

# **Agenda Item 11**

## **Equality Outcomes and Mainstreaming Report**

### CENTRAL SCOTLAND VALUATION JOINT BOARD

**Subject: Equality Outcomes and Mainstreaming Report**

**Meeting: Central Scotland Valuation Joint Board**

**Date: 25<sup>th</sup> June 2021**

**Author: Darryl Rae, Divisional Assessor**

#### 1.0 INTRODUCTION

- 1.1 This report is to update members of the Valuation Joint Board of the latest Equality Outcomes and Mainstreaming Report.

#### 2.0 BACKGROUND

- 2.1 The Equality Act 2010 places both General and Specific Duties on public bodies including the Valuation Joint Board. Under the General Duties the Board must, in the exercise of its functions, have due regard to the need to:

- (a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010.
- (b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The relevant protected characteristics are – age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation

- 2.2 The Specific Duties required the Valuation Joint Board to prepare and publish a mainstreaming report by 30<sup>th</sup> April 2013 and thereafter every two years. This report is to identify the progress that the Board has made to make the equality duty integral to the exercise of its functions. The report must also include an annual breakdown of the composition of the Board's employees as well as annual information on the recruitment, development and retention of employees with respect to the number and relevant protected characteristics of employees.
- 2.3 Revised mainstreaming reports were subsequently published timeously in April 2015, April 2017 and October 2018.

- 2.4 The Specific Duties also required the Valuation Joint Board to publish equality outcomes by 30<sup>th</sup> April 2013 and revised equality outcomes every 4 years thereafter.
- 2.5 Equality Outcomes were first published in April 2013 but following constructive feedback from the Equalities and Human Rights Commission and in conjunction with the Staff Consultation Forum Equality Outcomes were subsequently reviewed and amended in conjunction with the Staff Consultation Forum in October 2014.
- 2.6 Revised Equality Outcomes were approved the Board on 31<sup>st</sup> October 2018.

### **3.0 CURRENT POSITION**

- 3.1 The October 2020 report provides updated information on workforce monitoring as at 31<sup>st</sup> October 2020 (Part 2)
- 3.2 Part 3 contains a progress update on the equality outcomes approved in October 2018.
- 3.3 The Mainstreaming Report and Equality Outcomes are required to be published so that they are publicly available and accessible to all sectors of the community. The report has therefore been published on the Central Scotland section of the Scottish Assessors Association (SAA) website. We will also provide copies of this report in large font, audiotape or Braille format on request
- 3.4 By publishing the Mainstreaming Report and Equality Outcomes the Board is not only ensuring that its legal obligations are met but it is also sending a clear signal of the Board's commitment and determination to actively promote equality of opportunity for each gender.

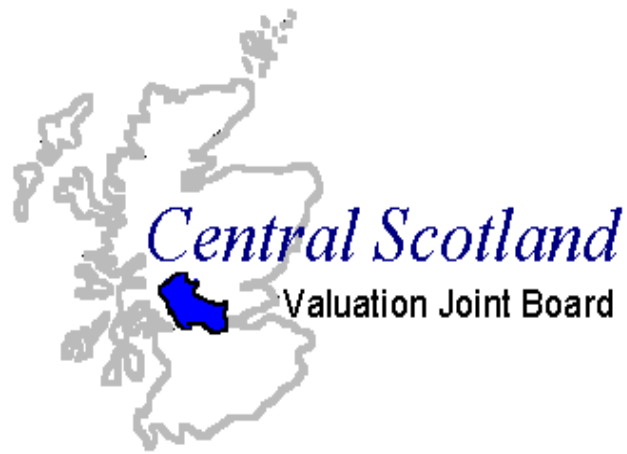
### **4.0 RECOMMENDATION**

- 4.1 Members are asked to consider and comment on the Mainstreaming Report.

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**Darryl Rae**  
**Divisional Assessor**  
**Date: 25<sup>th</sup> June, 2021**

**LIST OF BACKGROUND PAPER :**

1. Central Scotland Valuation Joint Board Equality Outcomes and Mainstreaming Report October 2020.



# **Central Scotland Valuation Joint Board**

## **Equalities Report**

**October 2020**

# **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 Parliamentary and Local Government Elections.

The Assessor and Electoral Registration Officer currently has a total of 41 members of staff working for him which translates into a full time equivalent of 39.9 staff currently in post to assist in carrying out these statutory functions. There are currently 4 vacancies equating to 4 full time equivalent staff. 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 meetings.

