



# **Central Scotland Valuation Joint Board**

## **Equalities Report**

**April 2015**

# **Introduction**

Central Scotland Valuation Joint Board is fully committed to embracing and implementing the principles and ethos of the Equality Act 2010 and its associated Regulations such as The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.

By fully adopting the principles and ethos of the Equality Act 2010, Central Scotland Valuation Joint Board will provide all electors, rate payers and council tax payers of Central Scotland and its own staff, a service provision, culture and working environment which is free from unlawful discrimination, harassment, victimisation, where all members of the community have equal opportunities and are encouraged to treat each other with dignity and respect.

These are the broad aims of the Equality Act 2010 and the Board respects them, adopts them and upholds them. In order to confirm its commitment to these aims, this report sets out to demonstrate where Central Scotland Valuation Joint Board has already taken steps to embrace the principles of the Equality Act 2010. It will also detail the actions currently being undertaken to embed the Equality Act 2010 into the Board's functions, and finally, by developing Equality Outcomes this report will consider those actions the Board intends to take in the future in order to continue to embrace the aims and objectives of the Equality Act 2010.

This report is in three parts, one for each of the following key areas;

- ***Equalities Mainstreaming***
- ***Workforce Monitoring***
- ***Equalities Outcomes***

The first of these areas will explain what actions the Board has, and is, taking on a day to day basis to fully embrace and implement the principles of the Equality Act 2010. The second part of this report comprises an analysis of its workforce with particular reference to the protected characteristics defined in the Act. The third part uses the information and knowledge gained from the first two sections to identify and develop Equalities Outcomes that the Board will implement in the future in order to promote equality. In developing the equality outcomes regard has been had to the guidance given by the Equalities and Human Rights Commission in Scotland that these should be proportionate and relevant to the size of the organisation.

Central Scotland Valuation Joint Board has always strived to uphold and implement the principles of its existing Equalities Schemes. These new provisions will allow the Board to build upon the work of its previous schemes and renew its commitment to the principles of the Equality Act 2010.

# **Central Scotland Valuation Joint Board**

## **Public Sector Equality Duties**

### **Part 1**

#### **Mainstreaming the Equality Duty**

## **Central Scotland Valuation Joint Board Profile**

### **1.0 The Board**

Central Scotland Valuation Joint Board has been established since 1996 and discharges the responsibilities which Clackmannanshire, Falkirk and Stirling Councils hold as Valuation Authorities.

The members of the Board comprise 15 elected councillors who are appointed by the constituent authorities as follows:

<b><i>Clackmannanshire Council</i></b>	<b><i>3 members</i></b>
<b><i>Falkirk Council</i></b>	<b><i>8 members</i></b>
<b><i>Stirling Council</i></b>	<b><i>4 members</i></b>

The Board has appointed an Assessor who is responsible for the preparation and maintenance of the Valuation Roll and Council Tax List, which are the base documents required for the three Councils to ingather Non-Domestic Rates and Council Tax.

The councils have also appointed the Assessor to be the Electoral Registration Officer for the councils and be responsible for the preparation and maintenance of the Register of Electors and Absent Voting lists, which are essential for all European, Parliamentary and Local Government Elections.

The Assessor and Electoral Registration Officer currently has a total of 45 members of staff working for him which translates into a full time equivalent of 43.90 staff to assist in carrying out these statutory functions. In view of the relatively small size of the organisation support is provided to the Board in the areas of Human Resources, Legal Services & Financial Management, by Clackmannanshire Council.

## 1.0 Equality Duties

In 2010 the UK Parliament introduced a new Equality Act. The Equality Act 2010 brought together over 100 separate pieces of legislation and now provides a legal framework which protects individuals from unfair treatment and promotes a fair and more equal society.

The nine main pieces of legislation that have merged are;

- ***Equal Pay Act 1970***
- ***Sex Discrimination Act 1975***
- ***Race Relations Act 1976***
- ***Disability Discrimination Act 1995***
- ***Employment Equality (Religion or Belief) Regulations 2003***
- ***Employment Equality (Sexual Orientation) Regulations 2003***
- ***Employment Equality (Age) Regulations 2006***
- ***Equality Act 2006***
- ***Equality Act (Sexual Orientation) Regulations 2007***

The Equality Act 2010 included a new public sector Equality Duty which replaced the separate duties on public bodies relating to race, disability and gender equality. It now also extends to age, sexual orientation, religion or belief, pregnancy and maternity and gender reassignment.

Section 149 of the Act imposes a duty on public authorities when exercising public functions to have due regard to the following general duties;

- ***eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act***
- ***advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it***
- ***foster good relations between persons who share a relevant protected characteristic and persons who do not share it.***

The above general duties are often referred to as the 'three needs'.

The Act sets out nine protected characteristics which are:

- ***Age***
- ***Disability***
- ***Gender Reassignment***
- ***Marriage and Civil Partnership***
- ***Pregnancy and Maternity***
- ***Race***
- ***Religion or Belief***
- ***Sex***
- ***Sexual Orientation***

The first 'need' of the general Equality Duty is to have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act.

However, the second and third 'needs' of the duty (advancing equality of opportunity and fostering good relations) only apply in relation to persons who share a protected characteristic.

To help meet the general duties contained within the Equality Act 2010, the Scottish Government introduced the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.

The purpose of the specific duties in Scotland is to help those authorities listed in the Regulations in their performance of the general Equality Duty.

