Further development of the existing LGBT+ Staff Network	We will engage with employees in the development and introduction of Staff Network Groups (including LGBTQ+) which will identify and put measures in place to remove any barriers to opportunity or development, build confidence and empower all staff to have a fulfilling and rewarding career.
Explore the creation of new protected characteristic group staff networks	We will engage with staff and seek their views and input to the development of staff network groups. These groups will be integrated into the Council's engagement and consultation practices, and contribute to measures that will remove any barriers, build confidence and empower all staff to help develop their skills and ensure a fulfilling and rewarding career.
Undertake relevant 'charter' schemes, e.g. LGBT Youth Charter Mark, Equally Safe at Work	Dumfries and Galloway Council is a current active member of the Equally Safe at Work Shadow Group and an accredited Disability Confident Employer and Carer Positive Exemplar employer.
Improve our recording and monitoring of employee and Elected Member data on the protected characteristics	We collect and use data on equalities using various mechanisms. These include data on our employees through our integrated HR and Payroll iTrent system. During 2023, we plan to update the equality definitions in the Council's payroll and Human Resources System (iTrent) in line with the 2022 Census. Following this there will be regular engagement and communication to all employees to communicate the importance and merits of disclosing equality information. It is hoped that along with MyDetails self-service which enables a high number of employees to access and update their equality information directly into the HR/Pay System, that this approach will help facilitate greater disclosure of information.



<p>Develop a People Strategy to promote fairness and respect across our organisation</p>	<p>Our <b>People Strategy 2021 – 2026</b> promotes respect and fairness and includes our vision, values, core behaviours, outcomes and success measures. A key success measure for the providing a positive experience outcome is increased sense of trust and fairness in our Council. Our <b>SUPPORT</b> behaviours provide the foundation for our staff to work together to deliver our council vision -</p> <ul style="list-style-type: none"> <li><b>S</b>trengthen – our communities</li> <li><b>U</b>nderstand – our children’s needs</li> <li><b>P</b>rotect – our vulnerable people</li> <li><b>P</b>romote – equality and diversity</li> <li><b>O</b>pen and transparent – at all times</li> <li><b>R</b>espect – our environment</li> <li><b>T</b>reat – each other with kindness</li> </ul>
<p>Implement an Organisational Development Framework</p>	<p>Our Organisational Development Framework is developed and agreed. Engagement is now in place with services to support delivery of the framework. The OD Framework is how we will deliver on our People Strategy Outcomes.</p>

**Overall Equality Outcome Update**  
 Our People Strategy and Organisational Development Framework have been developed, and actions and activities are planned/underway to successfully deliver the remaining objectives.

<b>Equality Outcome</b> Support members of protected characteristic groups to have equality of access to a prosperous future.	
Activities	Update
<p>Support and develop new and existing businesses to adopt Fair Work principles and practices</p>	<p>Dumfries and Galloway Council support businesses who access Employer Recruitment Incentives to complete Fair Work assessments and share outcomes.</p> <p>Dumfries and Galloway Council supports an Employer Engagement Partnership formulating how partners might take forward Fair Work practices across the region.</p>
<p>Adopt the Young Person’s Participation Strategy to widen accessibility</p>	<p>At Full Council in November 2022, the new Youth Participation and Engagement Strategy 2022 – 2027 was agreed and a copy is available on our <b>website (Youth Participation &amp; Engagement Strategy 2022-2027 (dumgal.gov.uk))</b>.</p> <p>The strategy sets out what progress we have made, our ambitions for the future, the ways in which young people can get involved and guidance for any person looking to engage with young people in Dumfries and Galloway. The strategy has been co-produced with young people, with support and contributions provided by a range of Dumfries and Galloway Council services across all Directorates.</p>



<p>Support the Scottish Government's Young Person's Guarantee to develop a local Young Employment Strategy</p>	<p>The Young Person's Guarantee partnership feeds into the Dumfries and Galloway Local Employability and Skills Partnership Delivery Plan 2022 – 2027 through its priority plan including the Employer Recruitment Incentives programme and Kickstart regional approach.</p>
<p>Provide support and funded access to training to upskill and improve the employment circumstances for people in low paid positions</p>	<p>Delivered through the 'No One Left Behind' Key Worker support where support is targeted to individuals through key sector initiatives including the Transport programme including HGV, PSV and the Care Programme via Skills Matching Events. Wider partnership development is ongoing through the Workforce Skills Summit.</p>
<p>Promote initiatives that support the employment of disabled people</p>	<p>Key Workers support in organisations including The Usual Place and Better Lives Partnerships. Our Council promotes Project Search and Employer Recruitment Incentives.</p>
<p>Support the Scottish Government's No One Left Behind policy for disabled people, young people and those from a minority ethnic community</p>	<p>Dumfries and Galloway Council supports the 'No One Left Behind' policy through the following projects –</p> <ul style="list-style-type: none"> <li>• Project Search</li> <li>• Partner Key Workers are funded within local organisation e.g. The Usual Place, Better Lives partnership</li> <li>• Resettlement Key Worker programme being developed</li> <li>• Employer Recruitment Incentives focus on these groups</li> </ul>

**Overall Equality Outcome Update**

Dumfries & Galloway Council's Employability & Skills service is working in partnership to build an employability and skills system which focuses on positive, person-centred outcomes and support Fair Work across our region. The Local Employability & Skills Partnership has priority groups which include supporting those who face barriers in accessing the labour markets and this commitment to fair work is reflected throughout our collaborative Partnership Delivery Plan (2022-2027).



<b>Equality Outcome</b> Support people in Dumfries and Galloway to feel safe to report Hate Crime.	
Activities	Update
Work with our local community to identify and address any community safety issues	Community Safety Officers undertake a framework of Anti-Social Behaviour detection, deterrence and reassurance foot patrols and deliver 24 Community Safety Engagement Days per year as well as participate in ad hoc engagement events in schools and within communities. The Community Safety Team's primary activity is to enforce littering, dog-fouling, fly-tipping, car parking and to arrange appropriate disposal of abandoned cars and safely collect and dispose of needles and syringes. In addition, they undertake private water supply quality checks and help mediate neighbour disputes (high hedges and domestic noise) and act as secretariate to the Police led Dumfries and Galloway Antisocial Behaviour Strategy Group and the three area based Multi-Agency Tasking and Co-ordination meetings.
Ensure interventions are early and effective	<p>The Community Safety Team is an active contributor to the three area based Multi-Agency Tasking and Co-ordination meetings that take place monthly.</p> <p>Operational activity is co-ordinated at a local level through Community Safety Multi-agency Tasking and Co-ordinating (MATAC) meetings held regularly across the region on a locality basis. These meetings formalise local partnership arrangements and adopt a problem-solving approach to consider the most problematic cases. The meetings ensure shared situational awareness, share and maximise use of finite resource, and ensure accountability and progress toward improved outcomes for people and communities affected by antisocial behaviour</p>
Ensure our advice and support on community safety is accessible to all	<p>Our Community Safety Team responds to antisocial behaviour and enforce environmental or other local issues. They work across the region to make communities and individuals feel safe and secure.</p> <p>The Community Safety Team can help with, and enforce penalties, for:</p> <ul style="list-style-type: none"> <li>• antisocial behaviour</li> <li>• dog fouling</li> <li>• fly tipping</li> <li>• littering</li> <li>• abandoned vehicles</li> <li>• discarded needles</li> <li>• domestic noise nuisance</li> <li>• council car park inspections</li> </ul> <p>They also provide a <b>mediation service</b> to support people, like neighbours, who are in conflict. The team can help you agree on practical solutions to certain issues.</p>



Ensure our advice and support on community safety is accessible to all

Antisocial behaviour causes alarm and distress. The Community Safety Team are committed to tackling antisocial behaviour and are dedicated to making it easier for communities and individuals to seek advice and support.

Antisocial behaviour comes in many forms and may include:

- domestic noise nuisance
- rowdy behaviour
- fly tipping
- littering
- Fire setting
- Vandalism/graffiti
- abandoned vehicles
- discarded needles and drug misuse
- animal nuisance and dog fouling

We've worked with our partners in Dumfries and Galloway to develop a strategy for tackling antisocial behaviour. We also have a dedicated Community Safety Team.

 [Download the Antisocial Behaviour Strategy 2020-2024 \[PDF - 4.34MB\]](#)

[Find out more about our Community Safety team](#)

Further information on Community Safety can be found on our website - [Community safety - Dumfries and Galloway Council \(dumgal.gov.uk\)](#)

Work with our local community to ensure they feel supported to report hate crime either directly to Police Scotland or through our local third-party reporting centres

We continue to encourage any communities or individuals who experience Hate Crime to report it to Police Scotland and we promote the reporting of Hate Crime through our website –

[Community safety - Dumfries and Galloway Council \(dumgal.gov.uk\)](#)



Promote women's safety and wellbeing

Violence against women and girls is an important safety and wellbeing issue for women as it is recognised that it causes and is caused by women's inequality. There is a multiagency Violence Against Women and Girls Subcommittee (partnership) that regularly meet to discuss how partners (including the Council) can work together to prevent such abuse and provide support to survivors of violence against women.

During 16 days of activism there was a programme of events and information on social media to increase knowledge of all forms of violence against women. In 2022, this included a Bystander event to increase understanding of all forms of violence against women and to encourage men (and women) to both recognise and challenge such abusive behaviour.

Regular public adverts and awareness messages are sent on social media to encourage greater understanding of what constitutes abuse as well as information on local organisations and national helplines where women experiencing abuse and violence can access support. In 2022 a programme of training and awareness on Safe and Together (an internationally recognised approach to domestic abuse) started with the aim of providing training to staff to enable them to further enhance the safety and wellbeing of survivors and their children. In addition there has been an ongoing programme of training including Domestic Abuse, Revenge Porn, Trafficking, Commercial Sexual Exploitation and Trauma Informed Response to Rape and Sexual Assault.

Ensure the people who are deemed most at risk from harm will be identified, supported and protected

Any instances of Hate Crime identified via the Multi-Agency Tasking and Co-ordination process are referred to Police Scotland V-Division colleagues.

### **Overall Equality Outcome Update**

Community Safety Officers undertake a framework of Anti-Social Behaviour detection, deterrence and reassurance foot patrols to make communities and individuals throughout our region feel safe and secure. We continue to encourage any communities or individuals who experience Hate Crime to report it to Police Scotland and we promote the reporting of Hate Crime through our website.



<b>Equality Outcome</b> Involve a wider range of people with protected characteristics in local decision making and activities.	
Activities	Update
Work with the local protected characteristic groups to widen involvement in local decision making and activities	<p>The Commission on Representation and Engagement has encouraged greater participation in public life including representation on third sector organisations' boards and activities.</p> <p>The Equality and Diversity Working Group continues to participate in Stakeholder Impact Assessments and any ongoing consultation and engagement events to ensure any changes to policy, practice or decision making are considerate of those with protected characteristics.</p> <p>Dumfries and Galloway's Youth Council ensures that the voices of our local young people, particularly those from protected characteristic groups are heard and considered when making any changes to Council policy or practice. In total there are 35 Elected positions from across the region.</p>
Continue to develop involvement of our BSL community	<p>Through the delivery of our British Sign Language Plan we are working with the local deaf community to increase participation and engagement in local decision making and activities.</p> <p>Our current BSL Plan concludes in October 2024 and work is underway to begin developing the new six year plan where we will be working very closely with our local Deaf community to seek their views on where improvements are needed and to have a greater focus on tangible actions that will support our local community in line with the direction provided by the Scottish Government.</p> <p>The Dumfries and Galloway Society for the Deaf who represent those who are deaf, hard of hearing or use British Sign Language as their first language have joined the Equality and Diversity Working Group which will help to increase involvement of the BSL Community.</p>
Continue to develop involvement of our Gypsy/ Traveller Community	<p>The Council operates two Gypsy/Traveller sites at Collin (near Dumfries) and Barlockhart Park (near Glenluce). The Scottish Government has put in place a robust framework so that the accommodation needs of Gypsy/ Travellers are properly assessed, and effectively met, at a local level. The Scottish Social Housing Charter sets out the standards, and outcomes, required to be met on Gypsy/Traveller sites. These include equalities, communication, participation, value for money and rents/service charges.</p> <p>Our Gypsy/Traveller Service has dedicated officers who support the residents of the Council's two Gypsy/Traveller sites within Dumfries and Galloway and support residents in a wide range of ways tailored specifically for this community.</p>



Continue to develop involvement of our Gypsy/ Traveller Community

Accommodation is one of the most important issues faced by this community and has an impact on a wide range of other issues. The Council's Barlockhart Park site now meets the Scottish Government's Minimum Site Standards. The Council is working to identify its preferred option for future service provision in the Dumfries area.

The Council works with the community to raise awareness of key rights and entitlements and helps to ensure that the Gypsy/Traveller service is responsive to Gypsy/Travellers' specific needs and preferences using formats and methods that suit their varied needs. We work to improve educational outcomes for Gypsy/Travellers by supporting them to take advantage of their right to education and work with NHS colleagues to tackle health inequalities.

The Gypsy/Traveller service continues to work with various partners including Social Work, NHS, Community Development, Education and others to ensure that Gypsy/Traveller families and specifically the most vulnerable groups are supported post COVID-19 lockdown.

The Council helps Gypsy/Travellers to increase uptake of financial support they are eligible for by supporting them to access relevant services. Parents are supported to overcome barriers to work, and in-work poverty and strive to improve standards of living by reducing daily living costs for Gypsy/Travellers ensuring value for money for rents/service charges. Electricity Smart Meters have been installed at both sites to allow site residents to manage their electricity consumption more easily by offering online and cash payment methods.

The Council works to ensure that its Gypsy/Traveller sites and encampments are managed so that Gypsy/Traveller occupants can live safely and securely. We work in partnership with Police Scotland and Community Safety colleagues in a way that recognises cultural sensitivities.

The Council works to strengthen community development and engagement and make sure that Gypsy/Travellers are consulted and fairly represented in decisions that are made at a local level.

The Council's Gypsy/Traveller Liaison Group is a regular forum whose purpose is to discuss local and national issues affecting the Gypsy/Traveller community. Members include, Education, Social Work, Police Scotland, NHS and the local Community Council. There is an open invitation to members of the Gypsy/Traveller community to attend.

### **Overall Equality Outcome Update**

Dumfries and Galloway Council recognises that engagement with individuals and communities is crucial to ensuring we are an inclusive organisation and meet our duties under the Equality Act 2010. The Council continues to engage and consult with our local community on changes to policy, practice and decision making, particularly to ensure that those within protected characteristic groups have their voices heard and opinions listened to. We continue to engage with a number of local groups and communities to increase participation from those within protected characteristic groups.