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***
- ***Menopause Policy***
- ***Dignity at Work Policy***
- ***Retirement Framework***
- ***Recruitment and Selection***
- ***Special Leave***
- ***Training and Development***
- ***Travelling and Subsistence***
- ***Lone Working***
- ***Whistleblowing Policy***

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 forms part of the staff induction training for all new staff. The Divisional Assessor is also the training officer for the Board.

The Board recognises that regular equality training is required for all staff. As part of the annual appraisal process staff are now required to evidence that they have completed annual equality and awareness training via Clackmannanshire Council's on line training module.

All staff and the Management Team completed Dignity at Work Training in 2018.

### **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 as an audio file 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. Staff have previously received training in the use of language line and user instructions are published on our internal SharePoint site. 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.

## **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.

The Staff Consultation Forum is also the platform to allow any employees to raise staff suggestions.

### **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's Complaints Procedure 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**

Customer feedback surveys have historically returned low results.

In an effort to increase returns, customer satisfaction questionnaire invitations now go out with all external emails. These allow customers to complete the survey online. Our first response was received in February 2020 with a further 16 responses received

### **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, Maximising Attendance, 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 to all staff, returned and analysed between August 2020 and October 2020.

The workforce data used in the following analysis is current as at 31st October 2020. However, when considering certain issues such as recruitment and leavers the relevant data is based on the financial years 2018-19 and 2019-20. Bonus payments have been considered in the year to 31<sup>st</sup> March 2020.

The Board currently has a total of 41 staff, this comprises 41 permanent members of staff, which is adjusted to a full time equivalent of 39.9 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 41 employees as at 31<sup>st</sup> October 2020 only 24 completed and returned equality monitoring forms. These workforce composition statistics, with the exception of 1.1, 1.2, 1.9 and 1.10 therefore represent only 58.5% of staff who completed equality monitoring forms. 1.1, 1.2, 1.9 and 1.10 reflect all 41 staff.

Some respondents failed to answer all questions. Where this is the case the total number respondents have been highlighted.

### **1.1 Profile of Workforce by Gender**

<b>Male</b>	<b>Female</b>
<b>68%</b>	<b>32%</b>

### **1.2 Profile of Workforce by Age**

<b>WORKFORCE AGE PROFILE</b>	
<b>Age Group</b>	<b>Employees</b>
<b>16-24</b>	<b>0%</b>
<b>25-29</b>	<b>7%</b>
<b>30-34</b>	<b>7%</b>
<b>35-39</b>	<b>10%</b>
<b>40-44</b>	<b>15%</b>
<b>45-49</b>	<b>15%</b>
<b>50-54</b>	<b>20%</b>
<b>55-59</b>	<b>22%</b>
<b>60+</b>	<b>5%</b>

The age profile of Board staff is skewed towards those who are in excess of 50. We don't employ any staff in the 16 – 24 age range and only 7% 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

NB: Only 23 responses to disability profile submitted

<b>WORKFORCE DISABILITY PROFILE</b>	
	<b>Employees</b>
<b>Identified as having a Disability</b>	<b>26%</b>
<b>Identified as not having a Disability</b>	<b>74%</b>
<b>PNTS</b>	<b>0%</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>71%</b>
<b>Not Married</b>	<b>13%</b>
<b>Other</b>	<b>8%</b>
<b>PNTS</b>	<b>8%</b>

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

NB: Only 23 responses to nationality profile submitted

<b>WORKFORCE BY NATIONALITY PROFILE</b>	
<b>Nationality</b>	<b>Employees</b>
<b>British</b>	<b>92%</b>
<b>Other</b>	<b>8%</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>79.16%</b>
	English	<b>12.5%</b>
	Welsh	<b>0%</b>
	Northern Irish	<b>0%</b>
	Irish	<b>4.17%</b>
	Other white ethnic group,	<b>4.17%</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

NB: Only 23 responses to religion or belief profile submitted

<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>26%</b>
<b>Roman Catholic</b>	<b>13.0%</b>
<b>Other Christian</b>	<b>0%</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>48%</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>13%</b>

### 1.8 Profile of Workforce by Sexual Orientation

<b>WORKFORCE SEXUAL ORIENTATION PROFILE</b>	
<b>Sexual Orientation</b>	<b>Employees</b>
<b>Bisexual</b>	<b>4%</b>
<b>Gay</b>	<b>4%</b>
<b>Heterosexual/Straight</b>	<b>88%</b>
<b>Lesbian</b>	<b>0%</b>
<b>Prefer Not to Say</b>	<b>4%</b>