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 requires those authorities listed in the Regulations, unless otherwise exempted, to comply with the following duties;

- ***Duty to report progress on mainstreaming the Equality Duty.***
- ***Duty to publish equality outcomes and report progress.***
- ***Duty to Equality Impact Assess Policies and Practices.***
- ***Duty to gather and use employee information.***
- ***Duty to publish gender pay gap information.***
- ***Duty to publish statements on equal pay.***
- ***Duty to consider award criteria in relation to public procurement.***
- ***Duty to publish required information in a manner which is accessible.***
- ***Duty to consider other matters.***

How Central Scotland Valuation Joint Board is mainstreaming the Equality Duties will now be considered in some detail.

Whilst a small organisation with limited resources, the Board has adopted a number equality related practices and procedures which clearly demonstrates its commitment to mainstreaming the Equality Duties. Some examples include the following.

### **Top Down Involvement**

Equality of treatment is a fundamental right and the Assessor and ERO has taken steps to ensure that a culture of equality is embedded in the organisation. A top down approach has been adopted and equality is a standing item on the agenda for discussion at the Assessor's Management Team meetings. Any issues relating to equality matters are discussed in full and thereafter information is cascaded down from the Management Team meetings via individual team briefings.

Management Team meeting minutes are made available to all staff via an internal IT directory.

## **Equal Pay**

In January 2012 the Board implemented the national single status agreement for Local Authority Employees in Scotland. In accordance with this agreement all jobs have been re-evaluated. The re-evaluation was undertaken using the COSLA job evaluation model.

In conjunction with re-evaluating all posts the Board has introduced a revised pay structure and package of terms and conditions of employment.

Having reviewed the pay structure, the terms and conditions and the equal pay related policies and procedures currently in place, the Board is satisfied that these are non-discriminatory and meet the Board's Equality Duties. However, the Board also recognises that it is important to continue to monitor these provisions and, with the support of Clackmannanshire Council, will continue to update these and develop new policies as required.

## **Policies and Procedures**

The Board has a range of policies and procedures in place, many of which are aimed at eliminating discrimination and promoting equality. Some of the Board's policies and procedures aimed at eliminating discrimination and promoting equality are detailed below:

- ***A Framework for Maximising Attendance at Work***
- ***Computer Use***
- ***Customer Comments and Complaints Procedure***
- ***Disciplinary Policy***
- ***Exit Questionnaires***
- ***Flexible Retirement***
- ***Flexible Working***
- ***Flexi-Time Scheme***
- ***Grievances***
- ***Health and Safety***
- ***Job Sharing***
- ***Dignity at Work Policy***
- ***Retirement Framework***
- ***Recruitment and Selection***
- ***Special Leave***
- ***Training and Development***
- ***Travelling and Subsistence***
- ***Lone Working***

The Board is satisfied that the above Policies and Procedures are non-discriminatory and meet the Board's Equality Duties. However, the Board also recognises that it is important to continue to monitor these provisions and, supported by Clackmannanshire Council, will continue to update these and develop new policies as required. Any new policies or amendments to existing policies will be impact assessed before implementation. Arrangements are in place to facilitate regular meetings with representatives from Clackmannanshire Council to discuss these issues.



## **Recruitment and Selection**

The Board operates a policy to ensure that recruitment and selection is undertaken within a framework which is fair, consistent, avoids discriminatory practices and provides equal access to all jobs. The policy includes a commitment that any disabled applicant who satisfies the minimum requirements will be invited for interview.

In conjunction with this policy, provision has been made to monitor amongst other things the racial, gender, disability and marital status of both successful and unsuccessful applicants. This information is not available to the interview panel.

## **Service Plan**

The Board has a Service Plan of which equalities form an important part. The Plan is therefore under constant review and monitoring. Any changes made are relayed to all staff via team briefings and the subsequent posting of Minutes on the Board's computer directories for all staff to read and comment upon.

## **Training**

Training is an important tool to ensure that staff are aware of the importance of Equality issues and to ensure that staff behave in a way that is non discriminatory. Training in equalities was delivered to all staff in 2016 and will form part of the staff induction training for all new staff. The Assistant Assessor is also the training officer for the Board.

The Board recognises that regular equality training is required for all staff and this will be undertaken in-house on a regular basis.

## **Access to the Board's Premises**

The office is accessible by a ramped access and is open plan in layout. There is a lift to all floors and there is disabled toilet provision on the ground floor.

There is good car parking associated with the office. Whilst the slope to the office is slightly steep wheelchair access is possible and there is signage indicating the route. The main sign shows the office telephone number so if a wheelchair user is experiencing difficulty they can telephone for assistance.

## **Access to Information Published by the Board**

The Board creates a number of publications which are available in hard copy. Facilities are available whereby these publications can be made available in different languages, in Braille or on audio tape on request.

The Board also publishes information on the Scottish Assessors' Association website ([www.saa.gov.uk](http://www.saa.gov.uk)).

### **Communication with the Board**

The Board recognises that we deal with a large volume of information that can, in certain circumstances, appear highly complex and technical. Access to the Board's literature and correspondence is an area we intend to look at in future

### **Language Line**

Board staff have access to the translation facilities provided through "Language Line". This is a telephone system, which can be accessed by staff who encounter members of the public whose first language is not English. All staff have in the past received training in the use of language line although it is recognised that regular refresher training is required. Staff visiting properties have access to guides to the translation services that are available.