<b>Equality Outcome</b> Support people with protected characteristics to have good mental health and wellbeing.	
Activities	Update
Work in partnership with NHS Dumfries and Galloway and the Health and Social Care Partnership to gain greater understanding of any barriers and work together to address these	Dumfries and Galloway Council continue to work closely with NHS Dumfries and Galloway and the Health and Social Care partnership to understand, monitor, analyse and collectively address any barriers to people with protected characteristics. A key ambition outlined in the Health and Social Care Partnership Workforce plan 2022-2025 is to develop a multi-agency workforce data set and a set of key performance indicators to monitor and report workforce performance data including protected characteristics.
Maintain our Healthy Working Lives Gold Award Status	Dumfries and Galloway Council has successfully maintained the Healthy Working Lives award at Gold Level.
Provide mental health and wellbeing information and support on our website	We provide a range of mental health and wellbeing information and support on our website. This includes our Mental Health and Wellbeing Policy and Resource pack, access to confidential (self-referral) counselling, support from trained Mental Health Champions across the Council and a range of health and wellbeing campaigns are delivered each year through the Strategic Health and Wellbeing group.
Roll out a community-based approach to addressing low level mental health in young people	<p>To support young people within Dumfries &amp; Galloway to deal with the impacts of COVID-19, Our Council has invested in setting up a 3-year community based young people’s low level mental health support service that is delivered within Dumfries &amp; Galloway across all 12 ward areas. Within each ward area the youth information worker has been delivering the following:</p> <ul style="list-style-type: none"> <li> <b>1-2-1 Support</b>                These support programmes aim to help young people to learn strategies to cope with their difficult feelings and work is focussed on individual needs. These programmes are weekly 45-minute sessions for around 6-12 weeks. Partners can refer a young person for 1-2-1 support using the referral from below. Young people are able to self-refer by speaking to a Youth Information Worker.             </li> </ul>



Roll out a community-based approach to addressing low level mental health in young people	<ul style="list-style-type: none"><li>• <b>Group Work</b></li></ul> <p>These programmes are designed to focus on young people's overall health and wellbeing with a specific focus on a targeted or identified groups. Programmes are run weekly for 12 weeks and examples of programmes are:</p> <ul style="list-style-type: none"><li>• Seasons for Growth (Loss and Bereavement)</li><li>• Living Life to the Full (Confidence and Self Esteem)</li><li>• Your Resilience</li><li>• The group work and issue-based programmes are usually delivered with between 6-10 young people (depending on the venue) and the content of the sessions will be flexible to the needs of each group.</li></ul>
Progress the multi-agency protocol to support young people not attending school due to anxiety issues	<p>A draft mental health pathway has been created which will help young people, and their families to identify which supports are available at which of the 5 tiers. The pathway goes from Tier 1 universal level (e.g. pastoral support in school, PSE curriculum, building capacity in staff) to Tier 5 which is specialist crisis intervention.</p> <p>The development of a multiagency protocol on emotion based non-attendance is underway.</p>

**Overall Equality Outcome Update**  
Our Council values our workforce and recognises the importance of supporting employee's mental health and wellbeing. The Strategic Health and Wellbeing group has a programme of work underway for 2023 to engage with the workforce on their health and wellbeing and to enhance and promote the range of existing support available.



## Dumfries and Galloway Council Education Authority Outcomes 2021 – 2025

Equality Outcome	
Raise attainment, achievement and participation for children with Protected Characteristics.	
Activities	Update
Progress the actions within the Time for Inclusive Education Plan (TIE)	<p>Schools can access TIE education resources within the GLOW site. Some secondary schools are working towards their LGBT charter mark. All secondary schools in the authority have trained staff and many secondary schools have the Mentors in Violence Prevention programme up and running. Homophobic bullying is being recorded within the SEEMiS bullying and equalities module.</p> <p>Our Council has agreed funding for all secondary schools to undertake the LGBT Charter Mark, this will commence during 2023</p>
We will deliver the priorities and drivers of the National Improvement Framework through the Education Plan and improvement planning	<p>The vision for education in Scotland is set out within the National Improvement Framework as:</p> <ul style="list-style-type: none"> <li>• Excellence through raising attainment and improving outcomes: ensuring that every child and young person achieves the highest standards in literacy and numeracy, as well as the knowledge and skills necessary to shape their future as successful learners, confident individuals, responsible citizens, and effective contributors; and</li> <li>• Achieving equity: ensuring every child and young person has the same opportunity to succeed, no matter their background or shared protected characteristics, with a particular focus on closing the poverty related attainment gap.</li> </ul> <p>The key priorities of the National Improvement framework are:</p> <ul style="list-style-type: none"> <li>• Placing the human rights and needs of every child and young person at the centre of education</li> <li>• Improvement in children and young people’s health and wellbeing</li> <li>• Closing the attainment gap between the most and least disadvantaged children and young people</li> <li>• Improvement in skills and sustained, positive school-leaver destinations for all young people</li> <li>• Improvement in attainment, particularly in literacy and numeracy.</li> </ul> <p>Before the pandemic, schools across Dumfries and Galloway showed an improving trend over time of raised attainment in Literacy and Numeracy in both the Broad General Education (BGE) and Senior Phase. The pandemic had a significant negative impact on the continuation of many of these trends, this was particularly evident in attainment of expected Curriculum for Excellence (CfE) levels across the BGE. Due to approaches and adjustments made by SQA in how young people were assessed and accredited in 2019-20 and again in 2020-21 to mitigate the impact of the pandemic on learning, teaching and assessment, the overall effect on attainment in the senior phase was less pronounced.</p>



We will deliver the priorities and drivers of the National Improvement Framework through the Education Plan and improvement planning

Secondary schools across Dumfries and Galloway adapted quickly and effectively to changes in SQA approaches brought about by the pandemic. Strengths in collaborative approaches, partnership working, moderation and sharing of practice across the authority and regional improvement collaborative (SWEIC) ensured that senior phase young people across Dumfries and Galloway received appropriate accreditation for their learning. This was achieved successfully despite the challenges faced as a consequence of changes in how learning and progress was captured and assessed at local and national level.

The February overview data will be used by schools to monitor and capture progress since June 2022 and enabled them to further identify and plan strategies, approaches with a particular focus on literacy, numeracy and health and wellbeing, including mental health and wellbeing.

A key role of the local authority is to bring about improvement in education provision through empowering schools and their local community, head teachers, teachers, parents and children and young people. In Dumfries and Galloway, the local authority is working in partnership with schools and school leaders to develop professional empowerment to continue to move towards sustainable high-quality implementation and professionally led educational improvements within and across classrooms and schools. Local authority Quality Improvement Officers have engaged with school leaders to develop empowered relationships and responsiveness to local needs, priorities, changes, and challenges. This has been particularly important in session 2021-22 as schools continued to respond to the pandemic to meet the needs of young people and families within their own individual contexts and changing circumstances. Schools have further developed ownership of improvement and have responded to and utilised professional judgement, data and evidence as part of their decision-making processes. The local authority and schools have worked in partnership to develop co-ownership of change and improvement that is essential to realise the ambitions of excellence and equity for all learners and address the poverty-related attainment gap. The pandemic has seen the emergence of additional challenges in closing the attainment gap and the local authority will continue to work in collaboration with schools and partners through empowered systems working to identify, prioritise and mitigate its impact.

Dumfries and Galloway's Raising Attainment Strategy was updated in January 2022 in response to the changing landscape brought about by the Covid 19 pandemic. It is now entitled : Quality Assurance and Raising Attainment Strategy: 'A Framework for Improvement' (January 2022 Update).



<p>We will deliver the priorities and drivers of the National Improvement Framework through the Education Plan and improvement planning</p>	<p>The Quality Assurance and Raising Attainment Strategy and Framework for Improvement underpins our commitment to improving outcomes as expressed through the National Improvement Framework priorities and drivers, Council priorities and commitments and local authority business and improvement plans. The strategy aims to support schools and settings across the local authority to provide the best start in life for all our children and young people and equity of opportunity to make the most of their potential.</p> <p>Dumfries and Galloway's approach to implementing and delivering Scotland's Curriculum, also known as Curriculum for Excellence (CfE), is at the heart of our Quality Assurance and Raising Attainment Strategy. In striving for excellence and equity, it focuses on wellbeing, equality and inclusion, approaches to improving learning, teaching and assessment, developing leadership at all levels to support sustained improvement, enhancing partnership working and collaboration and embedding approaches to securing improvement through a culture of self-evaluation</p>
<p>Build capacity, identify inequalities and barriers and prioritise well considered support and mitigation, to help schools priorities the most appropriate next steps to further drive equality improvements to close the attainment gap</p>	<p>All schools reported that Pupil Equity Funding (PEF) was used to reduce inequality of educational outcomes and improve experiences for identified children and young people. Schools allocated PEF to address areas such as; literacy, numeracy, health and wellbeing needs, financial barriers, participation and parental engagement, in line with National Improvement Framework priorities and drivers. Additional staffing was used to target individuals and small groups where evidence showed that the pace of progress could be improved.</p> <p>During and post pandemic, PEF funding was used more flexibly, for example by reducing the barriers in remote learning where SIM cards and devices were supplied to ensure learners had access to online learning, alongside the Local Authority digital support. In addition, basic resources such as pens, pencils, jotters, paper, art and sports equipment were made available, and these resources continued to be supplied ensuring that all children had access to everything they required to engage with their learning. Technology skills were increased through use of Teams, Microsoft forms for feedback, Nessy, Sumdog and Accelerated Reader and these new ways of working are being maintained by schools who are keen to develop learner and staff skills further.</p> <p>Schools now demonstrate an embedded awareness of equity and the need to identify the most effective interventions for identified gaps through evidence-based research. In addition, the Excellence and Equity Raising Attainment Groups have been continuing to highlight authority data evidence of areas for schools to address and advising on appropriate interventions. Quality Improvement Officer and Education Scotland's Attainment Advisor in person engagement has recommenced to support teachers and schools to tackle underspends which occurred as a result of planned staffing being unavailable. The meetings also support schools to access the best resources for recovery and to accelerate progress.</p>



Build capacity, identify inequalities and barriers and prioritise well considered support and mitigation, to help schools priorities the most appropriate next steps to further drive equality improvements to close the attainment gap

The continuing need to empower schools to develop sustainable approaches to improvement and ensure lasting impact for children and young people affected by poverty to achieve their full potential is vital to address the impact of COVID-19 on learning. Headteachers have continued to create clear rationales for use of the funding and the impact of PEF on learners. This has been done based on a robust contextual analysis, including relevant data which identifies the poverty-related attainment gap in individual schools. School Improvement Plans and Standard and Quality reports allow the Authority to monitor and evaluate the effectiveness of raising attainment for children affected by poverty.

The Pupil Census return for November 2022 indicated small increase in the number of children and young people in Dumfries and Galloway attending schools who are assessed as having Additional Support Needs (ASN).

33.6% of all pupils had an additional support need recorded in September 2021 compared to the national value of 33.3%. The primary/ secondary split indicates a significant divergence from the national position. The evidence is clear that additional support needs are not a marginal group and to effectively meet the needs of this group, and indeed all children and young people, a system change is needed to deliver an inclusive educational offer for all across settings and schools in Dumfries & Galloway. Inclusion is a presumption and a right.

In March 2022 the Education and Learning Committee agreed to the implementation of the Framework for Inclusion, which is the local implementation plan for the findings of Angela Morgan's Support for Learning: All our Children and All their Potential.

"Nationally 30.9% of children & young people have an additional support need. Inclusion is not a department. Schools need to be ready for children & young people as they are, not as we think they should be... And there is a fantasy that someone out there can fix things .... Sprinkle magic dust and make the challenges go away".

The Framework for Inclusion sets out five workstreams–Policy and Procedure; Resources; Workforce Development; Parental Engagement and Involvement and Relationships and Rights.

Priority 5 of the Children's Services Plan focuses on and young people with complex needs and disabilities to enable them to reach their potential.



Build capacity, identify inequalities and barriers and prioritise well considered support and mitigation, to help schools priorities the most appropriate next steps to further drive equality improvements to close the attainment gap

This priority is led by the multi-agency Children's Disability Strategy Group. The priority has four aims:

- Children with neurodevelopmental disorders (for example Autism Spectrum Disorders, ADHD, Fetal Alcohol Syndrome) will be diagnosed at the earliest possible opportunity. This involves the development and implementation of a new Neurodevelopmental Assessment and Diagnostic Service to provide appropriate support and interventions
- Educational pathways and the range of options for children with complex needs (including Autism Spectrum Disorders and social communication disorders) will be strengthened in order to improve outcomes. This involves reconfiguring resource provision for children with complex needs across Dumfries and Galloway; and reconfiguration of services and approaches within Education to more effectively target those with complex needs.
- Young people with disabilities will experience a smooth transition to adulthood. This involves reviewing transition processes to identify gaps and areas for improvement and address these.
- Families with children and young people with disabilities will have access to range of support options to meet individual needs and improve outcomes. This involves an independent review of short breaks provision; and a mapping of wider available supports and any gaps in provision for families which will inform planning of provision.

This priority will remain a focus in the forthcoming plan covering the period 2023 - 2026.

In April 2021, the decision was made by Dumfries and Galloway Council's Communities Committee to support the long-term ambition for all 16 secondary schools and Dumfries and Galloway Council as an organisation to achieve the LGBT Charter (Bronze for the Council and the appropriate level as determined by each secondary school). This work was part of the Council's commitment to the Time for Inclusion Education (TIE) campaign and was an action agreed to be progressed following on from the first Joint Meeting between Dumfries and Galloway Council and Youth Council in March 2020. The LGBT Charter is a straightforward programme that enables organisations or schools to proactively include LGBTI people in every aspect of their work, protecting their staff and providing a high quality service to their customers, students or service users. The Charter recognises an organisation or schools commitment and the work they have undertaken to ensure services and spaces are inclusive and welcoming for LGBTI people. Following on from this agreement, a commission was paid to LGBT Youth Scotland that ensured the associated costings for all 17 LGBT Charters were funded in order to realise this ambition.



Dumfries and Galloway Council’s Youth Work Service have delivered an annual LGBT gathering for young people across the region since 2018, the Scottish Governments themed Year of Young People. These annual events are co-produced with young people involved in the Chameleons steering group and each year, the experiences of LGBT young people inform an action plan of activities, initiatives, and awareness events that the group will undertake between gatherings. The Chameleons work in partnership with the Nominated LGBT Youth Councillor to ensure young people’s voices are represented through Dumfries and Galloway’s Youth Council.

### Overall Equality Outcome Update

Priorities to promote equality remain a priority within key documents driving development across the service and schools including the Service Business Plan, National Improvement Framework, Children’s service plan and Pupil Equity Funding deployment.

### Equality Outcome

Reduce identify-based bullying and harassment in schools

Activities	Update
Continue to commission services for LGBT young people	We continue to work closely with LGBT Scotland to help our schools become more inclusive. Some secondary schools have established LGBT groups and champions and will support events such as LGBT history month and Purple Friday.
Progress the actions by working with local and national parental organisations (including RespectMe)	<p>The ‘reward’ programme was pilot tested in Dumfries and Galloway.</p> <p>Dumfries and Galloway stepped up with a confidence based on the investment already made in policy and training, alongside a local intelligence/awareness of the schools most ‘ready’ to be part of the process. The impact of this has been hugely significant; the positive external evaluation supported a successful bid to the Scottish Government for additional funding to scale and automate parts of the programme via an online platform. The interactive website was launched by Respect me in October 2022 ready for future participants to enjoy a much more streamlined process than that experience by our Dumfries and Galloway early adopters.</p> <p><b>Module 1 – Understanding Bullying and Module 2 – Responding to Bullying.</b></p>
Progress the actions by working with local and national parental organisations (including RespectMe)	<p>We are excited about working with Respectme by offering these new online Anti-Bullying &amp; Positive Relationship modules across Dumfries and Galloway. The modules provide a sound foundation to understanding these issues, supporting our inclusion, health and wellbeing and positive relationships approaches - all of which are underpinned by the principles of United Nations Convention on the Rights of the Child and have Children’s Rights at their heart.</p> <p>A number of engagement participants of the e-learning modules have been identified. We are rolling out a programme of access to these online modules over the coming months and academic years</p>



Why: The modules provide a resource that can help to deliver -

- elements of individual schools anti- bullying positive behaviour policies / strategies
- Support the roll out of your activities to meet classification of Rights Respecting Schools
- Provide training that can support teaching and non-teaching staff in their professional development
- Training that supports a number of key priorities for us as a local authority and in regards of the national priorities of The Promise, Morgan Review and UNCRC and is also featured as part of our implementation for the Framework for Inclusion.