### 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>
<b>Grades 1-5</b>	<b>19.51%</b>	<b>29.27%</b>
<b>Grades 6-8</b>	<b>24.39%</b>	<b>2.44%</b>
<b>Grades 9-10</b>	<b>14.63%</b>	<b>0%</b>
<b>Grade 11 and above</b>	<b>9.76%</b>	<b>0%</b>

### 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>	<b>39.02%</b>	<b>9.76%</b>	<b>29.27%</b>
<b>Valuation</b>	<b>39.02%</b>	<b>39.02%</b>	<b>0%</b>
<b>Management</b>	<b>12.20%</b>	<b>9.76%</b>	<b>2.44%</b>
<b>IT</b>	<b>9.76%</b>	<b>9.76%</b>	<b>0%</b>

There is a noticeable gender imbalance between the Administrative and Valuation & 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

The following figures are the collated totals for recruitment returns in the financial years 2018/19 and 2019/20. A total of 31 equalities monitoring forms were received throughout this period.

### 2.1 Profile of Recruitment by Gender

RECRUITMENT BY GENDER PROFILE	
Gender	Percentage of Total Applications
Male	51.61%
Female	48.39%
PNTS	0%

### 2.2 Profile of Recruitment by Age

RECRUITMENT BY YEAR OF BIRTH PROFILE	
Age	Percentage of Applications
16-24	12.90%
25-29	3.23%
30-34	9.68%
35-39	6.45%
40-44	9.68%
45-49	19.35%
50-54	22.58%
55-59	9.68%
60-64	6.45
65+	0%

### 2.3 Profile of Recruitment by Disability

RECRUITMENT BY DISABILITY PROFILE	
Disability	Percentage of Applications

<b>Disabled</b>	<b>9.68%</b>
<b>Not disabled</b>	<b>80.64%</b>
<b>PNTS</b>	<b>9.68%</b>

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**

<b>RECRUITMENT BY MARRIAGE PROFILE</b>	
<b>Marital Status</b>	<b>Percentage of Applications</b>
<b>Married</b>	<b>45.16%</b>
<b>Not Married</b>	<b>45.16%</b>
<b>PNTS</b>	<b>9.68%</b>

#### **2.5 Profile of Recruitment by Race**

<b>RECRUITMENT BY RACE PROFILE</b>	
<b>Ethnic Group</b>	<b>Percentage of Applications</b>
<b>White</b>	<b>96.78%</b>
<b>Other</b>	<b>3.22%</b>
<b>Prefer Not to Say</b>	<b>0%</b>

### **3.0 TRAINING**

The following figures are the collated totals for the financial years 2018/19 and 2019/20

#### **3.1 Profile of Workforce Training by Gender**

<b>WORKFORCE TRAINING ATTENDANCE BY GENDER PROFILE</b>				
	<b>Number</b>	<b>% of Staff</b>	<b>Number of Courses</b>	<b>% of Courses</b>
<b>Male</b>	<b>28</b>	<b>65%</b>	<b>102</b>	<b>70%</b>
<b>Female</b>	<b>15</b>	<b>35%</b>	<b>43</b>	<b>30%</b>

#### **3.2 Profile of Workforce Training by Section**

<b>Section</b>	<b>No of Staff who received training</b>	<b>No. of Courses attended</b>	<b>% of Courses</b>
<b>Administrative</b>	<b>17</b>	<b>39</b>	<b>26.9%</b>
<b>Valuation</b>	<b>16</b>	<b>49</b>	<b>33.8%</b>
<b>Management</b>	<b>6</b>	<b>44</b>	<b>30.3%</b>
<b>IT</b>	<b>4</b>	<b>13</b>	<b>9.0%</b>

### 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	26	54	37.24%
Grades 6-8	16	33	22.76%
Grades 9-10	8	19	13.10%
Grade 11 and above	10	39	26.90%

## 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> October 2020 tells us that the male average hourly wage is £22.37 compared to the female average hourly wage of £12.16. The difference in average hourly pay is therefore £10.21.