### **Correspondence**

In line with recommendations, wherever possible correspondence is provided on white paper with black typing in Arial font size 12 to the benefit of partially sighted service users.

### **Suggestions Box**

For some time now all staff have had access to a Suggestions Box and are encouraged to make suggestions that could improve the provision of our service to our customers and the working practices and environment of our staff.

The Suggestions Box is checked on a regular basis and each suggestion is discussed by the Management Team and the appropriate action taken.

### **Employee Appraisals**

All Board employees have annual appraisals. Where any equalities issues have been raised these have either been dealt with by the Line Manager or where appropriate referred to the Management Team for action.

### **Staff Questionnaires**

Staff Questionnaires are issued to all staff every two years. The results from those questionnaires are used to identify areas for improvement and lead to the creation of an action plan.

### **Staff Consultation Forum**

The aim of the group is to ensure that staff are consulted on any policy or employment changes and to act as forum for any employee concerns to be addressed.

### **Anti-Harassment Advisor**

The Board has an Anti-Harassment advisor whose role is to provide staff with advice on how to deal with and report on instances of Harassment whilst they are at work.

### **Scottish Assessors' Association**

The Scottish Assessors' Association was instituted in 1886 and is an organisation where all Assessors and their senior staff are members. One of the functions of the Association is to facilitate consistency of approach in the administration of rating, council tax and electoral registration services throughout Scotland. The Association has a Governance Committee that covers Equality issues. There is a representative from Central Scotland on the Committee. Being a member of the Scottish Assessors' Association Governance Committee gives the opportunity to share information on equality issues and agree best practices with colleagues from throughout Scotland.

### **Appeals and Complaints to the Board**

The Board has in place provisions whereby our service users may complain about the organisation and a form is available for this purpose.

The Board has recently introduced a new Complaints Procedure that is based on the Scottish Public Services Ombudsman's model. This procedure is aimed at making resolution of complaints a quick and easy process. It also allows more detailed monitoring of complaints.

### **Customer Feedback Survey**

The Board reviewed the customer feedback survey forms which requested users of the service to comment upon aspects of the service they have received. Whilst no areas of concern were reported in the returned forms in 2016 the level of response remains disappointingly low.

### **Impact Assessment**

The Board wherever possible bases its Human Resources policies, practices and procedures on those of Clackmannanshire Council. This includes, among others, policies concerning; Dignity at Work, Absence Management, Flexible Working, and Maternity and Paternity Leave

Any new policies are impact assessed and the proposed policies and associated impact assessment are presented to the Staff Consultation Forum for feedback prior to being formally approved.

The Management Team will review the impact on equality groups of the practices and procedures followed in the exercise of its statutory functions which do not directly follow those of Clackmannanshire Council at regular management meetings. Where the impacts arising from these practices and procedures are considered to be of high relevance a full impact analysis will be carried out.

## **Exit Questionnaires**

The Board has procedures for Exit Questionnaires and all staff leaving the service are invited to complete a questionnaire. Any equality related issues are highlighted and reported to the Management Team where appropriate.

# **Central Scotland Valuation Joint Board**

## **Public Sector Equality Duty**

### **PART 2**

#### **WORKFORCE MONITORING**

## 1.0 Introduction

Central Scotland Valuation Joint Board is committed to providing a workplace that embraces equalities issues and values diversity. It continually aims to create a workplace which is free from unlawful discrimination, harassment, victimisation or bullying and where all employees and the wider community we serve are treated with dignity and respect.

It recognises that equalities is an ever evolving issue that requires a continuing commitment from all of its workforce. It needs to continue to expand the knowledge of its workforce on equality issues and continues to embed all aspects of equality legislation in its service provision.

As required by The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 the Board has gathered information on the composition of its workforce and on the recruitment, development and retention of its employees with respect to their protected characteristics.

This information will help the Board to gain a better knowledge and understanding of the following issues.

- ***Identify key issues in employment.***
- ***Assess whether the Board is discriminating unlawfully in any of its employment functions and help identify action to remedy this.***
- ***Identify any actions it can take to avoid discrimination and harassment, and to advance equality of opportunity or foster good relations.***
- ***Understand the impact of its employment policies, practices and decisions on people with different protected characteristics and thereby plan them more effectively.***
- ***Consider taking steps to meet the needs of staff and potential staff who share relevant protected characteristics.***
- ***Make informed decisions about policies and practices which are based on evidence about the impact of its activities on equality.***
- ***Demonstrate to the public and to audit, scrutiny and regulatory bodies how it is performing on equality.***
- ***Assess performance against that of similar organisations, nationally or locally.***

The Board will use its workforce monitoring data to:

- ***Identify areas of occupational segregation by gender and consider measures to address these.***
- ***Identify any disparities in the profile of its workforce by protected characteristic.***
- ***Develop equality outcomes in accordance with the equality duty.***
- ***Identify gaps in workforce monitoring and suggest ways in which it can address and improve on these.***

The non statutory guidance from the Equality and Human Rights Commission (*Employee information and the public sector equality duty: A guide for public authorities (Scotland)*) also recommends that organisations work towards gathering and using information disaggregated by protected characteristics on the following key areas:

- ***Recruitment and promotion.***
- ***Numbers of part-time and full-time staff.***
- ***Pay and remuneration.***
- ***Training and development.***
- ***Return to work of women on maternity leave.***
- ***Return to work of disabled employees following sick leave relating to their disability.***
- ***Grievances (including about harassment).***
- ***Disciplinary action (including for harassment).***
- ***Dismissals and other reasons for leaving.***

The Board will work towards ensuring that the above are monitored. Given the low numbers of staff involved, it may not be appropriate to publish a detailed breakdown for risk of identifying an individual.