The e-learning and the 'reward' digital platform are complimentary, but not co-dependent, products. There is a natural 'feed' cycle - people who go on the e-learning route may consider that their setting is well-placed to apply for the 'reward' programme, and equally 'reward' participant will, by default, be directed towards e-learning as part of their improvement planning. respectme's vision and ambition is, ultimately, that every adult working with or caring for children and young people is equipped to respond to bullying, wherever it happens, and that schools and other settings are prepared to submit themselves to be tested on the impact of their anti-bullying prevention, response and inclusion initiatives.

To date access to the online anti-bullying modules has been offered to –

- Elected Members – Education and Learning Committee
- Headteacher – Primary and Secondary
- Parent Council Chairs
- Probationer Teachers
- Future groups include: Youth Council, Additional Support for Learning Staff, Pupil Council and Parents and volunteers who work with children and young people.

### **Overall Equality Outcome Update**

Priorities to promote equality remain a priority within work being taken forward in partnership with LGBT Scotland at a local level within Individual Schools and through development at a school level supported though Respect Me funding.



## Equality Outcome

Increase partnership working between pupils, parents and professionals in policy development in schools.

Activities	Update
Coordination of work with pupil councils linked to the Youth Council	A Pupil Council Charter has been drafted and is in the process of review by stakeholders including Headteacher representatives, Pupil Council lead representatives and pupil councils themselves. The Youth Participation and Engagement Strategy is reflected in the Pupil Council Charter.
Deliver on Youth Council Actions	<p>The Youth Council meet once per year with Dumfries and Galloway Council to participate in a Young People themed Full Council meeting. In November 2022, this meeting involved Elected Members and Youth Council Members working collaboratively to identify actions to be explored under the remits of Communities Committee; Education, Skills and Learning Committee; and Economy and Resources Committee. Each committee themed workshop chose 3 actions that they felt if implemented would support young people to have access to opportunities within their local communities. Following on from this meeting, Lead Officers have been appointed who are responsible for exploring the feasibility and options related to each action, working alongside the Youth Council to ensure young people are involved at every stage. A report is expected to be presented in June 2023 to detail the progress against each action.</p> <p>The Youth Council is an elected group of young people aged 12-25 with an interest in improving young people’s inclusion and representation in decision making. There are 3 types of role on the Youth Council, Ward Youth Councillors who are responsible for representing the voices and experiences of young people who live, work or study in their ward area; Nominated Youth Councillors who are responsible for representing the voices and experiences of marginalised young people with minority identities across the region including young carers, care experienced, LGBT, young parents, gypsy / traveller, ethnic minority and ASN and Disabilities; and Members of the Scottish Youth Parliament who are responsible for working alongside Ward and Nominated Youth Councillors to ensure the voices and experiences of young people throughout Dumfries and Galloway are heard through the Scottish Youth Parliament and national decision makers.</p> <p>An example of an action put forward through a Joint Meeting was that ‘Every secondary school will have a Student or Pupil Council or Forum for students to have their voice heard, and for a Charter to be developed that ensures Pupil Councils and Forums have a minimum level of influence within their school community’. This action was proposed following extensive engagement with students across the region and aims to strengthen Pupil Voice throughout the region.</p>



**Implement the Parental Involvement Strategy**

The implementation of the Parental Involvement and Engagement (PIE) Strategy is consistently being applied.

The strategy relates to the 2006 Parental Involvement Act. A review of the PIE has taken place and is out for scrutiny with stakeholders including Headteachers, Staff, the regional Parents (Parent Council Forum). This includes an overview of roles and responsibilities and evaluation tools.

Information will be shared on the new PIE page on Dumfries and Galloway Council’s website in order to ensure that documents are accessible (for example text to speak)

Parental Involvement and Engagement web-page can be found here - **Parental Involvement and Engagement (PIE) - Dumfries and Galloway Council ([dumgal.gov.uk](http://dumgal.gov.uk))**

**Overall Equality Outcome Update**

Priorities to promote equality remain a priority within work being taken forward in conjunction with the Youth Council including development of a Pupil Council Charter reflecting the aspirations of the Youth Council Strategy. Additionally the ongoing implementation and review of the Parental Involvement and Engagement Strategy through the Parent Forum aims to enable parents to contribute to promoting equality across Dumfries and Galloway Schools.

**Dumfries and Galloway Council Licensing Authority and Licensing Boards Equality Outcomes 2021 – 2025**

<b>Equality Outcome - Increase the number of accessible taxis.</b>	
<b>Activities</b>	<b>Update</b>
Improve the number of wheelchair accessible vehicles. This will include consultation with taxi and private hire car operators and the public and undertaking a review to identify unmet need and actioning where appropriate	Authority has been given in principle to approach external providers with a view to seeking survey proposals and costs to carry out a taxi demand survey. This survey will include assessing whether the number of wheelchair accessible vehicles (WAVs) in Dumfries and Galloway is sufficient to meet the needs of disabled persons. The Licensing Authority is aware that current numbers throughout the region are low. It is currently working on a remit to submit to proposed external providers to ascertain costs in the first instance.



**Overall Equality Outcome Update** – Authority has been given in principle to approach external providers with a view to seeking survey proposals and costs to carry out a taxi demand survey. This work will continue to progress.

**Equality Outcome** - Increase awareness of equality and diversity across license holders.

Activities	Update
Development and implementation of a customer training course for taxi and private hire cars to raise awareness of all protected characteristics and promote understanding and respect for equality and diversity	This has been added to the Licensing Business Plan 2023-2024 and the Licensing Authority endeavours to progress this in due course.
Increase awareness among the licensed trade of the needs of their disabled customers, and promote good practice	The Licensing Authority has increased awareness amongst the trade of the needs of disabled persons by undertaking a proactive approach notifying Operators of their new legal obligations ensuing from the Taxis and Private Hire Vehicles Disabled Persons Act 2022 (new law which came into effect June 2022). This Act aims to ensure that disabled persons can use taxis and private hire cars with confidence that they will not be discriminated against. Notification has included sending letters to Operators detailing their legal obligations and also posting information on the Licensing Service’s webpage to inform both the trade and general public. If there are any amendments to this new law, then the Licensing Authority will endeavour to notify the trade of said amendments to further increase awareness.

**Overall Equality Outcome Update** – The Licensing Authority has increased awareness amongst the trade of the needs of disabled persons by undertaking a proactive approach notifying Operators of their new legal obligations ensuing from the Taxis and Private Hire Vehicles Disabled Persons Act 2022. This Act aims to ensure that disabled persons can use taxis and private hire cars with confidence that they will not be discriminated against.



## Equality Outcome

Reduce the opportunities for children and young people to be involved in risky behaviours relating to alcohol and gambling

Activities	Update
<p>Support awareness programmes about the dangers of under-age consumption of alcohol and gambling</p>	<p>During October 2021, the Council’s Licensing Standards Officers (LSOs) were keen to support a Gambling Harm awareness programme and they participated in a Gambling Harm Pilot Exercise organised by the UK Gambling Commission. LSOs undertook gambling training in terms of the Gambling Act 2005 and accompanied Gambling Commission compliance officers to various alcohol and gambling premises throughout Dumfries and Galloway. The objective of these visits was to identify and address gambling compliance issues. In total, 26 visits were made to alcohol and gambling premises and minor issues were identified.</p> <p>Throughout 2022, the Youth Work service has been working on various initiatives in relation to reducing the opportunities for children and young people to be involved in risky behaviours relating to alcohol and gambling. Staff from the service have undertaken training on Gambling Awareness provided by the national organisation, Fast Forward – The Gambling Education Hub. Through this, workshops have been delivered regularly to youth groups across the region on the topic of gambling. Fast Forward also presented a funding opportunity which allowed for youth groups to come up with their own resources for raising awareness of gambling which groups from across the region utilised. A youth group in Annandale and Eskdale used this to create a board game ‘Win Some, Lose Some’ which can be utilised within groups as a fun and engaging way to explore the topic of gambling. The Peer Educators group took part in a workshop before developing a series of videos, ‘Don’t Dice With Your Life’, providing information around gambling including a Tiktok video which encouraged interaction from young people who may or may not be engaging in face to face youth work services. The Toon Productions saw the young volunteers taking part in workshops around gambling and drugs and alcohol before creating and delivering scenes based on these topics within their production at Youth Beatz 2022. Through the production, young people from secondary schools from across the region and those who attended the main Youth Beatz event, saw the scenes which provided information on these topics, delivered by their peers and provided information on where young people could gain further information and support.</p> <p>Through the work that has been carried out within the Youth Work service, in November 2022 two youth workers were invited to the national Scottish Gambling Conference – Inspiring the Next Steps, to deliver the key note speech at the event and share with other services and practitioners the approach we have taken to reducing the risk associated with gambling and to share the pieces of work that have been carried out so far including the board game and the informational videos.</p>



Support reductions in opportunities for alcohol and gambling to be available to children and young people

If any campaigns are undertaken by partner agencies then the Licensing Boards are happy to support and participate in said campaigns as and when they arise if they are able to do so.

The Council's Licensing Standards Officers (LSOs) also routinely visit licensed premises to check statutory signage and staff training records. They routinely discuss the importance of there being an age verification policy in place whereby if it appears to a person selling alcohol that a customer looks under aged 25 years, then they must check that persons ID to ensure that the person is aged 18 or above. This pro active approach supports reductions in opportunities for alcohol to be made available to children and young persons.

During the Gambling Harm exercise detailed above (which included visits to gambling and liquor licensed premises), LSOs also checked age policies, signage and training in relation to gambling for children and young people.

#### **Overall Equality Outcome Update**

The Council's Licensing Standards Officers (LSOs) routinely visit licensed premises to check statutory signage and staff training records. They routinely discuss the importance of there being an age verification policy in place whereby if it appears to a person selling alcohol that a customer looks under aged 25 years, then they must check that persons ID to ensure that the person is aged 18 or above. This pro active approach supports reductions in opportunities for children and young persons to be involved in alcohol and gambling.





# Appendix 2 – Our Workforce 2021/22

<b>Introduction.....</b>	<b>54</b>
<b>Key Messages from the 2020/21 and 2021/22 data .....</b>	<b>55</b>
<b>Our Workforce Profile.....</b>	<b>58</b>
Sex	
Age	
Race	
Disability	
Sexual Orientation	
Religion or Belief	
Marriage and Civil Partnership	
Pregnancy and Maternity	
Gender Reassignment	
<b>Recruitment.....</b>	<b>62</b>
Sex	
Age	
Race	
Disability	
Sexual Orientation	
Religion or Belief	
Marriage and Civil Partnership	
<b>Leavers.....</b>	<b>64</b>
Sex	
Age	
Race	
Disability	
Sexual Orientation	
Religion or Belief	
Marriage and Civil Partnership	
<b>Employment Relations.....</b>	<b>66</b>
Sex	
Age	
Race	
Disability	
Sexual Orientation	
Religion or Belief	
Marriage and Civil Partnership	
<b>Training and Development.....</b>	<b>68</b>
Sex	
Age	
Race	
Disability	
Sexual Orientation	
Religion or Belief	
Marriage and Civil Partnership	



# Introduction

This report provides a profile of the Council's workforce based on employment records for April 2020 to March 2021 and April 2021 to March 2022. The data shown is based on total employment records of 7334 in 2020/21 and 7679 in 2021/22.

The report also provides information on data trend analysis for the key protected characteristics and a breakdown of equalities reporting for the following areas within the employee lifecycle - recruitment, training and development, employment relations and retention.

The information detailed in this report has been compiled from a number of different and independent information systems including iTrent (HR/Payroll System), Talentlink (National Recruitment Portal), and the HR Employment Relations Case Management system.

The Council collects equal opportunities information at the recruitment stage and from current employees. Whilst we encourage individuals to share this information and reinforce that this is confidentially stored and only used in an anonymised way, it should be noted that it is not mandatory for this information to be provided. This can lead to individuals choosing not to share information or only answering specific questions; with areas such as sexual orientation, religion or belief and gender reassignment having low numbers of completions for current employees.

The Council uses the data it collects in order to better perform the equality duty and to understand the recruitment and workforce profile, enabling us to identify areas of improvement and eliminate any adverse impact on equality when developing or amending HR policies.

We will update the equality definitions within the Council's payroll and Human Resources System (iTrent) in 2023, and align them to the Census 2022 definitions. Following this there will be regular engagement and communication to all employees to communicate the importance and merits of disclosing equality information. It is envisaged that along with MyDetails self-service which enables a high number of employees to access and update their equality information directly into the HR/Payroll System, that this approach will help facilitate greater disclosure of information.

We will develop and create staff Network Groups, and fully engage with staff to develop these. Staff Networks groups will identify and put measures in place to remove any barriers to opportunity and development, build confidence and empower all staff to have a fulfilling and rewarding career; this may include network groups for LGBTQ+, Women, Age, Disability, Black, Asian, Minority Ethnic (BAME). We will also re-establish the Council's Carers staff network group through the Carers Network.

# Key Messages from the 2020/21 and 2021/22 data

## Our Workforce Profile

Our workforce gender profile shows that the largest percentage of employees at Dumfries and Galloway Council is female (74.66%), this is reflective of the trends within the wider public sector.

The majority of employees are aged 45 and over (57.92%), with the average age being 46 years. Workforce and succession planning requires to be a key focus.

The percentage of employees aged 16 to 24 has increased from 2.45% in 2020/21 to 4.47% in 2021/22. Our Council continues to work with partners (e.g. Schools, Colleges and Universities) to raise awareness of the jobs and career pathways available in the Council and to explore and expand opportunities to attract more young people to join our Council through participation in youth employment schemes and current trainee and graduate programmes. This includes the development of a dedicated calendar of career events across our region. We have developed and supported career pathways which starts at work experience through to Modern Apprenticeship and a number of 16-24 year old have joined Dumfries and Galloway Council through the successfully supported Kickstart Scheme.

The percentage of employees that have declared as Black, Asian, Minority Ethnic (BAME) has increased slightly from 0.78% in 2020/21 to 0.92% in 2021/22.

The percentage of employees that have declared a disability has increased slightly from 2.39% in 2020/21 to 2.55% in 2021/22. We are an accredited Disability Confident Employer and will shortly be engaging with the workforce on the development of staff network groups relevant to them. We welcome and support applications from disabled applicants through the guaranteed job interview scheme. We have a planned programme of actions and activities that will be achieved in 2023 to progress to achievement of Disability Confident Leader status.

The majority of staff identify as heterosexual (55.89%). There has been a decrease (from 53.92% in 2018/19 to 42.54% in 2021/22) in staff who prefer not to disclose/did not answer to confirm their sexual orientation. However the non-disclosure rates remain high and therefore more work is planned for 2023 to increase engagement with staff to promote the importance of sharing their protected characteristics information on a voluntary basis.

Among those employees (59.75% in 2021/22) who have declared their religion or belief, the majority are Atheist or None (25.67%), followed closely by Christian: Church of Scotland (18.75%).

The majority (52.12% in 2021/22) of the workforce have declared that they are in a married or in a civil partnership; this is a 2.87% reduction from 2019/20.

**74.66%**

Female Employees

**4.47%**

Employees Aged  
16 - 24 yrs

**0.92%**

Employees declaring as  
BAME

**2.55%**

Employees with declared  
disability



## Recruitment

Dumfries and Galloway Council is committed to ensuring that its recruitment process is inclusive and accessible to all and candidates are assessed solely on the basis of their competency to do the job.