Mean Gender Pay-Gap	As at 31 October 2020
Mean Hourly Wage Men	£22.37
Mean Hourly Wage Women	£12.16
% Gender Pay Gap	45.64%

### 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 October 2020 tells us that the male median hourly wage is £21.57 compared to the female median hourly wage of £10.79. The difference in median hourly pay is therefore £10.78. .

Median Gender Pay-Gap	As at 31 October 2020
Median Hourly Wage Men	£21.57
Median Hourly Wage Women	£10.79
% Gender Pay Gap	49.98%

### 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 2020. 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 no employees qualified for the long service award

Mean & Median Bonus Gender Pay-Gap	Year to 31 <sup>st</sup> March 2020
Mean Bonus payment Men	£0
Mean Bonus payment Women	£0
% Gender Pay Gap	0

#### 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 2020 no employees qualified for a long service award.

Proportion of male and females receiving bonus payment	Year to 31 <sup>st</sup> March 2020
Men	0%
Women	0%
% Gender Pay Gap	0%

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

This calculation shows the proportion of male and female permanent 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> October 2020)	Women (As at 31 <sup>st</sup> October 2020)
Lower quartile	36.04%	63.96%
Lower middle quartile	40.35%	59.65%
Upper middle quartile	83.33%	16.67%
Upper quartile	91.67%	8.33%

#### 5.0 WORKFORCE LEAVERS

All staff leaving the service are asked to complete an exit questionnaire. No equality issues were highlighted by those who left the service during financial years 2018/19 and 2019/20.

#### 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 Valuation & IT teams and the lower paid Administration team. The number of male employees as a percentage of the total administration team has fallen from 35% to 25% since 2018, with the gender imbalance in the Valuation & IT teams remaining unchanged.

The gender imbalance in the management team has increased following the retirement of the Assistant Assessor on 31<sup>st</sup> March 2020. This has also had a direct impact on the mean and median gender pay gap.

The age profile of the organisation continues to have a bias towards older staff with 62% of the workforce aged 45 or above. It is noted that this represents a slight reduction from the 65% reported in 2018. This figure is broadly in keeping with number of recruitment applications. 58.06% of all application in 2018/19 – 2019/20 were from applicants aged 45 and over.

The workforce is not diverse in terms of ethnicity. All respondents identify as white. This is broadly in keeping with the recruitment applications 2018/19 – 2019/20 were 96.28% of applicants identified as white.

Training by gender across the organisation is in keeping with the gender split of the workforce. The number of courses is spread across the Administration, Valuation and IT teams and is in keeping with the number of staff in those sections. The proportion of training undertaken by the Management team is high for the number of staff within the section. The Management team accounted for 30.3% of courses in the previous 2 years. This accounts for specific training that was required for the full Management team in media awareness, business continuity, project management and mental health in the workplace.

Recruitment applications by gender have changed since last reported. Males accounted for 52% of all applications and represents a 19% increase since last reported. Applications from 16-24 year olds have fallen 21% since last reported. 97% of all applicants identified as white. This is a 19% increase from 2018. None of these statistics suggest progress in seeking more workforce balance in terms of gender, age and ethnicity.

# **Central Scotland Valuation Joint Board**

## **Public Sector Equality Duty**

### **PART 3**

## **Equality Outcomes**

## **Background**

The Board adopted four Equality Outcomes in the Equality Duty report published in 2018.

This Equality Outcomes report provides an update on the progress that has been made in respect of achieving these outcomes.