## **REPORTING CATEGORIES**

Prior to undertaking workforce monitoring analysis it is worthwhile confirming the sources of information and the basis in which it has been analysed.

All applicants for posts at the Board are asked to complete an Equalities Monitoring Form

Data for our workforce has been drawn from our Staff Equalities Monitoring Questionnaire which was issued, returned and analysed between March 2017 and April 2017. The forms were last issued in early 2015.

The workforce data used in the following analysis is current as at 1<sup>st</sup> April 2017. However, when considering certain issues such as recruitment and leavers the relevant data is based on the financial years 2015-16 and 2016-17.

The Board currently has a total of 45 members of staff which is adjusted to a full time equivalent of 43.90 when flexible working practices are taken into account.

In the following analysis certain key areas, as recommended by the Equality and Human Rights Commission, will be considered in detail with specific reference to the protected characteristics. Where any additional analysis has been undertaken in a specific area this will be highlighted and discussed in the accompanying commentary.

The protected characteristics mentioned above are:

- ***Gender***
- ***Age***
- ***Disability***
- ***Gender Reassignment***
- ***Marriage and Civil Partnership***
- ***Pregnancy and Maternity***
- ***Race***
- ***Religion or Belief***
- ***Sexual Orientation***



## 1.0 WORKFORCE COMPOSITION

Out of a total 45 employees as at April 2017 only 25 completed and returned equality monitoring forms. These workforce composition statistics, with the exception of 1.9 and 1.10 therefore represent only the 55% of staff who completed equality monitoring forms.

### 1.1 Profile of Workforce by Gender

Male	Female	PNTS
42%	54%	4%

### 1.2 Profile of Workforce by Age

WORKFORCE AGE PROFILE	
Age Group	Employees
16-24	4%
25-29	4%
30-34	4%
35-39	9%
40-44	14%
45-49	25%
50-54	16%
55-59	20%
60+	4%
PNTS (Prefer Not To Say)	0%

The age profile of Board staff is skewed towards those who are in excess of 40. Only 4% of staff are in the 16 – 24 age range and only 8% are less than 30. The age profile of the staff is an issue discussed further in the Equality Outcomes section

### 1.3 Profile of Workforce by Disability

<b>WORKFORCE DISABILITY PROFILE</b>	
	<b>Employees</b>
<b>Identified as having a Disability</b>	<b>8%</b>
<b>Identified as not having a Disability</b>	<b>80%</b>
<b>PNTS</b>	<b>2%</b>

### 1.5 Profile of Workforce by Marriage and Civil Partnership

<b>WORKFORCE MARRIAGE AND CIVIL PARTNERSHIP PROFILE</b>	
<b>Marital Status</b>	<b>Employees</b>
<b>Married</b>	<b>68%</b>
<b>Not Married</b>	<b>28%</b>
<b>Civil Partnership</b>	<b>0%</b>
<b>PNTS</b>	<b>4%</b>

### 1.6 Profile of Workforce by Nationality and Ethnic Group

<b>WORKFORCE BY NATIONALITY PROFILE</b>	
<b>Nationality</b>	<b>Employees</b>
<b>British</b>	<b>96%</b>
<b>Other</b>	<b>4%</b>
<b>PNTS</b>	<b>0%</b>

<b>WORKFORCE BY ETHNIC GROUP PROFILE</b>		
<b>Ethnic Group</b>		<b>Employees</b>
<b>White</b>	Scottish	<b>72%</b>
	English	<b>24%</b>
	Welsh	<b>0%</b>
	Northern Irish	<b>0%</b>
	Irish	<b>4%</b>
	Other white ethnic group,	<b>0%</b>
<b>Mixed or Multiple Ethnic Group</b>	Any mixed or multiple ethnic groups	<b>0%</b>
<b>Asian, Asian Scottish or Asian British</b>	Pakistani, Pakistani Scottish or Pakistani British	<b>0%</b>
	Indian, Indian Scottish or Indian British	<b>0%</b>
	Bangladeshi,	<b>0%</b>

	Bangladeshi Scottish or Bangladeshi British	
	Chinese, Chinese Scottish or Chinese British	<b>0%</b>
	Other	<b>0%</b>
<b>African</b>	African, African Scottish, African British	<b>0%</b>
	Other	<b>0%</b>
<b>Caribbean or Black</b>	Caribbean, Caribbean Scottish or Caribbean British	<b>0%</b>
	Black, Black Scottish or Black British	<b>0%</b>
	Other	<b>0%</b>
<b>Other Ethnic Group</b>	Arab, Arab Scottish or Arab British	<b>0%</b>
	Other	<b>0%</b>
	<b>PNTS</b>	<b>0%</b>