The majority of applications continue to be from females (65.57% in 2021/22), however this is 9% lower than previous years. The non-disclosure rate and applicants who declare as other has increased from previous years.

The highest percentage of applications and appointed applicants were from age range 25 to 34, followed by age range 35 to 44. The highest percentage of shortlisted applicants were from age range 35 to 44. Applications from the 16 to 24 age range has decreased slightly from previous years.

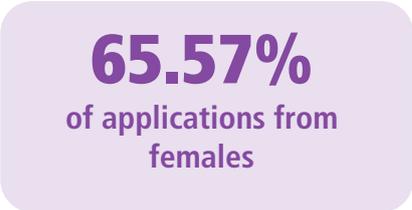
The highest percentage of applications were from candidates declaring White ethnicity (83.43% in 2021/22). There has been an increase to 3.01% of applications from candidates declaring as Black, Asian, Minority Ethnic (BAME) in 2021/22.

The percentage of applicants that have declared a disability is 3.19%, which is a decrease of 0.89% from 2020/21, however non-disclosure rates have also increased at the same time. We are an accredited Disability Confident Employer and promote the guaranteed job interview scheme and the availability of reasonable adjustments to support prospective applicants. We have developed an action plan to achieve Disability Confident Leader accreditation during 2023.

There has been little change in the percentage of overall applications from people declaring as lesbian, gay, bisexual or other (LGBO) sexual orientation. However the non-disclosure rate has increased to 15.77% in 2021/22.

The largest group of applicants, shortlisted and offered candidates have declared as atheist or no religion (55.46% of all applications in 2021/22).

The majority of applicants declared as single (45.40%). This percentage is an increase on previous years as is the non-disclosure rate.





## **Leavers**

In 2021/22 71.09% of leavers were female, which is slightly lower than the composition of the workforce (74.66% female).

The highest percentage of leavers is in the age category 55+ which is not unexpected and is attributed mainly to retirement from the Council.

In 2021/22, 3.95% of leavers declared as disabled and 1.74% of leavers declared as Lesbian, Gay, Bisexual or other.

## **Employment Relations**

The majority of disciplinary, fair treatment at work and grievance cases were involving male employees, however the majority of capability cases were for female employees.

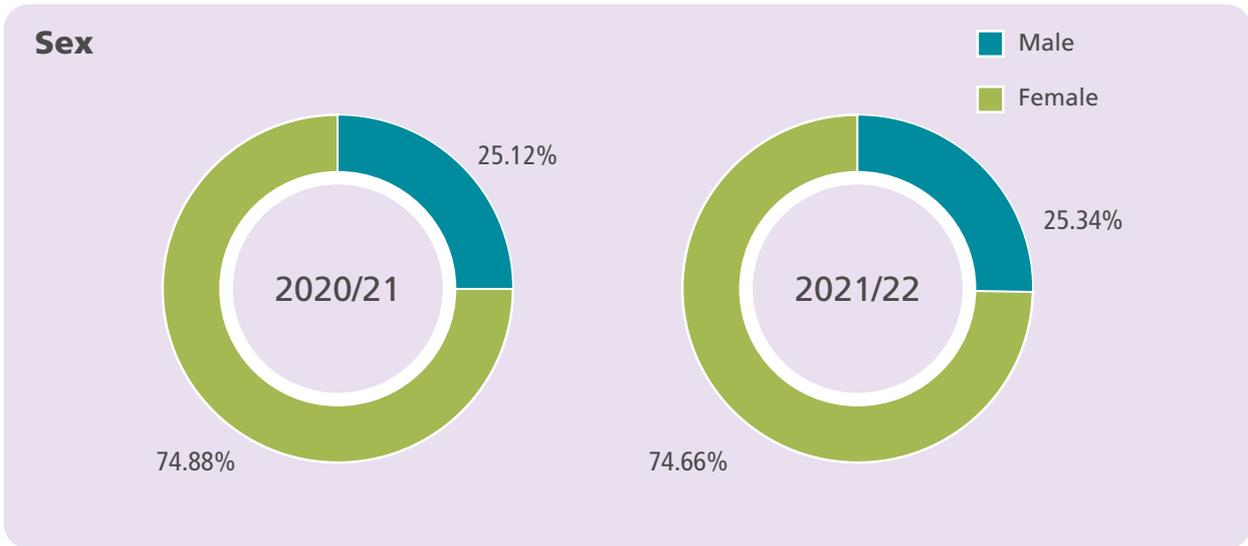
There were no employment relations cases in 2022 for employees who have declared as Black, Asian, Minority Ethnic (BAME), Disabled or Lesbian, Gay, Bisexual or other. However it is important to highlight that the percentage and/or disclosure rate for these protected characteristics is low.

## **Training and Development**

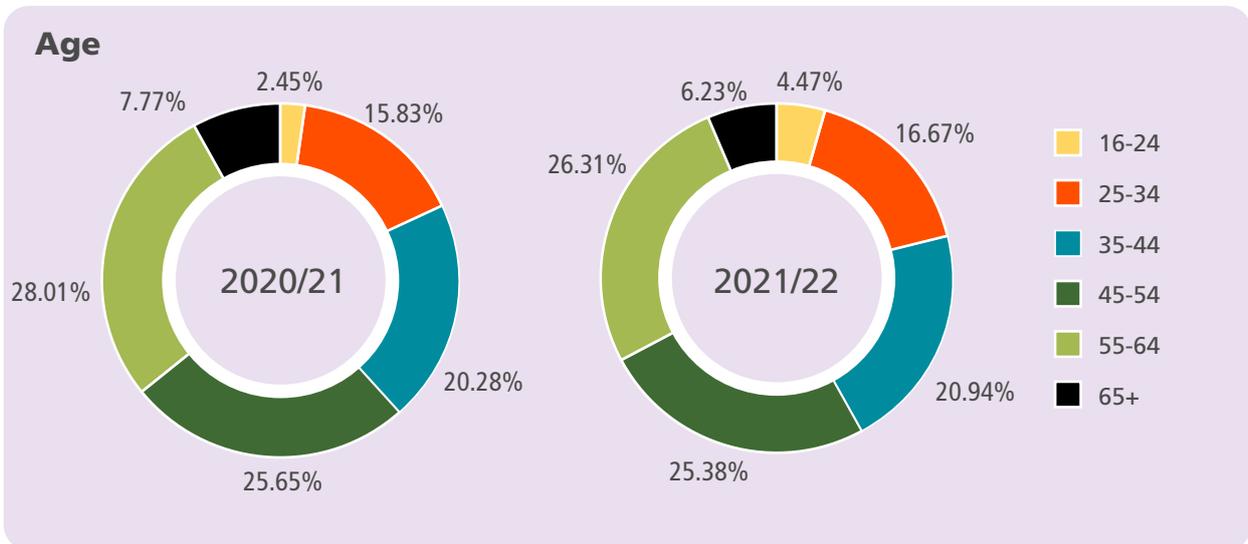
The training statistics presented are predominantly reflective of the protected characteristics composition within our workforce.

# Our Workforce Profile

The following section provides further details of the workforce composition within the Council by protected characteristic.

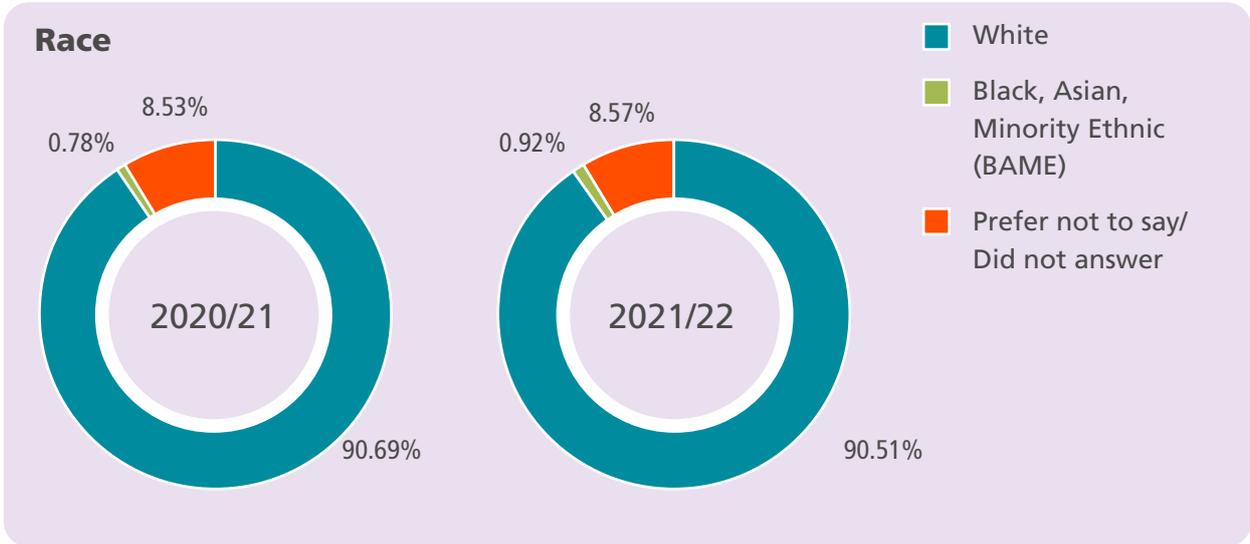


The overall Council workforce is predominantly female, and this has remained a static metric over the years.



Our workforce continues to be predominantly made up of employees aged 45 and above.

The percentage of employees in both the 16-24 and 25-34 age groups has increased from 2020/21.



The profile of our Black, Asian, Minority Ethnic (BAME) workforce has increased slightly by 0.14% to 0.92% in 2021/22.

The percentage of workforce that has preferred not to say has decreased slightly from 8.94% in 2019 to 8.57% in 2021/22.

### Disability

	2020/21	2021/22
Disabled	2.39%	2.55%
Not disabled	90.13%	89.82%
Prefer not to say/Did not answer	7.49%	7.63%

There has been a slight increase (0.43% from 2019 and 0.16% from 2021) in the percentage of our workforce that have declared themselves as having a disability.

We have successfully maintained our Disability Confident Employer status and are working towards achievement of the next level, Disability Confident Leader status in 2023.



## Sexual orientation

	2020/21	2021/22
Heterosexual	52.74%	55.89%
Lesbian Gay, Bisexual, Other	1.24%	1.56%
Prefer not to say/Did not answer	46.02%	42.54%

As with many organisations, the non-disclosure rate from employees is high and we therefore have limited information available. 1.56% of the workforce declared as lesbian, gay, bisexual or other, which is an increase of 0.75% from 2019 and 0.32% from 2021.

The percentage of the workforce who prefer not to say remains high at 42.54%, however this has decreased by 11.38% from 2019.

We anticipate by reporting, highlighting and analysing our limited data and engaging with employees on the merits of sharing this information and proposals for staff network groups (including LGBTQ+) to be developed in 2023, more employees will be encouraged to share their personal diversity information to increase the accuracy of our reporting in future years.

## Religion or belief

	2020/21	2021/22
Christian: Church of Scotland	18.64%	18.75%
Christian: Roman Catholic	2.90%	3.18%
Other Christian	4.87%	4.87%
Atheist or None	22.51%	25.67%
Muslim	0.11%	0.16%
Other Religion or Belief	7.73%	7.12%
Prefer not to say/Did not answer	43.24%	40.25%

With exception of prefer not to say/did not answer category, Christian Church of Scotland and Atheist or None have the highest percentages. The greatest increase has been in the atheist or none category (increased from 16.74% in 2019 to 25.67% in 2022).

The percentage of employees that have preferred not to declare/did not answer to confirm their religion or belief is high at 40.25%. However this percentage has decreased by 9.05% from 2019.



## Marriage and Civil Partnership

	2020/21	2021/22
Married/Civil Partnership	54.35%	52.12%
Single	23.03%	24.76%
Other*	16.50%	16.56%
Prefer not to say/Did not answer	6.12%	6.56%

\* Includes divorced, separated, widowed, civil partnership dissolved and living with partner.

Whilst there are some small variations between the years, the highest category remains as married/civil partnership.

From 2018/19 to 2021/22 there has been a slight increase of 0.6% in the prefer not to say/did not answer category.

## Pregnancy and Maternity

	2020/21	2021/22
Maternity leave	3.62%	3.58%
Returned to work from maternity leave	91.56%	95.69%
Did not return to work from maternity leave	8.44%	4.31%

The percentage of employees who did not return from maternity leave has increased when comparing to previous years (was 2.24% in 2019), with the midst of Covid pandemic in 2021, being the time where the percentage is highest at 8.44%.

## Gender Reassignment

	2020/21	2021/22
Yes	0.04%	0.05%
No	55.26%	58.89%
Not sure	0.04%	0.04%
Prefer not to say/Did not answer	44.66%	41.02%

The percentage of employees who have declared that they are currently undergoing or have undergone gender reassignment over recent years has remained static.

The percentage of employees that have preferred not to declare/did not answer is high at 41.02%. However this percentage has decreased by 11.56% from 2019.

## Recruitment

The following section provides a breakdown of recruitment applications to the Council by disclosed protected characteristic information.

		2020/21			2021/22		
		Shortlisted for interview %	Appointed Applicants %	All Applications %	Shortlisted for interview %	Appointed Applicants %	All Applications %
<b>Sex</b>	Male	20.83	17.39	19.44	17.43	16.49	20.64
	Female	70.09	59.20	75.19	64.50	57.04	66.57
	Other	0.00	0.00	0.03	0.00	0.00	0.27
	Prefer not to answer/Did not answer	9.08	23.41	5.33	18.09	26.47	12.53
<b>Age</b>	16-24	14.94	12.81	19.90	14.57	11.19	17.65
	25-34	27.10	20.10	31.56	22.96	18.17	26.47
	35-44	18.33	16.20	18.66	19.80	18.65	19.32
	45-54	19.09	19.85	16.12	15.31	15.88	13.45
	55-64	9.60	7.89	7.47	6.67	6.62	6.80
	65+	0.61	0.59	0.36	0.49	0.36	0.60
	Prefer not to say/Did not answer	10.32	22.56	5.93	20.20	29.12	15.70
<b>Race</b>	White	87.84	75.23	91.28	79.5	71.84	83.43
	BAME	1.08	0.85	1.75	1.83	0.73	3.01
	Prefer not to say/Did not answer	11.08	23.92	6.97	18.67	27.43	13.56
<b>Disability</b>	Disabled	5.45	2.29	4.08	2.81	9.27	3.19
	Not Disabled	83.98	74.05	90.05	77.73	62.57	82.93
	Prefer not to answer/Did not answer	10.57	23.66	5.87	19.46	28.16	13.88