### **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.



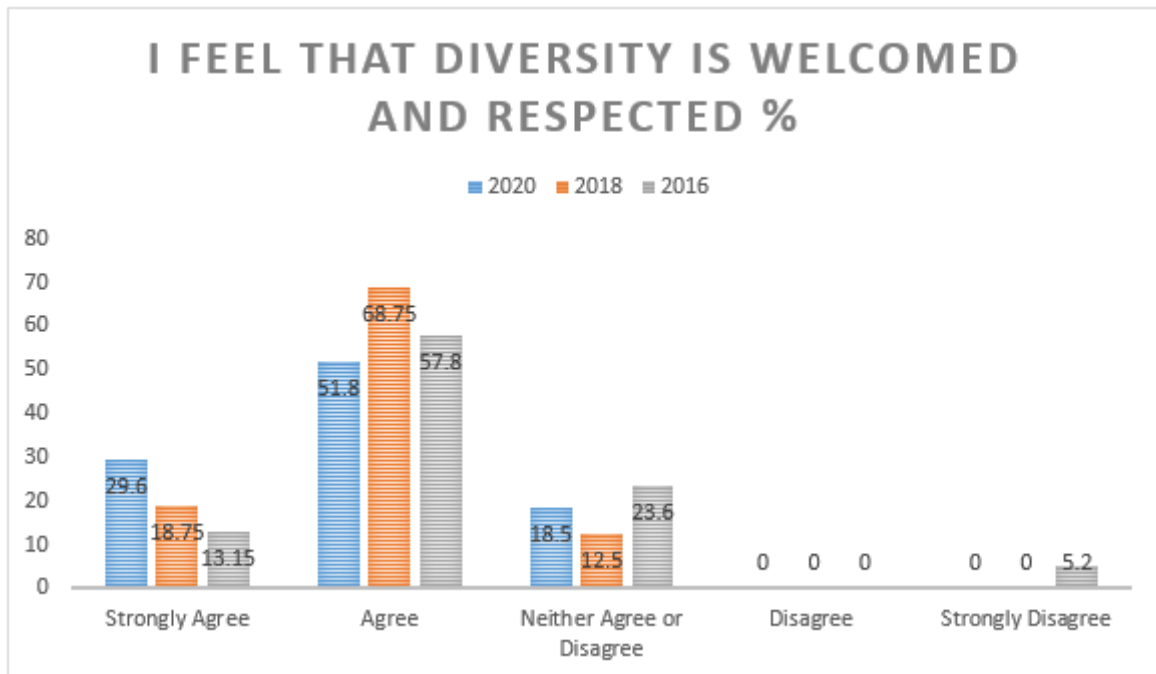
- An increase in the percentage of staff declaring protected characteristics.

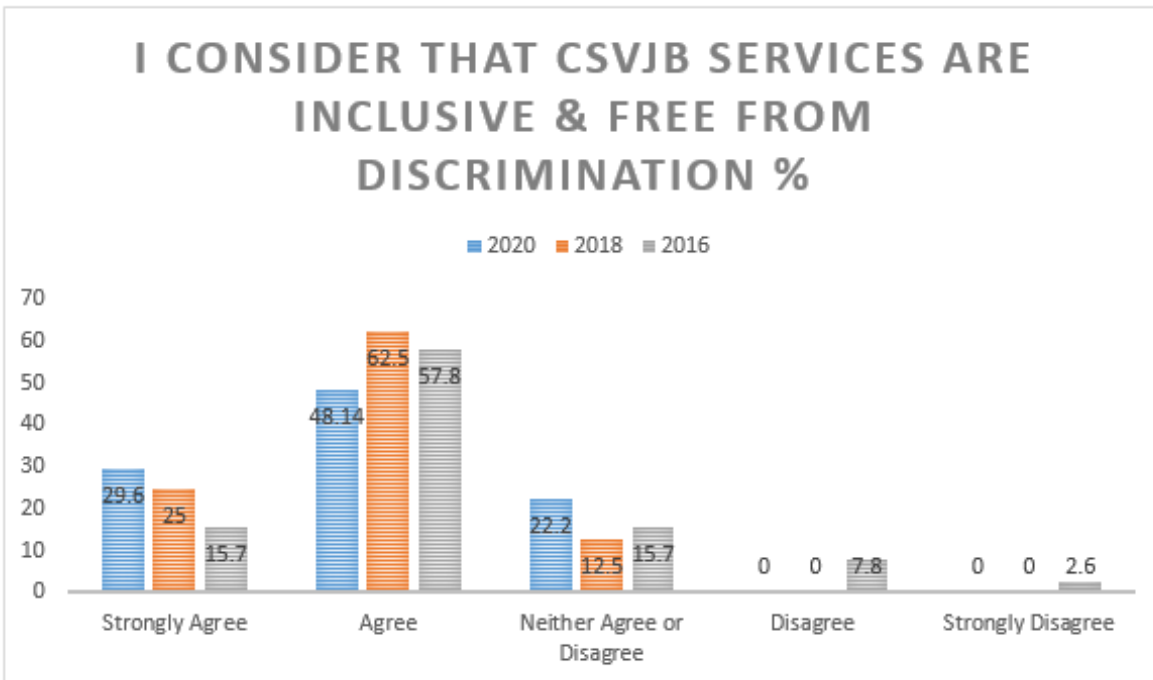
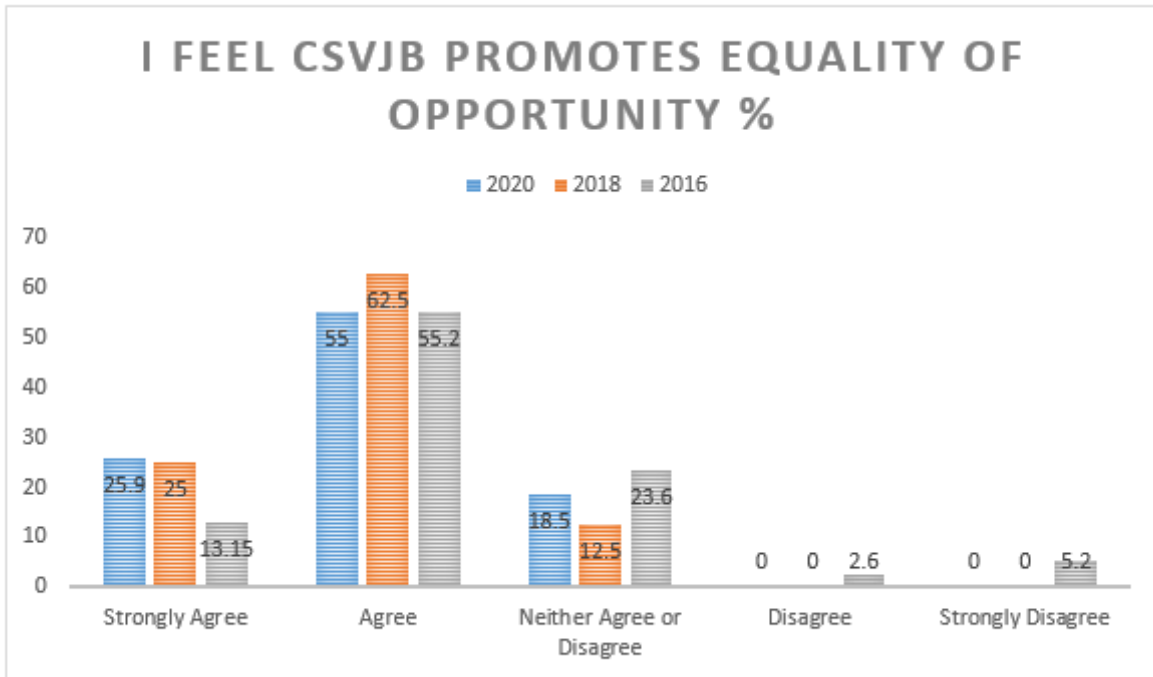
**Progress**