### 1.7 Profile of Workforce By Religion or Belief

<b>WORKFORCE RELIGION OR BELIEF PROFILE</b>	
<b>Religion or Belief</b>	<b>Employees</b>
<b>Buddhist</b>	<b>0%</b>
<b>Church of Scotland</b>	<b>20%</b>
<b>Roman Catholic</b>	<b>20%</b>
<b>Other Christian</b>	<b>8%</b>
<b>Hindu</b>	<b>0%</b>
<b>Jewish</b>	<b>0%</b>
<b>Muslim</b>	<b>0%</b>
<b>No Religion or Belief</b>	<b>32%</b>
<b>Sikh</b>	<b>0%</b>
<b>Pagan</b>	<b>0%</b>
<b>Other Religion or Belief</b>	<b>0%</b>
<b>PNTS</b>	<b>0%</b>

### 1.8 Profile of Workforce by Sexual Orientation

<b>WORKFORCE SEXUAL ORIENTATION PROFILE</b>	
<b>Sexual Orientation</b>	<b>Employees</b>
Bisexual	0%
Gay	4%
Heterosexual/Straight	76%
Lesbian	0%
Prefer Not to Say	12%

### 1.9 Profile of Workforce by Occupational Segregation By Grade

<b>WORKFORCE OCCUPATIONAL SEGREGATION BY GRADE PROFILE</b>		
<b>Pay Grade</b>	<b>Male</b>	<b>Female</b>
Grades 1-5	20.00%	33.33%
Grades 6-8	24.44%	2.22%
Grades 9-10	8.89%	0%
Grade 11 and above	8.89%	2.22%

### 1.10 Profile of Workforce by Section and Gender

<b>WORKFORCE BY SECTION AND GENDER PROFILE</b>			
	<b>All Staff</b>	<b>Male</b>	<b>Female</b>
<b>Administrative</b>	44.44%	11.11%	33.33%
<b>Technical</b>	35.55%	35.55%	0%
<b>Management</b>	13.33%	4.44%	8.89%
<b>IT</b>	6.66%	6.66%	0%

There is a noticeable gender imbalance between the Administrative and Technical/IT Teams and between low and high paid staff. This is an issue discussed in greater detail in the Equalities Outcomes section.

## 2.0 RECRUITMENT INFORMATION

### 2.1 Profile of Recruitment by Gender

RECRUITMENT BY GENDER PROFILE	
Gender	Percentage of Total Applications
Male	36%
Female	55%
PNTS	9%

### 2.2 Profile of Recruitment by Year of Birth

RECRUITMENT BY YEAR OF BIRTH PROFILE	
Decade of Birth	Percentage of Applications
1990s	16.98%
1980s	30.19%%
1970s	22.64%%
1960s	16.98%
1950s	9.43%
1940s	0%
PNTS	3.78%

### 2.3 Profile of Recruitment by Disability

RECRUITMENT BY DISABILITY PROFILE	
Disability	Percentage of Applications
Disabled	7.55%
Not disabled	86.79%
PNTS	5.66%

Central Scotland Valuation Joint Board gives a commitment to interview any applicant for employment who meets the minimum requirement for the job and has declared they are disabled.

## 2.4 Profile of Recruitment by Marriage

RECRUITMENT BY MARRIAGE PROFILE	
Marital Status	Percentage of Applications
Married	35.85%
Not Married	54.72%
PNTS	9.43%

## 2.5 Profile of Recruitment by Race

RECRUITMENT BY RACE PROFILE	
Ethnic Group	Percentage of Applications
White	88.68%
Other	3.77%
Prefer Not to Say	7.55%

## 3.0 TRAINING

### 3.1 Profile of Workforce Training by Gender

WORKFORCE TRAINING ATTENDANCE BY GENDER PROFILE				
	Number	% of Staff	Number of Courses	% of Courses
Male	26	55.32%	128	66.32%
Female	21	44.68%	65	33.68%

### 3.2 Profile of Workforce Training by Section

Section	No of Staff who received training	No. of Courses attended
Administrative	21	56
Technical	17	74
Management	6	56
IT	3	7

### 3.3 Profile of Workforce Training by Grade

Pay Grade	No of Staff who received training	No. of Courses attended	% of Courses
Grades 1-5	27	81	41.97%
Grades 6-8	12	48	24.87%
Grades 9-10	3	11	5.70%
Grade 11 and above	5	53	27.46%

## 4.0 GENDER PAY REPORTING

### 4.1 Mean Gender Pay- Gap

The mean gender pay gap is the difference between men and women's full-time average (mean) hourly earnings. The data as at the snapshot date of 31<sup>st</sup> March 2017 tells us that the male average hourly wage is £18.24 compared to the female average hourly wage of £12.24. The difference in average hourly pay is therefore £6.00.

<b>Mean Gender Pay-Gap</b>	<b>As at 31<sup>st</sup> March 2017</b>
<b>Mean Hourly Wage Men</b>	<b>£18.24</b>
<b>Mean Hourly Wage Women</b>	<b>£12.24</b>
<b>% Gender Pay Gap</b>	<b>32.89%</b>

### 4.2 Median Gender Pay-Gap

The median gender pay gap is the difference between men and women's full-time median hourly earnings. The date as at the snapshot date of 31<sup>st</sup> March 2017 tells us that the male median hourly wage is £16.50 compared to the female median hourly wage of £9.65. The difference in median hourly pay is therefore £6.85. This equates to a difference of 41.51%.