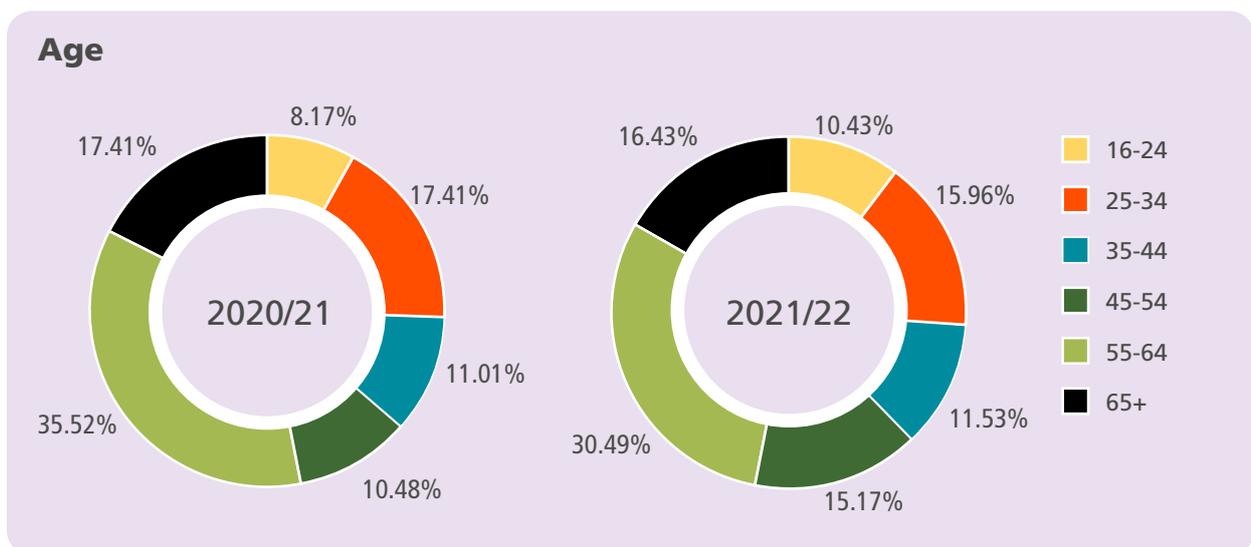
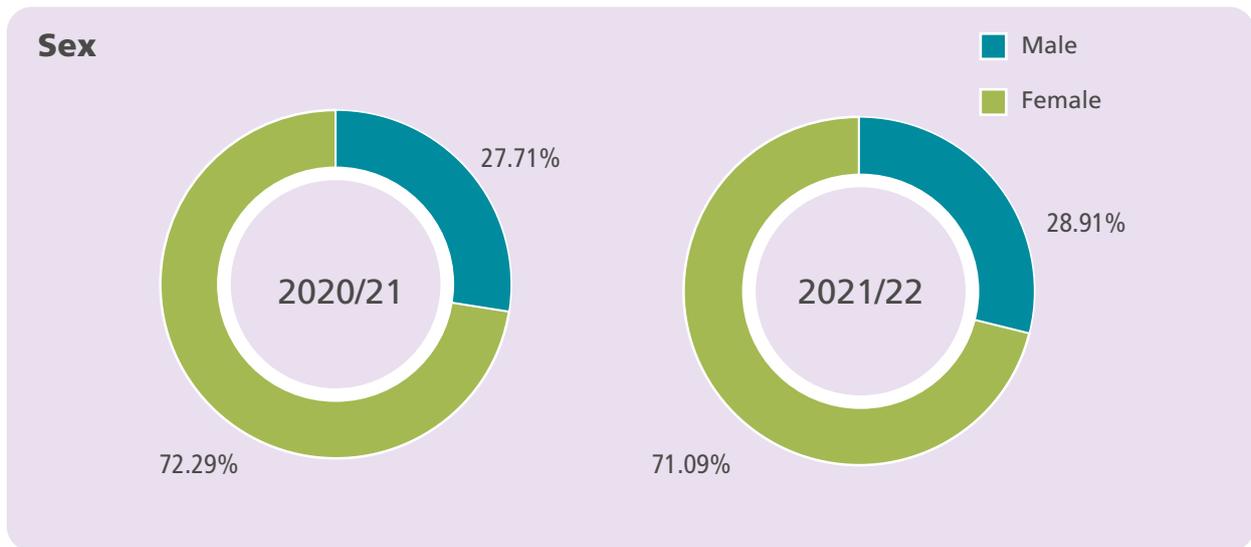


		2020/21			2021/22		
		Shortlisted for interview %	Appointed Applicants %	All Applications %	Shortlisted for interview %	Appointed Applicants %	All Applications %
<b>Sexual Orientation</b>	Heterosexual	83.69	71.93	87.23	75.51	67.63	80.52
	Lesbian Gay, Bisexual, Other	2.74	1.70	3.48	3.01	1.93	3.71
	Prefer not to say/Did not answer	13.57	26.38	9.28	21.48	30.45	15.77
<b>Religion or Belief</b>	Christian: Church of Scotland	20.68	18.58	19.26	17.78	16.97	15.47
	Christian: Roman Catholic	5.56	3.73	6.35	4.89	3.61	5.62
	Other Christian	7.25	5.26	8.63	1.83	1.81	2.89
	Atheist or None	49.22	43.09	52.18	50.71	45.49	55.46
	Muslim	0.29	0.25	0.54	0.40	0.00	0.39
	Other Religion or Belief	1.48	1.36	1.72	0.54	0.60	0.99
<b>Married/ Civil Partnership</b>	Married/Civil Partnership	35.29	31.55	32.87	29.23	29.48	28.00
	Single	32.33	26.38	37.77	39.21	30.32	45.40
	Other*	21.70	17.81	22.84	8.79	8.91	9.48
	Prefer not to say/Did not answer	10.68	24.26	6.52	22.77	31.29	17.12

\* Includes divorced, separated, widowed, civil partnership dissolved and living with partner.

## Leavers

The following section provides further details of the proportion of employees who have left employment of the Council by protected characteristic.





## Race

	2020/21	2021/22
White	90.05	88.47
Black, Asian, Minority Ethnic (BAME)	0.54	0.95
Prefer not to say/Did not answer	9.41	10.58

## Disability

	2020/21	2021/22
Disabled	2.49%	3.95%
Not disabled	88.28%	86.57%
Prefer not to say/Did not answer	9.24%	9.48%

## Sexual Orientation

	2020/21	2021/22
Heterosexual	47.96%	52.92%
Lesbian Gay, Bisexual, Other	1.24%	1.74%
Prefer not to say/Did not answer	50.80%	45.34%

## Religion or Belief

	2020/21	2021/22
Christian: Church of Scotland	13.85%	15.80%
Christian: Roman Catholic	2.49%	3.16%
Other Christian	5.33%	4.27%
Atheist or None	21.49%	25.75%
Muslim	0.00%	0.00%
Other Religion or Belief	7.82%	6.95%
Prefer not to say/Did not Answer	49.02%	44.08%

## Marriage and Civil Partnership

	2020/21	2021/22
Married/Civil Partnership	50.27%	49.59%
Single	24.78%	26.85%
Other*	16.04%	15.32%
Prefer not to say/Did not Answer	8.91%	8.24%

\* Includes divorced, separated, widowed, civil partnership dissolved and living with partner.

## Employment Relations

The following section provides further details of protected characteristic information by employment relations cases (Discipline, Fair Treatment at Work(FTAW), Grievance and Capability).

		2020/21				2021/22			
		Discipline	FTAW	Grievance	Capability	Discipline	FTAW	Grievance	Capability
<b>Sex</b>	Female	34.78	75.00	100.00	77.78	35.00	40.00	0.00	80.77
	Male	65.22	25.00	0.00	22.22	65.00	60.00	100.00	19.23
<b>Age</b>	16-24	0.88	0.00	0.00	0.00	5.46	0.00	0.00	1.60
	25-34	14.25	25.15	0.00	3.96	21.25	0.00	0.00	0.00
	35-44	15.12	42.74	0.00	11.41	18.00	33.07	0.00	11.71
	45-54	29.88	20.65	46.82	16.94	18.35	18.90	0.00	24.67
	55-64	27.20	11.45	53.18	53.69	26.95	48.03	100.00	41.74
	65+	12.68	0.00	0.00	14.00	9.99	0.00	0.00	20.28
	<b>Race</b>	White	97.83	100.00	100.00	96.30	95.00	100.00	100.00
Black, Asian, Minority Ethnic (BAME)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prefer not to say/Did not Answer		2.17	0.00	0.00	3.70	5.00	0.00	0.00	15.38
Disabled		6.52	0.00	25.00	3.70	0.00	0.00	33.33	0.00
<b>Disability</b>	Not disabled	89.13	100.00	75.00	92.59	90.00	100.00	66.67	92.31
	Prefer not to say/Did not answer	4.35	0.00	0.00	3.71	10.00	0.00	0.00	7.69
	Heterosexual	45.65	41.67	75.00	44.44	55.00	60.00	100.00	42.31
<b>Sexual Orientation</b>	Lesbian Gay, Bisexual, Other	0.00	8.33	0.00	0.00	0.00	0.00	0.00	0.00
	Prefer not to say/Did not answer	54.35	50.00	25.00	55.56	45.00	40.00	0.00	57.69



		2020/21				2021/22			
		Discipline	FTAW	Grievance	Capability	Discipline	FTAW	Grievance	Capability
<b>Religion or Belief</b>	Christian: Church of Scotland	10.87	8.33	0.00	11.11	10.00	40.00	0.00	19.23
	Christian: Roman Catholic	2.17	0.00	25.00	0.00	0.00	0.00	33.33	3.85
	Other Christian	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Atheist or None	30.43	33.33	25.00	25.93	40.00	20.00	0.00	19.23
	Muslim	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Other Religion or Belief	8.70	8.33	50.00	14.81	10.00	0.00	0.00	26.92
	Prefer not to say/Did not answer	47.83	50.00	0.00	48.15	40.00	40.00	66.67	30.77
<b>Marriage and Civil Partnership</b>	Married/Civil Partnership	36.96	33.33	75.00	74.07	25.00	80.00	66.67	57.69
	Single	28.26	33.33	25.00	11.11	50.00	20.00	33.33	15.38
	Other*	21.74	33.33	0.00	14.81	15.00	0.00	0.00	19.23
	Prefer not to say/Did not answer	13.04	0.00	0.00	0.00	10.00	0.00	0.00	7.69

\* Includes divorced, separated, widowed, civil partnership dissolved and living with partner.

## Training and Development

	2020/21	2021/22
Training/Online Courses	217	258
Total no of employees who have attended training courses	18,891	12,543
Employees (headcount) who have attended training courses	2,688	2,224

In addition to the above, employees have undertaken additional continuous professional development, conference attendance and coaching and mentoring.





Race	2020/21	2021/22
White	94.12	95.33
BAME	0.8	0.82
Prefer not to say/Did not answer	5.08	3.85

Age	2020/21	2021/22
16-24	1.82%	4.09%
25-34	16.26%	14.34%
35-44	21.59%	18.88%
45-54	31.00%	30.40%
55-64	26.54%	29.54%
65+	2.79%	2.74%

Married and Civil Partnership	2020/21	2021/22
Married/Civil Partnership	56.89%	53.62%
Single	21.69%	24.01%
Other*	18.05%	18.41%
Prefer not to say	3.37%	3.96%

\* Includes divorced, separated, widowed, civil partnership dissolved and living with partner.

Sexual Orientation	2020/21	2021/22
Heterosexual	87.01%	87.57%
LGBO	2.09%	2.32%
Prefer not to say	10.90%	10.11%

Religion or Belief	2020/21	2021/22
Christian: Church of Scotland	25.54%	23.39%
Christian: Roman Catholic	3.38%	3.09%
Other Christian	5.49%	5.23%
Atheist or None	26.73%	31.91%
Muslim	0.12%	0.15%
Other Religion or Belief	7.06%	8.95%
Prefer not to say/Did not Answer	31.68%	27.28%

# Appendix 3 – Pay Gap and Occupational Segregation Report 2021/22

<b>Introduction.....</b>	<b>71</b>
<b>The gender pay gap figures explained .....</b>	<b>72</b>
<b>Key Messages from the March 2021 and March 2022 Data.....</b>	<b>74</b>
<b>Dumfries Council – figures and analysis as at 31 March 2021 and 2022... 76</b>	
<b>Gender Pay Gap .....</b>	<b>76</b>
Mean and Median Pay Gap	
Proportion of males and females in each pay quartile across the Council workforce	
Why is there a pay gap and what is the data telling us?	
Trends in the Council’s Gender Pay Gap	
<b>Race Pay Gap.....</b>	<b>79</b>
Mean and Median Pay Gap	
Proportion of White and BAME employees in each pay quartile across the Council workforce	
Why is there a pay gap and what is the data telling us?	
Trends in the Council’s Race Pay Gap	
<b>Disability Pay Gap.....</b>	<b>82</b>
Mean and Median Pay Gap	
Proportion of Non-disabled and Disabled employees in each pay quartile across the Council workforce	
Why is there a pay gap and what is the data telling us?	
Trends in the Council’s Disability Pay Gap	
<b>Occupational Segregation.....</b>	<b>85</b>
<b>Working to Close the Gaps .....</b>	<b>88</b>



# Introduction

Since 2013, listed public bodies in Scotland have a duty to publish gender pay gap information every two years, under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.

The information detailed in this report has been compiled from pay and employee's protected characteristics information held within the Council's HR and Payroll system (iTrent) at a snapshot date of 31 March 2021 and 2022.

During 2023, we plan to update the equality definitions in the Council's payroll and Human Resources System (iTrent) in line with the 2022 Census. Following this there will be engagement and communication to all employees to reinforce the importance and merits of disclosing equality information. It is anticipated that along with the success of rolling out MyDetails self-service which enables a high number of employees to access and update their equality information directly into the HR/Payroll System, that this approach will help facilitate greater disclosure of information.

The Council's job evaluation scheme provides a robust means of achieving a fair and transparent grading structure which is free from bias and satisfies the principles of equal pay for work of equal value. By contrast our pay gap fluctuates with the changing composition of the workforce and this impacts on the average pay rates from year to year. Each salary band has a number of scale points with new employees usually being placed on the lowest point of the salary band. All employees are entitled to incremental progression until they reach the top scale point for that salary band.

**The gender pay gap is the difference between the average hourly rates of pay of men and women expressed as a percentage where a positive figure indicates that women are paid less than men. The gender pay gap is different from equal pay, which is a direct comparison of two people or groups carrying out the same or an equivalent role.**

# The gender pay gap figures explained

## Mean and Median Pay Gap

We look at both the mean (average) and median (middle) for pay reporting. The mean difference is the difference in average hourly pay; adding all pay rates together and dividing by the total number of people.

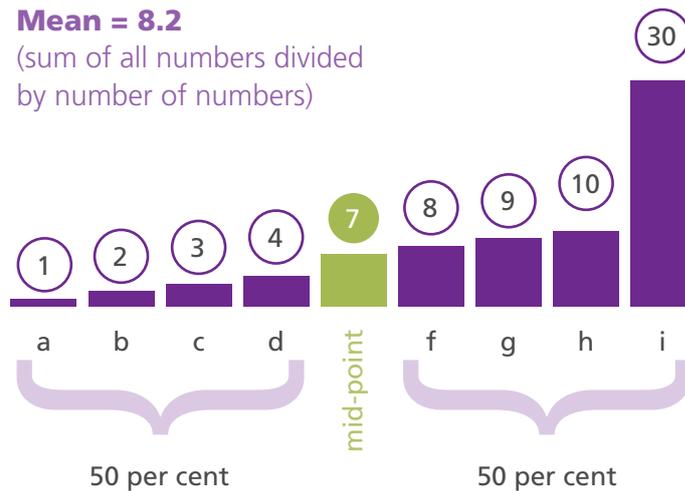
The median difference is the difference in hourly pay between the middle paid (the person at the mid-point if you were to line all employees up from low to high pay) male employee and middle paid female employee.

**Median = 7**

(mid-point)

**Mean = 8.2**

(sum of all numbers divided by number of numbers)



**The median is the most representative measure as it stops a small amount of very high or low salaries skewing the results.**



## How Are Pay Quartiles Calculated

**Our workforce is divided into four pay quartiles, from lowest to highest hourly pay. We then report the proportions of male and female employees in the lower, lower middle, upper middle and upper quartile pay bands.**

Headlines about the gender pay gap tend to focus on the median figure, which ignores the extremes and is therefore thought to be the most representative measure. It is however important to report all of these measures. Each one tells something different about the underlying causes of the gender pay gap and each one can mask issues that another may highlight.