- Each of the 5 activities identified in relation to this outcome have been and continue to be undertaken.

- 

Staff questionnaire forms are issued every 2 years. These questionnaires allow the organisation to benchmark staff views on a range of issues including organisation aims and objectives, training and development, job satisfaction and equalities. Since these results were last reported, staff questionnaires were issued in 2018 and 2020. The graphs in the following section detail the responses over time to each of the equalities asked. These questions have been directly identified as measures of success for outcome 1. The additional question responses have been provided for information.





Based on the previously identified success measures it is encouraging to note that the percentage of respondents who strongly agree on the following has increased;

- Diversity is welcomed and respected
- CSVJB promotes equality of opportunity
- CSVJB services are inclusive and free from discrimination

It is also encouraging to note that in both 2018 and 2020 questionnaire issues that no respondents disagree or strongly disagree with those statements.

Another success measure identified was an increase in the number of employees declaring protected characteristics. Equality forms were issued to all employees in 2018 and 2020. Of the 48 team members employed at the time of issue 36 responses were made. This is in contrast to the 24 response received on behalf of 41 employees in 2020. Comparatively our response rate has dropped from 75% in 2018 to 58% in 2020.

When employee equality forms were issued in 2020 the organisation were homeworking in response to Government Covid-19 guidance. Due to concerns over anonymity equality forms were issued and returned by post. This is in contrast to arrangements in 2018 where staff were able to complete and submit forms in the office. It is envisaged that this would have had an impact on the return but to what extent cannot be quantified. We will continue to encourage staff of the importance to engage on these matters going forward.