<b>Median Gender Pay-Gap</b>	<b>As at 31<sup>st</sup> March 2017</b>
<b>Median Hourly Wage Men</b>	<b>£16.50</b>
<b>Median Hourly Wage Women</b>	<b>£9.65</b>
<b>% Gender Pay Gap</b>	<b>41.51%</b>

### 4.3 Mean & Median Bonus Gender Pay-Gap

The mean bonus gender pay gap is the difference between men and women's bonus payments in the year to 31<sup>st</sup> March 2017. The only item which would fall under the definition of bonus for Gender Pay-Gap reporting would be long service awards which are paid to all qualifying staff regardless of gender once they have the required length of continuous service. We are a small organisation so this payment is usually limited to one or two employees in a given year. In the relevant period two employees, both male, qualified for this payment, hence both the Mean and Median gender pay gap equates to 100%.

<b>Mean &amp; Median Bonus Gender Pay-Gap</b>	<b>Year to 31<sup>st</sup> March 2017</b>
<b>Mean Bonus payment Men</b>	<b>£187.50</b>
<b>Mean Bonus payment Women</b>	<b>£0</b>
<b>% Gender Pay Gap</b>	<b>100%</b>

#### 4.4 Proportion of males & females receiving a bonus payment

Bonus payments in these statistics relate to long service award payments which are paid to all qualifying staff regardless of gender once they have the required length of continuous service. In the year to 31<sup>st</sup> March 2017 no women qualified for a long service award.

Proportion of male and females receiving bonus payment	Year to 31 <sup>st</sup> March 2017
Men	7.69%
Women	0%
% Gender Pay Gap	100%

#### 4.5 Proportion of males & females in each quartile pay band

This calculation shows the proportion of male and female full-pay relevant employees in the four quartile pay bands. There is a noticeable gender imbalance between low and high paid staff. This is an issue discussed in greater detail in the Equalities Outcomes section.

Quartile Band	Men (As at 31 <sup>st</sup> March 2017)	Women (As at 31 <sup>st</sup> March, 2017)
Lower quartile	27%	73%
Lower middle quartile	36%	64%
Upper middle quartile	81%	9%
Upper quartile	90%	10%

#### 5.0 WORKFORCE LEAVERS

All staff leaving the service are asked to complete an exit questionnaire. It has been confirmed that no equality issues have been highlighted by those who left the service during 2015-17.

#### 6.0 GRIEVANCE & DISCIPLINARY

These procedures are monitored to ensure any equality issues are identified

#### 7.0 RETURN TO WORK OF DISABLED EMPLOYEES FOLLOWING SICK LEAVE RELATING TO THEIR DISABILITY

It is recognised that this is an important area that has equality implications and will therefore continue to be closely monitored and any appropriate reporting and consequential action taken.



## **8.0 PROCUREMENT**

Regulation 9 of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, imposes a duty on public bodies when considering award criteria and conditions in relation to public procurement, to have due regard to whether the award criteria should include considerations which will help it meet its Equality Duty. Any such award criteria should be related to and proportionate to the subject matter of the proposed agreement.

Contracts of any substance are procured through a joint framework with Councils, directly through arrangements with Clackmannanshire Council or via the Public Contracts Scotland website. Both involve procedures in accordance with the Public Contracts (Scotland) Regulations 2012. Any contracts that the Board does enter into directly are generally small in terms of the service procured and the monetary value of that service. Notwithstanding, the Board will have due regard to whether the award criteria should include considerations to enable us to better perform the Equality duty. By having due regard to the above, the Board can satisfy its requirements under Regulation 9 of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.

## **9.0 CONCLUSIONS ON WORKFORCE MONITORING**

The workforce monitoring highlights that there is still a gender imbalance between the higher paid technical/IT divisions and the lower paid administration division. Whilst we have successfully increased the proportion of male employees in the administration team between 2015 and 2017, the gender imbalance in the technical/IT team remains unchanged.

The age profile of the organisation continues to have a bias towards older staff and the workforce is not very diverse in terms of ethnicity.

Training continues to be broadly spread across the organisation however a recent organisational restructure together with recently identified health and safety training requirements has necessitated an increase in training for management and technical staff. This has in turn led to an increase in training attendance by male staff. This is a temporary affect and it is anticipated that a more even gender spread will resume in future years.

Applications for new positions tend to reflect the existing makeup of the organisation with a bias to applications from older workers with a White British background.

# **Central Scotland Valuation Joint Board**

## **Public Sector Equality Duty**

### **PART 3**

## **Equality Outcomes**

## **Background**

The Board originally adopted two Equality Outcomes however following constructive feedback from the Equalities and Human Rights Commission the outcomes were reviewed and new ones introduced with effect from October 2014. The revised set of outcomes appears at the end of the document.

During the period since the publication of revised outcomes we have undertaken a comprehensive restructure of the organisation together with a voluntary severance process which has resulted in a reduction in the overall staffing complement. This has as a consequence provided limited opportunities to progress on equality outcomes. I would however hope to see continued progress over the next couple of years.

## Original Equality Outcome 1

**Employment - That Central Scotland VJB is recognised as an employer that promotes equality of opportunity and where diversity is welcomed and respected.**

### Basis

- A key duty imposed on public authorities is to ensure equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Analysis of the Board's work force has identified that the organisation continues to have a bias towards older staff and the workforce is not very diverse in terms of ethnicity.
- The Board should ensure that staff see the organisation as one which promotes equality of opportunity and welcomes diversity.

### Activities

- The Board will issue regular Staff questionnaires to measure whether staff agree that diversity is welcome and respected.
- The Board will issue equality monitoring forms to all job applicants.
- The Board will issue exit questionnaires to all staff leaving the organisation.
- The Board will continue to monitor workforce composition.
- The Staff Consultation Forum will meet every 3 months at which any Equality issues can be discussed.