If there is a big difference between an organisation's mean and median pay gap this indicates that the dataset is skewed – either by the presence of low earners (making the mean lower than the median) or by a group of high earners (making the mean bigger than the median).

Taking a snapshot of this data on a set date, as required by regulation, creates a level playing field for all reporting organisations. However, it masks the fluidity of gender pay gaps, which can fluctuate from month to month and across pay quartiles depending on changes to headcount (e.g. placing within the salary band can also result in a higher rate of pay when, for example, a new start is paid at the first point of the salary band for the job and those who have been in the job for longer are further up the incremental scale or at the top point for the job).

The Councils gender pay gap figures are based on the snapshot pay period of March 2021 and 2022 and are shown as female to male pay where:

- A positive percentage figure indicates that typically or overall, female employees have lower pay than male employees.
- A negative percentage figure indicates typically or overall, male employees have lower pay than female employees.



# Key Messages from the March 2021 and March 2022 Data

## **Dumfries and Galloway Council is committed to workforce equality and diversity.**

Males and females who do the same work or work of equal value are paid the same.

The Council employs a higher proportion of women than men and there are more women than men in all four pay quartiles.

The mean average gender pay gap has remained relatively static at 4.65%; this is significantly lower than the 10.4% mean pay gap for Scottish Public Sector bodies and 11% mean pay gap for Scotland (Office for National Statistics).

There is a slightly wider median gender pay gap of 7.18% at the Council, however this is significantly lower than the reported 12.7% median pay gap for Scottish Public Sector bodies and 12.2% median pay gap for Scotland (Office for National Statistics).

Of the Council's top 5% of earners, the majority (56.6%) were females. However this is still lower and not fully reflective of the overall female composition of the workforce.

The Council has consolidated the Scottish Living Wage into the pay and grading structure.

Dumfries and Galloway Council has a number of employees in social care roles which are more likely to be in the lower pay quartiles and are roles predominantly held by female staff.

Progress on actions being embedded into practice continues and further actions are being developed so that there is continued support to help drive improvements by investing in employee development programmes, supporting the workforce to grow their skills, abilities and confidence and enhancement of career pathways.

Family friendly flexible working options and employment benefits are provided.

New initiatives and developments continue, and the Council regularly evaluate progress with the pay gaps being just one aspect of a wider workforce equality commitment.

Our disabled mean pay gap is 5.53% in favour of non-disabled employees; and this is an increase from the 0.60% mean pay gap reported in 2019/20. Our disabled median pay gap is slightly wider at 7.93%; however this is a reduction from 6.63% reported for the previous year. It is important to highlight that this is based on information disclosed from employees on a voluntary basis;



and it is likely that the number of our employees with a disability is higher than the number who have disclosed a disability. We must therefore be careful about drawing conclusions from a limited data set. We will continue to encourage employees to disclose this information.

Our race mean pay gap is 6.47% in favour of White employees; and this is an increase from the 1.66% mean pay gap reported in 2019/20. Our race median pay gap is slightly wider at 7.37%; however this is a reduction from 7.93% reported for the previous year. BAME employees have a greater representation in the lower pay quartiles and this is a contributing factor to the pay gap.

We will develop representative staff network groups and seek to have measures in place to remove all barriers, build confidence and empower all staff to help develop their skills and ensure a fulfilling and rewarding career.

The Government acknowledges that actions taken to reduce the pay gaps may take a number of years and it cannot be assumed that the gap will significantly change year on year.

# Dumfries Council – figures and analysis as at 31 March 2021 and 2022

## Gender Pay Gap

### ALL EMPLOYEES (including Teaching)

Mean (average) pay gap is

**4.65%**

(This is similar to the previous year figure of 4.66%).

The mean is the total of all females pay divided by the number of females and is compared to the total of all males pay, divided by the number of males

Female mean average pay is £16.04 per hour and Male mean average pay is £16.83 per hour.

The difference is expressed as a percentage.

It is used because it includes all the pay from the highest to the lowest, but it can be affected by the higher earners.

£1



Men

95p



Women

Median (Mid-point) pay gap is

**7.18%**

(This is an increase on the previous year figure of 5.87%).

The median is the middle number in a list from lowest to highest.

Female mid-point pay is £13.30 per hour and male mid-point pay is £14.33.

The difference is expressed as a percentage.

It is used because it represents the middle value, in this case the pay level and is not so influenced by the highest or lowest earners but is affected by the distribution of men and women across the workforce.

£1



Men

93p



Women

### TEACHING EMPLOYEES

Mean (average) pay gap is

**4.89%**

(This is similar to the previous year figure of 4.91%).

Female mean average pay is £23.99 per hour and Male mean average pay is £25.22 per hour.

The difference is expressed as a percentage.

£1



Men

95p



Women

Median (Mid-point) pay gap is

**0%**

(This is the same as the previous year figure of 0%).

Female mid-point pay is £23.36 per hour and male mid-point pay is £23.36.

£1



Men

£1



Women

Average mean pay for Teaching employees is less for women compared to men, whereas the median pay is the same for male and female Teaching employees.

# Gender Pay Gap

## ALL EMPLOYEES (including Teaching)

Salary Band	2021			2022		
	Male Average Hourly Rate (£)	Female Average Hourly Rate (£)	Pay Gap (%)	Male Average Hourly Rate (£)	Female Average Hourly Rate (£)	Pay Gap (%)
Band 01	9.78	9.78	0.00	9.78	9.78	0
Band 02	10.03	10.03	0.01	10.03	10.03	-0.05
Band 03	10.33	10.34	-0.02	10.32	10.32	0.03
Band 04	10.86	11.02	-1.51	10.92	10.98	-0.59
Band 05	12.10	12.10	0.01	12.04	12.09	-0.44
Band 06	13.24	13.25	-0.07	13.20	13.29	-0.73
Band 07	14.63	14.57	0.43	14.57	14.59	-0.14
Band 08	16.26	16.26	-0.01	16.13	16.23	-0.63
Band 09	18.09	18.00	0.47	17.98	17.88	0.56
Band 10	19.95	19.83	0.60	19.89	19.77	0.63
Band 11	22.58	22.40	0.80	22.53	22.30	1.03
Band 12	24.49	24.78	-1.19	24.51	24.68	-0.70
Band 13	27.36	26.49	3.18	27.40	26.46	3.42
Band 14	30.42	30.10	1.05	30.23	29.92	1.02
Band 15	33.69	33.17	1.52	33.75	33.44	0.93
Band 16	37.49	37.40	0.24	37.76	36.90	2.29
Chartered Teacher	25.12	25.25	-0.51	25.81	25.87	-0.24
Headteacher & Depute HT Job Sized	34.90	32.33	7.38	35.88	32.95	8.16
Principal Teacher Job Sized	28.16	26.94	4.35	28.83	27.58	4.34
Unpromoted Teachers	21.65	21.70	-0.23	22.21	22.23	-0.10
<b>Totals</b>	<b>16.76</b>	<b>15.98</b>	<b>4.66</b>	<b>16.83</b>	<b>16.04</b>	<b>4.65</b>

Negative values indicate a pay gap percentage in favour of female employees

The 2021 data is based on 7069 employee records, with an individual headcount of 6344

The 2022 data is based on 7380 employee records, with an individual headcount of 6604

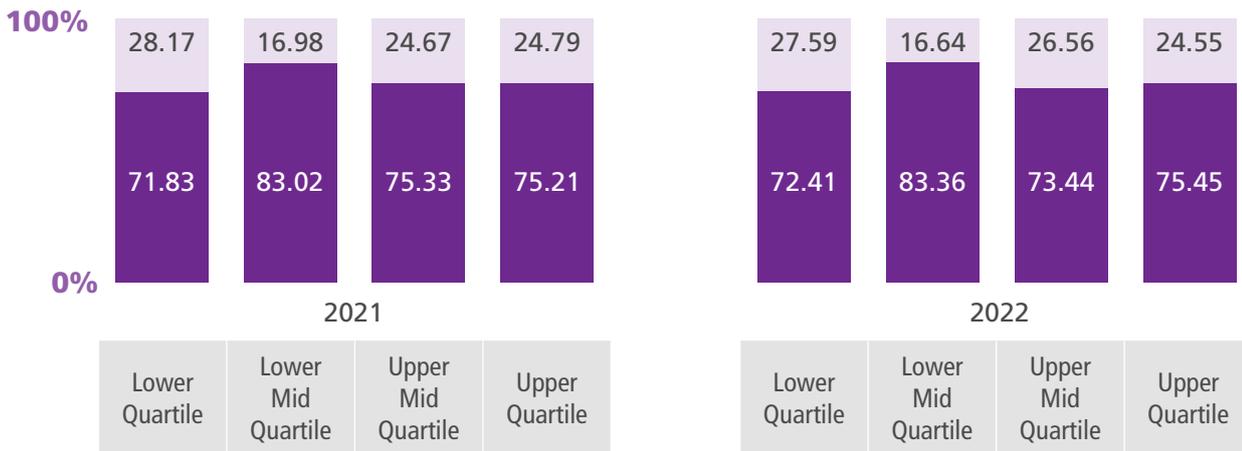
Grades with fewer than 5 employees were removed from the table to preserve confidentiality. Grades with employees of one gender were also removed. However, the pay gap was not adjusted, to properly reflect the total employee group.

# Gender Pay Gap

## Proportion of males and females in each pay quartile across the Council workforce

This table shows where employees are in the pay scales. The scale is broken into 4 parts or quartiles.

Male  
Female



The expectation is that the gender breakdown in each quartile would reflect the overall composition of females and males within our workforce.

Whilst the Council employs more females and less males overall, analysis shows that there are proportionately more men in the higher pay quartiles and more women in the lower mid quartile. As a result the 'middle male' is in the upper mid quartile and the 'middle female' is in the lower mid quartile.

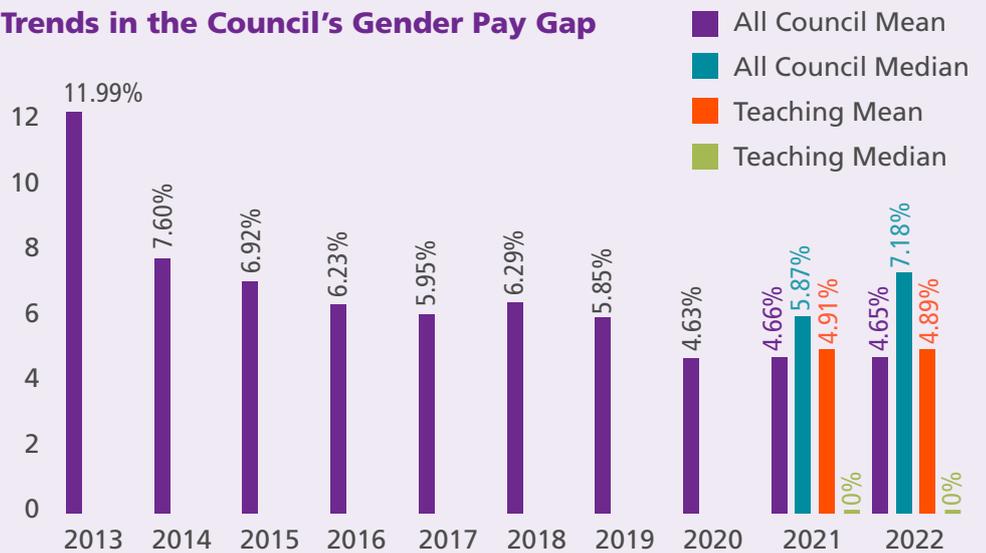
## Why is there a pay gap and what is the data telling us?

Analysis of the data shows that women have greater representation in the lower pay quartiles and there are disproportionately more men in the upper pay quartiles. This is a contributing factor to the gender pay gap.

The midpoint for men lies in the Upper Mid Quartile whereas the mid-point for women lies in the Lower Mid Quartile.

Our workforce is primarily women, combined with a greater proportion of females in lower level roles. This means that a relatively minor changes in staff, especially in higher paid roles can cause a big change in our headline gender pay gap.

## Trends in the Council's Gender Pay Gap



# Race Pay Gap

## ALL EMPLOYEES (including Teaching)

Mean (average) pay gap is

**6.47%**

(This is an increase on the previous year figure of 3.85%)

The mean is the total of all BAME employee's pay divided by the number of BAME employees and is compared to the total of all White employee's pay divided by the number of White employees.

BAME employees mean average pay is £15.09 per hour and White employees mean average pay is £16.14 per hour.

The difference is expressed as a percentage.

It is used because it includes all the pay from the highest to the lowest, but it can be affected by the higher earners.



Median (Mid-point) pay gap is

**7.37%**

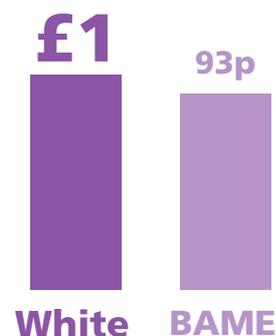
(This is an improvement on the previous year figure of 7.93%).

The median is the middle number in a list from lowest to highest.

BAME employees mid-point pay is £12.42 per hour and White employees mid-point pay is £13.41 per hour.

The difference is expressed as a percentage.

It is used because it represents the middle value, in this case the pay level and is not so influenced by the highest or lowest earners but is affected by the distribution of BAME and White employees across the workforce.



## TEACHING EMPLOYEES

Mean (average) pay gap is

**11.34%**

(This is higher to the previous year figure of 2.66%).

BAME employee's mean average pay is £21.87 per hour and White employee's mean average pay is £24.67 per hour.

The difference is expressed as a percentage.



Median (Mid-point) pay gap is

**0%**

(This is the same as the previous year figure of 0%).

BAME employee's mid-point pay is £23.26 per hour and White employee's mid-point pay is £23.26.



Average mean pay for Teaching employees is less for BAME employees compared to White employees, whereas median pay is the same for BAME and White employees.