- Following analysis of recent employee equality monitoring forms 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 with 97% recruitment applicants identifying as white.
- Analysis of equality monitoring forms 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 feedback surveys have historically returned low results. In an effort to increase returns customer satisfaction questionnaire invitations now go out with all external emails. These allow customers to complete the survey online. Our first response was received in February 2020 with a further 16 responses received thereafter. The survey asks customers whether they “agree that the Assessors Services are inclusive and free from discrimination? Of the 17 questionnaires completed, 15 responded – “Don’t know”, 1 responded “No” and 1 responded “Yes”.

- The new survey platform used does not capture respondents contact details so we have unfortunately been unable to ascertain any further qualitative feedback from the respondent who answered “No”, A pilot project has been identified to make the links to the customer questionnaire more visible in outgoing emails. By including a link to the survey in outgoing email signatures it’s hoped more customers will engage. Going forward the survey will be adapted to allow respondents to expand on the reasons behind their selections and provide the option to leave contact details.

We last reported in 2015 that from a sample of 22 forms 96% of the public agreed that CSVJB services are inclusive and free from discrimination. The remaining 4% either didn’t answer or felt that they did not have sufficient information to answer. Since February 2020 an additional option of “Don’t know” has been available to respondents. From 17 returns in 2020 82% did not know, 8% agreed and 8% disagreed.

- 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.
- Engagement activities related to the Electoral Registration functions typically include visits to:

- Residential Care Homes where canvassers will speak with individuals and assist with the registration process.
- Other Residential Care establishments such as Children's Homes.
- Schools where registration staff engage with representatives of the Education Services as well as young persons to promote and provide assistance with the registration process.
- Universities and Colleges where registration staff will attend events such as Fresher's week to assist Students with the registration process.
- Establishments representing groups of individuals with disabilities such as The New Struan School in Alloa for young people with Autism where registration staff assist individuals with the registration process.
- Registration staff will also, on request, visit individuals where they have difficulty accessing the service. This will include individuals in supported accommodation and electors in long term hospital care and hostels.

Since the move to home working and national and local covid-19 restrictions from March 2020 we have been unable to engage as before. We have had to establish new ways of working and have continued to engage with stakeholders remotely through telephone.