### Success Measures

- An increase in the percentage of staff who agree that diversity is welcome and respected.
- An increase in the percentage of staff who agree that CSVJB promotes equality of opportunity.
- An increase in the percentage of staff who agree that CSVJB Services are inclusive and free from Discrimination.
- An increase in the percentage of staff declaring protected characteristics.

### Progress

- Staff equality questionnaires were issued to all staff in April 2016. The vast majority of staff agreed that diversity is welcome and respected, that the Board promotes equality of opportunity and felt that the services of the Board were inclusive and free

from discrimination, with only 5 % of staff disagreeing with these statements. In response to feedback however further equalities training was subsequently provided to all staff including where necessary training relating to what resources the Board makes available to stakeholders to ensure that services are inclusive and free from discrimination. A further issue of questionnaires in March 2017 indicated that 0% of staff now disagree with the above statements.

- The Board have introduced a Dignity at Work Policy and Procedure outlining that all staff should be treated with dignity and respect and that harassment and bullying will not be tolerated with specific reference to protected characteristics.
- Following analysis of recent staff equality questionnaires there is little improvement in ethnic diversity which continues to show an under representation in this area. There has however been little opportunity to improve in this area due to the recent staff restructure and reduction in overall staff numbers in recent years.
- Analysis of equality questionnaires issued to all job applicants continue to show that the majority of applicants are White, over 30 and do not declare a disability.
- Exit questionnaires have not identified any equality issues.
- No equality issues have been raised at Staff Consultation Forum.

## **Equality Outcome 2**

**SERVICE – That services provided by Central Scotland Valuation Joint Board promote a culture of inclusion and prevent discrimination and harassment.**

### **Basis**

- The Board should ensure that Board services are inclusive and free from discrimination and harassment.
- The Board should ensure that the premises are accessible to disabled members of the public.

### **Activities**

- The Board will issue Customer satisfaction questionnaires every two years.
- The Board will monitor complaints from the public to identify any instances of discrimination and harassment.
- The Board will engage with groups representing people with one or more protected characteristics.

## **Success Measures**

- An increase in the percentage of the public who agree that CSVJB Services are inclusive and free from Discrimination.
- No complaints received which identify incidents of discrimination or harassment.
- No negative feedback from members of the public including groups representing people with one or more protected characteristics.

## **Progress**

- Customer satisfaction surveys were issued in 2015 and 96% of the public agreed that CSVJB Services are inclusive and free from Discrimination. The remaining 4% either refused to answer or felt they did not have sufficient information to answer the question.
- No complaints received which identify incidents of discrimination or harassment.
- No negative feedback relating to inclusion, discrimination or harassment reported to the Management Team from members of the public including groups representing people with one or more protected characteristics.

## **Equality Outcome 3**

**UNDERSTANDING: Everyone who works for Central Scotland VJB fully appreciates the equality duties placed upon the board and their individual duty to promote equality and prevent discrimination and harassment.**

## **Basis**

- The Board should take steps to eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act.
- The Board should ensure that staff are aware of their duties under the Act and those duties placed on the Board.
- The Board should ensure that staff see the organisation as one which promotes equality of opportunity and welcomes diversity.

## **Activities**

- The Board will issue regular Staff questionnaires to measure whether staff know and understand their responsibilities and that of CSVJB to promote equality and prevent discrimination and harassment, and know where to find information on equality and diversity.
- The Board will provide training in equalities to all staff and equalities training to form part of induction process and make available information on equalities on the staff intranet.

- The Board will carry out regular equality monitoring.

### **Progress**

- Staff questionnaires issued in 2015 indicated that only one member of staff disagreed with the statement “I know and understand my responsibilities and that of CSVJB to promote Equality and prevent discrimination and harassment”. Following subsequent Equality training however 2017 staff questionnaires indicated that no member of staff disagreed with the above statement.
- Staff questionnaires issued in 2015 indicated that only one member of staff disagreed with the statement “I know where to find information on equality and diversity. Following subsequent Equality training however 2017 staff questionnaires indicated that no member of staff disagreed with the above statement.

### **Equality Outcome 4**

**To increase the representation of men and women in roles where gender segregation is evident**

### **Basis**

- In common with many public sector employers, men and women are segregated into a range of roles within the Valuation Joint Board. The Equal Opportunities Committee of the Scottish Government has identified occupational segregation as a key equality issue nationally
- Within the Administration and Technical sections there is an issue concerning gender segregation.
- All staff in the Technical Section are men and the majority of the staff in the Administration Sections are women.
- The Technical Sections are on average on higher gradings than the Administrative Sections which means there is a gender pay gap
- As shown above the Board has identified gender segregation as an issue in particular areas and will endeavour to overcome this

### **Activities**

- It will work with our partners to remove stereotypical views of occupations by gender
- It will develop a range of positive action measures to encourage males and females into non traditional roles. This may include publicity campaigns, careers events and amendments to its recruitment processes such as where and how posts are advertised

- It will analyse the percentages of males and females applying for and being successful for roles where occupational segregation is prevalent.
- It will analyse the impact of its recruitment procedures for “segregated” roles to eliminate any disadvantage
- It will work to identify any ways in which it can attract applications from the under-represented gender and dispel any stereotypical views of particular roles
- It will work with partners such as the RICS and the Constituent Councils to gain information on best practice in reducing gender segregation
- The Board should ensure that staff see the organisation as one which promotes equality of opportunity and welcomes diversity.