# Race Pay Gap

## ALL STAFF

Salary Band	2021			2022		
	White Average Hourly Rate (£)	BAME Average Hourly Rate (£)	Pay Gap (%)	White Average Hourly Rate (£)	BAME Average Hourly Rate (£)	Pay Gap (%)
Band 01	9.78	9.78	0.00	9.78	9.78	0.00
Band 02	10.03	10.01	0.28	10.03	10.01	0.21
Band 05	12.10	12.15	-0.45	12.08	12.04	0.27
Band 07	-	-	-	14.59	14.29	2.03
Band 10	19.84	19.83	0.05	-	-	-
Unpromoted Teachers	22.15	21.95	-0.89	22.45	21.56	4.00
<b>Totals</b>	<b>16.14</b>	<b>15.52</b>	<b>3.85</b>	<b>16.14</b>	<b>15.09</b>	<b>6.47</b>

Negative values indicate a pay gap percentage in favour of BAME employees

The 2021 data is based on 7069 employee records, with an individual headcount of 6344

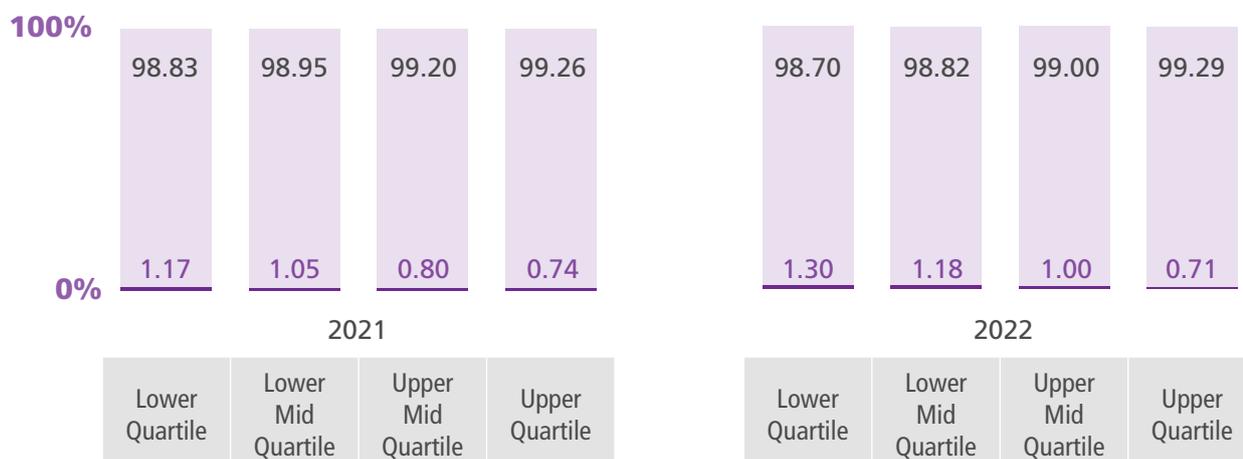
The 2022 data is based on 7380 employee records, with an individual headcount of 6604 total employee group.

Grades with fewer than 5 employees were removed from the table to preserve confidentiality. Grades with employees of one race were also removed. However, the pay gap was not adjusted, to properly reflect the total employee group.

## Proportion of White and BAME employees in each pay quartile across the Council workforce

This table shows where employees are in the pay scales. The scale is broken into 4 parts or quartiles.

White  
BAME



# Race Pay Gap

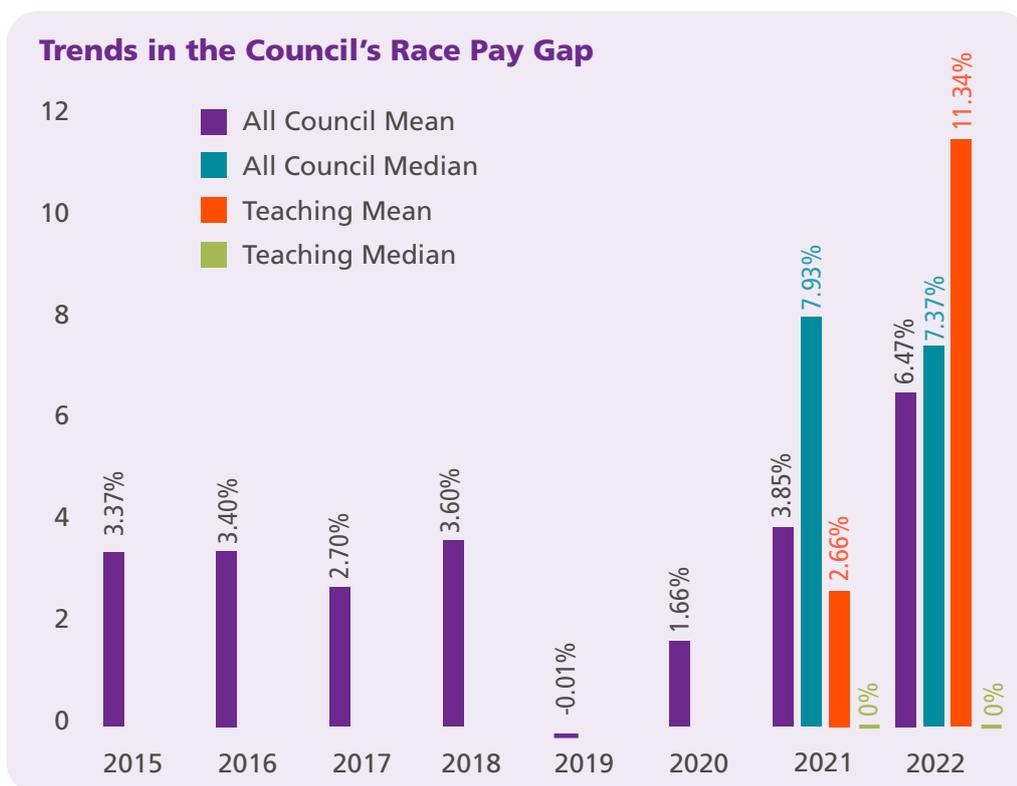
\*Please note that the data on page 80 excludes the percentage of the workforce who preferred not to answer/did not answer for this protected characteristic.

The expectation is that the breakdown in each quartile would reflect the overall composition of BAME and White employees within our workforce.

The 'middle white employee' is in the upper mid quartile and the 'middle BAME employee' is in the lower mid quartile.

## Why is there a pay gap and what is the data telling us?

Analysis of the data shows that BAME employees have greater representation in the lower pay quartiles and there are disproportionately more White employees in the upper pay quartiles. This is a contributing factor to the Race pay gap. The midpoint for White employees lies in the Upper Mid Quartile whereas the mid-point for BAME employees lies in the Lower Mid Quartile.



# Disability Pay Gap

## ALL EMPLOYEES (including Teaching)

Mean (average) pay gap is

**5.53%**

(This is an increase on the previous year figure of 3.46%)

The mean is the total of all Disabled employees pay divided by the number of Disabled employees and is compared to the total of all Non-disabled employee's pay, divided by the number of Non-disabled employees.

Disabled employees mean average pay is £15.32 per hour and Non-disabled employees mean average pay is £16.21 per hour.

The difference is expressed as a percentage.

It is used because it includes all the pay from the highest to the lowest, but it can be affected by the higher earners.

£1



Non-disabled

94p



Disabled

Median (Mid-point) pay gap is

**7.93%**

(This is an increase on the previous year figure of 6.63%).

The median is the middle number in a list from lowest to highest.

Disabled employees mid-point pay is £12.42 per hour and Non-disabled employees mid-point pay is £13.48 per hour.

The difference is expressed as a percentage.

It is used because it represents the middle value, in this case the pay level and is not so influenced by the highest or lowest earners but is affected by the distribution of BAME and White employees across the workforce.

£1



Non-disabled

92p



Disabled

## TEACHING EMPLOYEES

Mean (average) pay gap is

**7.55%**

(This is higher to the previous year figure of 6.66%).

Disabled employees mean average pay is £22.79 per hour and Non-Disabled employees mean average pay is £24.65 per hour.

The difference is expressed as a percentage.

£1



Non-disabled

92p



Disabled

Median (Mid-point) pay gap is

**0%**

(This is the same as the previous year figure of 0%).

Disabled employees mid-point pay is £23.26 per hour and Non-disabled employees mid-point pay is £23.26.

£1



Non-disabled

£1



Disabled

**Average mean pay for Teaching employees is less for Disabled employees compared to Non-disabled employees, whereas median pay is the same for Disabled and Non-disabled employees.**

# Disability Pay Gap

## ALL STAFF

Salary Band	2021			2022		
	Non-Disabled Average Hourly Rate (£)	Disabled Average Hourly Rate (£)	Pay Gap (%)	Non-Disabled Average Hourly Rate (£)	Disabled Average Hourly Rate (£)	Pay Gap (%)
Band 01	9.78	9.78	0.00	9.78	9.78	0.00
Band 02	10.03	10.03	0.05	10.03	10.04	-0.11
Band 03	10.34	10.31	0.26	10.32	10.29	0.24
Band 04	10.96	10.90	0.58	10.96	10.85	0.99
Band 05	12.11	11.96	1.21	12.08	11.95	1.09
Band 07	14.59	14.43	1.09	14.58	14.46	0.83
Band 08	16.25	16.41	-0.97	16.18	16.27	-0.57
Band 09	18.00	18.35	-1.94	17.90	18.16	-1.47
Band 10	19.81	20.26	-2.28	19.77	20.18	-2.07
Band 11	-	-	-	22.37	22.13	1.09
Unpromoted Teachers	21.98	20.91	4.86	22.51	21.79	3.21
<b>Totals</b>	<b>16.20</b>	<b>15.64</b>	<b>3.46</b>	<b>16.21</b>	<b>15.32</b>	<b>5.53</b>

Negative values indicate a pay gap percentage in favour of disabled employees

The 2021 data is based on 7,069 employee records, with an individual headcount of 6,344

The 2022 data is based on 7,380 employee records, with an individual headcount of 6,604

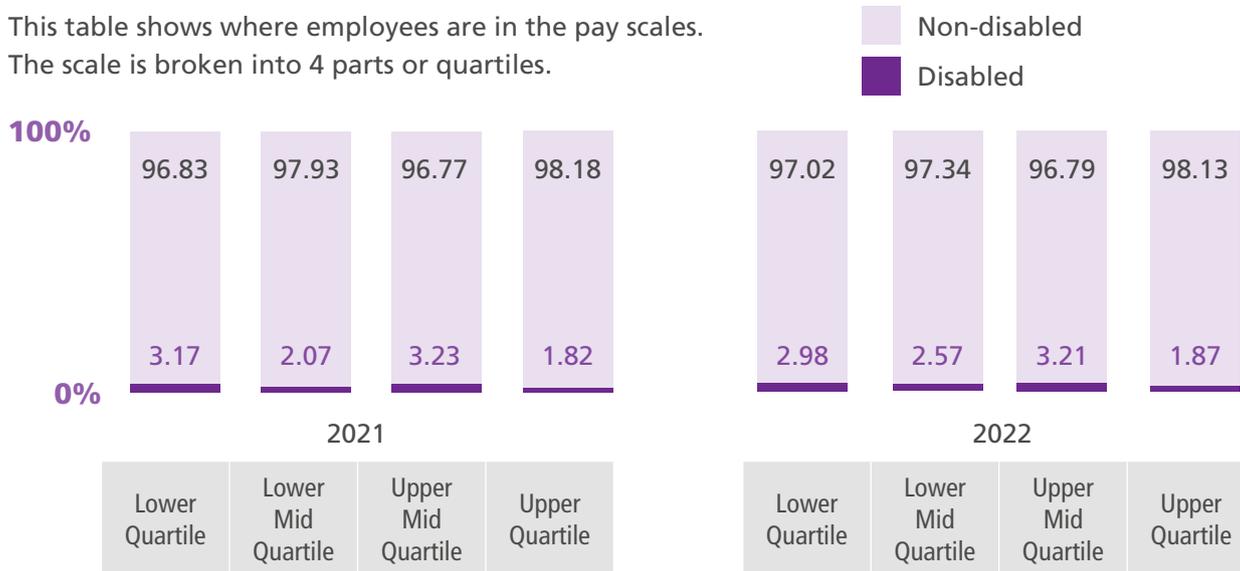
Grades with fewer than 5 employees were removed from the table to preserve confidentiality.

Grades with employees in only the disabled or non-disabled category were also removed. However, the pay gap was not adjusted to properly reflect the total employee group

# Disability Pay Gap

## Proportion of disabled and non-disabled employees in each quartile

This table shows where employees are in the pay scales. The scale is broken into 4 parts or quartiles.



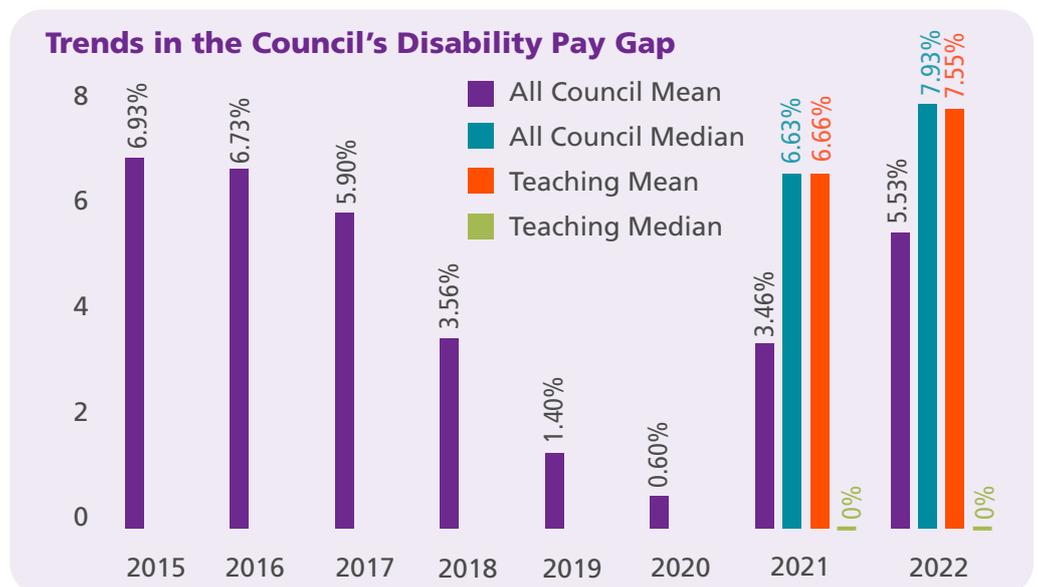
\*Please note that the above data excludes the percentage of the workforce who preferred not to answer/did not answer for this protected characteristic.

The expectation is that the breakdown in each quartile would reflect the overall composition of Disabled and Non-disabled employees within our workforce.

The 'middle non-disabled employee' is in the upper mid quartile and the 'middle disabled employee' is in the lower mid quartile.

## Why is there a pay gap and what is the data telling us?

Analysis of the data shows that Disabled employees have greater representation in the lower pay quartiles and there are disproportionately more Non-disabled employees in the upper pay quartile. This is a contributing factor to the Disability pay gap. The midpoint for Non-disabled employees lies in the Upper Mid Quartile whereas the mid-point for Disabled employees lies in the Lower Mid Quartile.



# Occupational Segregation

Occupational segregation is the concentration of men and women in particular grades and particular occupations. The causes and drivers of the gender pay gap are complex and interrelated and include occupational segregation of men and women into different job sectors and industries.



Occupational segregation is described in the following groupings, and the following table gives an indication of the type of Council jobs in each grouping.