### 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

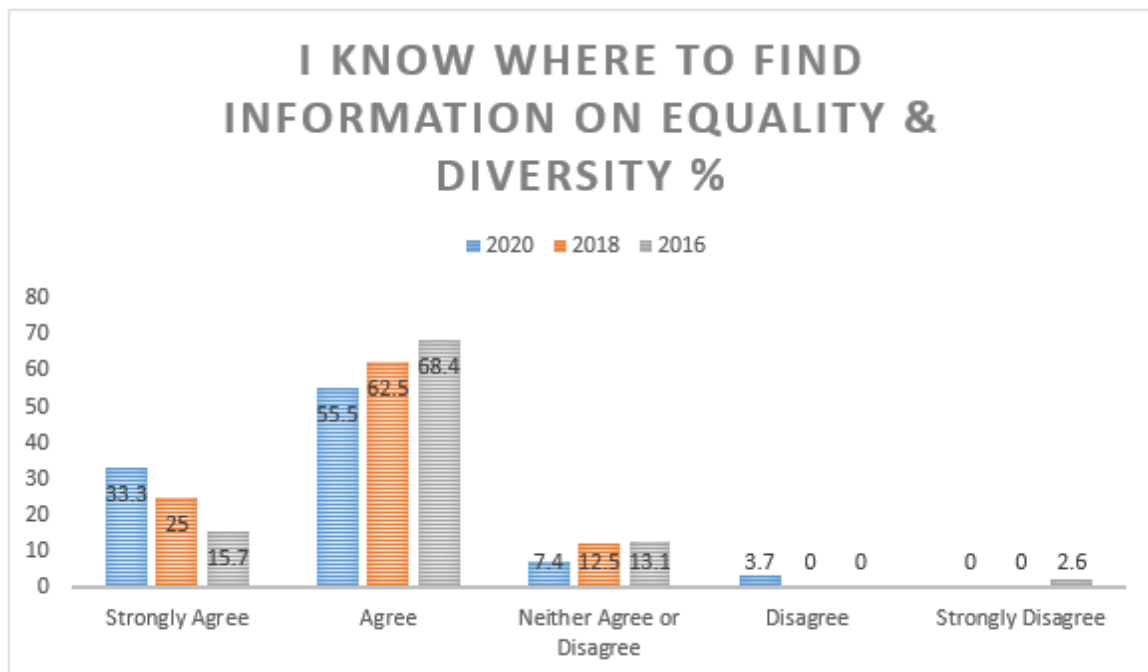
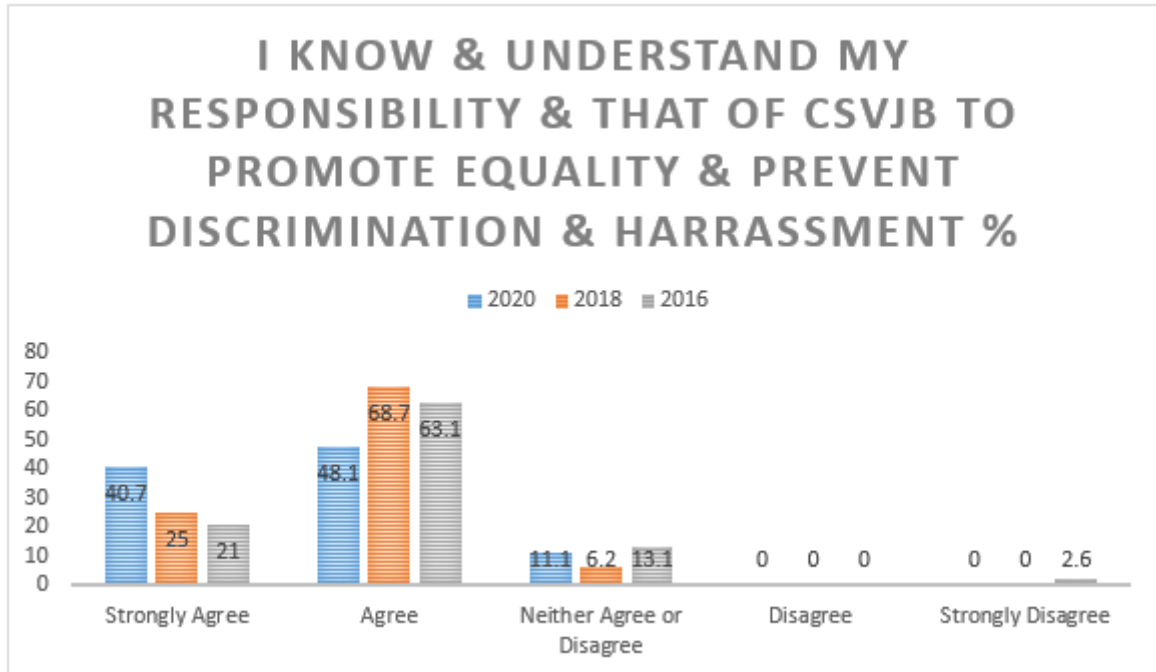
- The Board should take steps to eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act.
- The Board should ensure that staff are aware of their duties under the Act and those duties placed on the Board.
- The Board should ensure that staff see the organisation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

- No success measures were previously indicated in the last report in relation to this outcome. Progress was reported on staff questionnaire responses to two equality related questions. These questions have been put to staff in 2016, 2018 and 2020. The following graphs represent the responses over time.



The results are positive and represent an increase in the percentage of staff who strongly agree that;

- They know and understand both their and the organisations responsibility to promote equality and prevent discrimination and harassment
- Staff know where to find information on equality and diversity
- One respondent disagreed that they knew where to find equality and diversity information. Equality training is mandatory for all new employees and an annual obligation for all existing employees. A review will be undertaken of whether equalities information can be more visible to all staff. In recent years we have migrated our policy repositories and staff information from to a more functional user friendly platform. Any changes to where equality information is stored will be fully commutated to all employees.

## 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 Valuation teams there is an issue concerning gender segregation.
- All staff in the Valuation teams are men and the majority of the staff in the Administration team are women.
- The Valuation teams are on average on higher grading's than the Administration team 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 advertise on college and university recruitment websites and advertise any posts where appropriate within the organisation and nationally within the Scottish Assessors Association.

As an organisation the male/female split is currently 68/32% in contrast to 65/35% reported previously. Of a total of 31 equalities monitoring forms received in relation to 2018/19 & 2019/20 recruitment applications male applications were up to 52 % from 33% and female applications down to 48% from 67%. Unfortunately there has been no improvement to the gender profile of the all-male Valuation teams where there are currently no female members of staff.

Going forward it would be more beneficial if reporting on recruitment could be split by team within the organisation.

Following the retirement of the Assistant Assessor on 31st March 2020 the management team is now all male. This change has significantly impacted on the gender pay gap.