### **Success Measures**

- An increase in applications from underrepresented candidates
- An increase in underrepresented candidates being successful at interview

### **Progress**

- We continue to review our job advertisements to ensure there is no perceived bias in them with all posts advertised on the myjobscotland website. We also where appropriate advertised in the three local newspapers and advertise any posts where appropriate within the organisation and nationally within the Scottish Assessors Association. Despite this, the profile of applicants within the organisation have not shown an increase in underrepresented candidates. We have however seen an increase in underrepresented male appointments within the administrative team.
- We have over the last two year undertaken a comprehensive restructure of the organisation including a voluntary severance process resulting a net reduction in the number of staff within the organisation. There have therefore been limited opportunities to address the gender segregation within the organisation with the majority of vacancies falling within the administrative team where we have demonstrated some progress in addressing the gender segregation.
- Staff equality questionnaires were issued to all staff in April 2016. The vast majority of staff agreed that diversity is welcome and respected, that the Board promotes equality of opportunity and felt that the services of the Board were inclusive and free from discrimination, with only 5 % of staff disagreeing with these statements. In response to feedback however further equalities training was subsequently provided to all staff including where necessary training relating to what resources the Board makes available to stakeholders to ensure that services are inclusive and free from discrimination. A further issue of questionnaires in March 2017 indicated that 0% of staff now disagree with the above statements.





Revised Equality Outcomes 2014 – 2018

	OUTCOME	SUCCESS MEASURES	SOURCE OF EVIDENCE	PROTECTED CHARACTERISTIC	RELEVANT PARTS OF THE GENERAL EQUALITY DUTY
1	<p><b>EMPLOYMENT: That Central Scotland VJB is recognised as an employer that promotes equality of opportunity and where diversity is welcomed and respected</b></p>	<p><b>Measure (i): Perceptions of equality of opportunity</b></p> <ul style="list-style-type: none"> <li>- % staff who agree that the Board promotes equality of opportunity</li> <li>- % of applicants for vacancies who agree that the Board promotes equality of opportunity</li> <li>- % of leavers who agree that the Board promotes equality of opportunity</li> </ul> <p><b>Measure (ii): Diversity is welcomed and respected</b></p> <ul style="list-style-type: none"> <li>- % staff who agree that diversity is welcomed and respected</li> <li>- Profile of staff compared to the profile of the communities we serve</li> <li>- Formally recorded cases of harassment</li> <li>- % staff declaring protected characteristic</li> <li>- % of leavers who agree that diversity is welcomed and respected</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>(i) Staff questionnaires</li> <li>(ii) Pre –employment questionnaires</li> <li>(iii) Exit questionnaires</li> <li>(iv) HR Records/Equality Monitoring</li> <li>(v) Feedback from Staff Forum</li> </ul>	ALL	(i) (ii) (iii)
2	<p><b>SERVICE: That the services provided by Central Scotland Valuation Joint Board are promote a culture of inclusion and prevent discrimination and harassment</b></p>	<ul style="list-style-type: none"> <li>- % public who agree that the Board services are inclusive and free from discrimination</li> <li>- Positive Feedback or low numbers of complaints from the public</li> <li>- Positive feedback from groups representing the people with one or more of protected characteristics</li> </ul>	<ul style="list-style-type: none"> <li>(i) Customer satisfaction questionnaires</li> <li>(ii) Complaints Records</li> <li>(iii) Public Feedback</li> </ul>	ALL	(i) (ii) (iii)

3	<p><b>UNDERSTANDING: Everyone who works for Central Scotland VJB fully appreciates the equality duties placed upon the Board and their individual duty to promote equality and prevent discrimination and harassment</b></p>	<ul style="list-style-type: none"> <li>- % staff who disclose their protected characteristics</li> <li>- % of staff who state that they know and understand their and the Board's responsibility to promote equality and diversity</li> <li>- % of staff who know where to find information on equality and diversity</li> <li>-</li> </ul>	<p>(i) Staff questionnaires</p> <p>(ii) HR Records/Equality Monitoring</p>	ALL	<p>(i)</p> <p>(ii)</p> <p>(iii)</p>
4	<p><b>GENDER SEGREGATION:</b></p> <p><b>The proportion of</b></p> <p><b>(a) Female staff working in the Valuation Team; and</b></p> <p><b>(b) Male staff working in the Electoral and Administration Teams</b></p> <p><b>Will be increasingly in line with the overall gender profile of staff employed by the Board</b></p>	<ul style="list-style-type: none"> <li>- % females working in the Valuation Team</li> <li>- % males working in the Administration and Electoral Teams</li> </ul>	<p>(i) HR Records/Equality Monitoring</p>	S	<p>(ii)</p>

**Notes on the table**

**Column 5:** This indicates which of the protected characteristic(s) [PC] each outcome relates to. The protected characteristics are age (A); disability (D); gender reassignment (GR); marriage & civil partnership status (MCP); pregnancy & maternity (PM); race (R); religion & belief (RB); sex (S); sexual orientation (SO).

**Column 6:** This column indicates which of the three parts of the general equality duty each outcome will impact upon. In carrying out its functions, the Board is expected to pay due regard to the need to:

- (i) eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- (iii) foster good relations between people who share a protected characteristic and people who do not share it.