 Admin, Clerical & Customer Support	 Care	 Facilities Support	 Management	 Practitioner	 Technical
<ul style="list-style-type: none"> <li>Admin Support</li> <li>Clerical Support</li> <li>Customer Services</li> </ul>	<ul style="list-style-type: none"> <li>Care &amp; Support Workers</li> <li>School Support (e.g. Learning Assistant/ Nursery Nurse)</li> <li>Youth Workers</li> </ul>	<ul style="list-style-type: none"> <li>Cleaners</li> <li>Cooks</li> <li>Waste Refuse Operatives</li> <li>Roads Operatives</li> </ul>	<ul style="list-style-type: none"> <li>Senior Managers</li> <li>Supervisors</li> <li>Team Leaders</li> </ul>	<ul style="list-style-type: none"> <li>Advisors</li> <li>Audit staff</li> <li>Finance Staff</li> <li>Planners</li> <li>Principal Officers</li> <li>Project Managers/ Officers</li> <li>Procurement</li> </ul>	<ul style="list-style-type: none"> <li>Business Technology Support</li> <li>Drivers</li> <li>Technicians</li> <li>Trades</li> </ul>

## Occupational Segregation 2022 (Excluding Teaching Employees)

Salary Band	Total		Admin, Clerical & Customer Support		Care		Facilities Support		Management		Practitioner		Technical	
	Male %	Female %	Male %	Female %	Male %	Female %	Male %	Female %	Male %	Female %	Male %	Female %	Male %	Female %
Band 01	17.07	82.93	66.67	33.33	23.81	76.19	14.37	85.63	100.00	0.00	40.00	60.00	100.00	0.00
Band 02	3.97	96.03	4.40	95.60	11.54	88.46	1.18	98.82	0.00	0.00	0.00	0.00	83.33	16.67
Band 03	42.86	57.14	13.06	86.94	23.40	76.60	65.04	34.96	0.00	0.00	100.00	0.00	55.95	44.05
Band 04	36.90	63.10	12.62	87.38	25.00	75.00	47.37	52.63	0.00	0.00	0.00	100.00	73.33	26.67
Band 05	13.46	86.54	15.10	84.90	4.32	95.68	76.00	24.00	33.33	66.67	50.00	50.00	60.53	39.47
Band 06	29.59	70.41	12.28	87.72	24.24	75.76	63.16	36.84	0.00	0.00	33.33	66.67	58.33	41.67
Band 07	24.45	75.55	16.00	84.00	5.63	94.37	90.00	10.00	21.05	78.95	38.24	61.76	81.65	18.35
Band 08	39.44	60.56	30.85	69.15	21.77	78.23	0.00	0.00	27.27	72.73	45.00	55.00	80.82	19.18
Band 09	31.61	68.39	47.06	52.94	2.86	97.14	80.00	20.00	19.44	80.56	25.93	74.07	54.05	45.95
Band 10	17.08	82.92	30.00	70.00	7.74	92.26	0.00	100.00	27.27	72.73	46.43	53.57	50.00	50.00
Band 11	37.91	62.09	31.58	68.42	17.65	82.35	100.00	0.00	37.50	62.50	38.96	61.04	60.00	40.00
Band 12	31.36	68.64	50.00	50.00	16.33	83.67	0.00	0.00	45.16	54.84	39.39	60.61	0.00	100.00
Band 13	21.88	78.13	0.00	0.00	0.00	0.00	0.00	0.00	21.74	78.26	22.22	77.78	0.00	0.00
Band 14	44.44	55.56	100.00	0.00	0.00	0.00	33.33	66.67	45.16	54.84	0.00	100.00	0.00	0.00
Band 15	70.59	29.41	0.00	0.00	0.00	0.00	100.00	0.00	65.52	34.48	100.00	0.00	0.00	0.00
Band 16	54.55	45.45	0.00	0.00	0.00	0.00	0.00	0.00	54.55	45.45	0.00	0.00	0.00	0.00
Band 17	75.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	25.00	0.00	0.00	0.00	0.00
Chief Executive	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
Chief Officer 02	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
Chief Officer 03	66.67	33.33	0.00	0.00	0.00	0.00	0.00	0.00	66.67	33.33	0.00	0.00	0.00	0.00
Chief Officer 05	33.33	66.67	0.00	0.00	0.00	0.00	0.00	0.00	33.33	66.67	0.00	0.00	0.00	0.00
Modern Apprentice	63.64	36.36	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	50.00	50.00	100.00	0.00
Renewi	87.80	12.20	0.00	100.00	100.00	0.00	75.00	25.00	100.00	0.00	0.00	0.00	96.55	3.45
<b>Total</b>	<b>24.92</b>	<b>75.08</b>	<b>16.89</b>	<b>83.11</b>	<b>8.02</b>	<b>91.98</b>	<b>33.51</b>	<b>66.49</b>	<b>41.50</b>	<b>58.50</b>	<b>39.36</b>	<b>60.64</b>	<b>69.64</b>	<b>30.36</b>

## Occupational Segregation 2022 (Teaching Employees)

Salary Band	Total		Teaching		Practitioner		Management	
	Male %	Female %						
Chartered Teacher	30.00	70.00	30.00	70.00	0.00	0.00	0.00	0.00
Education Support Officer	0.00	100.00	0.00	0.00	0.00	100.00	0.00	0.00
Educational Psychologist	0.00	100.00	0.00	0.00	0.00	100.00	0.00	0.00
Educational Psychologist Management Spine	0.00	100.00	0.00	0.00	0.00	0.00	0.00	100.00
Headteacher & Depute HT Job Sized	28.08	71.92	0.00	0.00	0.00	0.00	28.08	71.92
Music Instructor	93.75	6.25	93.75	6.25	0.00	0.00	0.00	0.00
Principal Teacher Job Sized	24.45	75.55	24.45	75.55	0.00	0.00	0.00	0.00
Quality Improvement Manager	100.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00
Quality Improvement Officer	33.33	66.67	0.00	0.00	33.33	66.67	0.00	0.00
Unpromoted Teachers	17.62	82.38	17.62	82.38	0.00	0.00	0.00	0.00
<b>Total</b>	<b>20.54</b>	<b>79.46</b>	<b>19.77</b>	<b>80.23</b>	<b>19.05</b>	<b>80.95</b>	<b>29.33</b>	<b>70.67</b>



## **Analysis has identified the following:**

### **Gender**

There is a higher concentration of women within the lower salary grades, whereas there is an increased concentration of men within higher salary grades.

Gender segregation in teaching Management posts (disproportionately lower number of women in Principal Teacher and Head Teachers roles within Secondary Schools).

Disproportionately lower number of women in SJC Senior Management posts. 56.6% of the 5% highest earners within the Council are female and 43.4% are male. Whilst the majority of the top 5% of earners are female, and this represents a 6.5% increase of females in senior positions since 2015; this is still lower and is not fully reflective of the female composition of the overall workforce.

Lower uptake of flexible and part time working opportunities in Senior posts.

Gender segregation (high concentration of males in technical and manual roles such as grounds maintenance, roads, driving and refuse collection and high concentration of women in cleaning, catering, clerical/administration and health and social care support).

### **Disability**

The number of employees who have declared a disability for the whole Council is fairly evenly spread across the lower pay grades, however this is not the case for Senior roles where a lower proportion of employees have declared a disability.

Given the relatively low number of employees declaring a disability, we must be careful about drawing conclusions from the data. It is likely that the number of our employees with a disability is higher than the number who have disclosed a disability. We will continue to encourage employees to review and update this information where appropriate.

### **Race**

The number of employees who have declared as BAME for the whole Council is fairly evenly spread across the lower pay grades, however there are a number of Senior Management grades (SJC and Teaching) with no employees declaring as BAME.

Less than 1% of our workforce overall have declared as BAME.

(Please note that due to the low level of numbers of employees who have declared a disability or identified as belonging to a minority racial group limited occupational segregation information has been included in this report so as not to identify individuals).



## Working to Close the Gap

Dumfries and Galloway Council will continue to work with the trade unions and representative groups, to strive to be a more diverse and inclusive employer. This includes commitment and responsibility at the most senior level to drive actions to reduce any gender, disability and race pay gaps. Our planned actions will be embedded into practice and are aimed at removing barriers for women and others with protected characteristics, as well as to support all employees to succeed. Actions include:

### **Recruitment**

- Analyse recruitment and promotion data to identify the accessibility of the Council's campaigns and allowing adaptations where any issues relating to gender or other potentially disadvantaged groups, such as those with disabilities, are identified. These reports will be used to review and adapt the recruitment processes, ensuring barriers are removed in the recruitment and promotion processes.
- Undertake a review of the Recruitment Policy, Procedure and practice.
- Review of the application form and shortlisting process to anonymise personal data where possible, removing unconscious bias and allowing for greater inclusion and diversity at initial recruitment stages.
- Advertise roles on targeted websites/job forums/jobs boards that are aimed at women and minority groups in the workplace.
- Remove unconscious male and female coded wording in adverts and replace with inclusive language, using Positive Action to encourage applications from women and minority groups.
- New candidate attraction techniques will be implemented to reach a wider pool of candidates, with an Equality, Diversity and Inclusivity Statement added to all adverts. Staff network groups will help to identify accessibility issues and actions that can be taken to overcome these.
- Our Council will work with partners (e.g. Schools, Colleges, Universities and groups that promote equality and diversity within our region) to explore and expand opportunities to encourage a diverse range of applicants into rewarding roles and careers available within our Council. This will include the development of a dedicated calendar of career events across our region, and the promotion of career pathways for many people across different age groups and from diverse backgrounds through job fairs, Colleges, Universities and career events.
- Strategic workforce planning will be a key focus with further promotion of flexible working arrangements that support women to progress their careers.



### **Communication, Engagement and Consultation**

- We will continue to work collaboratively with the trade unions on the development of people focused Policies and procedures.
- The development of Staff Network Groups and integration into the Council's engagement and consultation practices – this may include LGBTQ+, Race Equality and Disability diversity groups.
- We will actively discuss and confirm our commitment to Equality, Diversity, and Inclusion on our public platforms, utilising social media and external web pages.

### **Learning, Development and Career Progression**

- We will promote a strength-based approach to performance development, which supports employees to identify their natural talents, build confidence and empower them to develop their skills.
- We will continue to review and monitor our Flexible Working and Smarter Working policies and practices to reduce any negative impact that flexible working can have on career development. We will ensure, as far as possible, that all promotions can successfully function with flexible working arrangements in place, including those at senior levels.
- We will develop and deliver training/briefings to Managers on HR policies and procedures. We will endeavour to ensure that all managers are aware of any policy changes and have received appropriate training to ensure they understand what behaviours and actions are expected within the workplace. Similarly, any employee involved in the recruitment of employees will be trained to ensure, fair, non-discriminatory and consistent processes are followed.
- We will update our mandatory Equalities training module to ensure all employees, including managers and employees responsible for recruitment, are fully conversant with the equalities expectations of Dumfries and Galloway Council. The frequency in which employees must complete this training will also be increased.



## **Wellbeing**

- Employee wellbeing, including mental health, remains a key priority for the Council and will be a central point of workforce strategies and actions going forward. A Wellbeing Policy will be developed and embedded within the Council.
- Our Council currently has over 100 trained Mental Health Champions.
- Policies have been put in place to help remove barriers that woman may face in the workplace such as a Flexible Working policies, Support for Carers, Fair Treatment at Work Policy. The Council also supports staff who may have suffered domestic abuse.
- Managers across the Council have undertaken gambling harm awareness training to help inform, raise awareness and spot the signs. Awareness has also been communicated and promoted to the wider workforce as part of our DG Together programme.
- We will deliver a Trauma Informed Workforce Practice training programme to support the development of a trauma informed workforce that recognises the importance of wellbeing in the workforce and community, and is able to recognise when someone may be affected by trauma, collaboratively adjusting how we work to take this into account and responding in a way that supports recovery, does not harm and supports people's resilience and empowerment.

## **Employee Data, Monitoring and Reporting**

- The Council will communicate with and encourage all employees to review and verify the personal and sensitive information that the Council holds on them. Periodic checking of this data will occur going forward.
- Equalities Monitoring - we will continue to report on gender, disability and race equalities and monitoring within both its employee and recruitment profiles.



### Other Actions

- We will continue to ensure that related policies and practices are up to date, including our Equal Opportunities Policy. The Council seeks to emphasise its commitment to equal opportunities and diversity within all its employment practices and procedures.
- Dumfries and Galloway Council aspires to become an Equally Safe at Work Accredited Employer. Equally Safe at Work was developed to support the implementation of Equally Safe - Scotland's national strategy to prevent and eradicate violence against women and girls. The strategy recognises that violence against women is a cause and consequence of wider gender inequality. Addressing gender inequality in the workplace is therefore a fundamental step in preventing violence against women.
- We are an accredited Disability Confident Employer, and benefit from being able to draw from the widest pool of talent and encourage and support applications from disabled applicants. We aim to achieve Level 3 Disability Confident Leader accreditation in 2023, by acting as a champion for Disability Confident within our communities and supporting businesses in our supply chain(s) and networks to become Disability confident.
- We will consider taking positive action – in line with the Equalities Act we will consider taking 'positive action' to help employees or job applicants who are at a disadvantage because of their protected characteristic, and/or are under-represented in the organisation.

These actions are not only about trying to reduce the Pay Gaps but to encourage a happier, healthier, motivated, diverse and inclusive workforce providing the Council with a variety of perspectives, boosting innovation, creativity and problem solving.



## Appendix 4 –Equal Pay Statement

### **Equal Pay Statement 2023**

This Equal Pay Statement covers all employees of Dumfries of Galloway Council and sets out how the Council will comply with the legal duties set out in the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.

### **Statement of Commitment**

Dumfries and Galloway Council is committed to the principal of equality of opportunity in employment for all our employees and aims to determine pay and conditions of employment that do not discriminate unlawfully and are free from bias by ensuring that equal pay is in place for like work, work rated as equivalent and work of equal value. This includes equality on the basis of the protected characteristics as contained in the Equality Act, including sex, race, age, pregnancy and maternity, gender reassignment, marital and civil partnership, sexual orientation, religion or belief and disability.

In addition, the Equality Act 2010 (Specific Duties) (Scotland) Regulations require Dumfries and Galloway Council to:

- Publish gender pay gap information.
- Publish a statement on equal pay and information on occupational segregation between women and men, people who are disabled and those who are not, and people who fall into a minority racial group and those who do not.

### **Objectives**

In line with the General Duty of the Equality Act 2010, our equal pay objectives are to:

- Eliminate unfair, unjust or unlawful practices and other discrimination that impact on pay equality.
- Promote and commit to equality of opportunity and the principles of equal pay for work of equal value for all employees.



## **Actions**

Dumfries and Galloway Council will:

- Work in partnership with the Joint Trade Unions and monitor, review and maintain pay and reward systems to ensure they comply with best equal pay practice and current legislation.
- Take appropriate action to eliminate pay gaps/differences that cannot be satisfactorily explained on grounds other than a protected characteristic.
- Use an analytical job evaluation system, jointly agreed with the relevant trades unions, to assess the relative value of local government employee jobs within the Council that determines the allocation of jobs within the relevant pay and grading structure
- Publish, monitor and analyse areas of occupational segregation around sex, disability and race and identify appropriate equalities action and outcomes
- Provide training and guidance on equal pay for those involved in determining pay and grading matters in terms of job evaluation and new appointments.
- Enable employees to understand how their pay is determined through effective communication and administration of fair and transparent pay systems
- Respond to Equal Pay concerns

## Appendix 5 - Meeting the specific duties of the Equality Act

Duty	Requirements	Frequency	Last published
<b>Mainstreaming progress</b>	Publish a report on progress made to make the equality duty integral to the exercise of functions.	At least every two years	This report April 2023
<b>Equality outcomes</b>	Publish a set of equality outcomes using available evidence relating to protected characteristics.	At least every four years	April 2021
<b>Progress against equality outcomes</b>	Publish a report on the progress made to achieve the equality outcomes.	At least every two years	This report April 2023
<b>Impact Assessments</b>	Conduct impact assessments for new and revised policies, plans and processes and publish these.	Ongoing	Ongoing on our website
<b>Gather and use employee information</b>	Gather information on staffing mix and recruitment and development against protected characteristics.	Annual	This report April 2023
<b>Include employee information in mainstreaming report</b>	Include employee information and progress made in gathering and using this in mainstreaming report.	At least every two years	This report April 2023
<b>Gender pay gap information</b>	Publish percentage difference between hourly pay rates for men and women.	At least every two years	This report April 2023
<b>Statement on equal pay and occupational segregation</b>	Publish equal pay statement and analysis of employment by grade or role for men and women, disability and race.	At least every four years	This report April 2023

Equality and Diversity Reports for Dumfries and Galloway Council can be accessed at <https://www.dumgal.gov.uk/article/15138/Equality-and-diversity>



