AVJB PUBLIC SECTOR EQUALITY DUTY 2017-2021

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Ayrshire Valuation Joint Board

Public Sector Equality Duty
2017 - 2021

April 2017

Contents

1.0 Introduction

The Equality Act became law in October 2010. It replaced a number of individual pieces of legislation and combined them into a single Act. It resulted in everyone being equally protected under law from discrimination, harassment and victimisation.

The Equality Act 2010 set out nine protected characteristics which are:

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

Section 149 of the Act also 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 Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 came into force during May 2012, the purpose of which was to help public bodies in their performance of the general equality duty.

The requirements of the Specific Duties are as follows;

- *Duty to report progress on mainstreaming the equality duty*
- *Duty to publish equality outcomes and report progress*
- *Duty to assess and review policies and practices*
- *Duty to gather and use employment information*
- *Duty to publish gender pay gap information*
- *Duty to publish statements on equal pay, etc.*
- *Duty to consider award criteria and conditions in relation to public procurement*
- *Duty to publish in a manner that is accessible*
- *Duty to consider other matters*
- *Duty of the Scottish Ministers to publish proposals to enable better performance*

Ayrshire Valuation Joint Board published it first Equality Duty Report in April 2013 and followed that it up with an updated report during April 2015.

This is, therefore, our third report on how we are adopting and embracing the principles of the Equality Act 2010 and the Equality Act (Specific Duties) (Scotland) Regulations 2012.

This report will focus on the following key areas as set out on in the Equality Act (Specific Duties) (Scotland) Regulations 2012;

- *Duty to report progress on mainstreaming the equality duty*

- *Duty to publish equality outcomes and report progress*

- *Duty to assess and review policies and practices*

- *Duty to gather and use employment information*

- *Duty to publish gender pay gap information*

- *Duty to publish statements on equal pay, etc.*

- *Duty to consider award criteria and conditions in relation to public procurement*

- *Duty to publish in a manner that is accessible*

2.0 <u>Background Information</u>

2.1 <u>Ayrshire Valuation Joint Board – Who Are We?</u>

Ayrshire Valuation Joint Board has been established since 1996 and discharges jointly the responsibilities which North, South and East Ayrshire Councils hold as Valuation Authorities.

The members of the Board comprise 16 elected councillors who are appointed by the constituent authorities as follows:

East Ayrshire Council   **5 members**
North Ayrshire Council   **6 members**
South Ayrshire Council   **5 members**

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 Ayrshire Councils to ingather Non-Domestic Rates and Council Tax.

The Board has also appointed the Assessor to be the Electoral Registration Officer and be responsible for the preparation and maintenance of the Register of Electors, which is essential for all European, Parliamentary and Local Government Elections.

The Assessor and Electoral Registration Officer currently has a total of 48 members of staff which translates into a full time equivalent of 42.94 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, Financial Management, Procurement, Facilities Management & Communications and Information Technology by South Ayrshire Council.

2.2 <u>The Service Mission, Aims and Objectives of the Board</u>

The aims and objectives of the Board are to:

- *Ensure that our services are delivered in accordance with all statutory requirements*

- *Plan service development and delivery in accordance with the principles of Best Value and continuous improvement*

- *Consult our stakeholders about their needs and expectations*

- *Recognise our employees as both stakeholders and our most important asset*

- *Take individual and collective responsibility for the services provided by AVJB*

- *Encourage innovation and recognise achievement within the organisation*

- *Monitor and report performance levels to stakeholders*

- *Integrate equalities issues into all aspects of our service provision*

- *Build upon our achievements to date*

2.3   The Scope of the Board's Functions

With respect to the Equality Duty, the functions of Ayrshire Valuation Joint Board are of a limited nature because they are almost entirely prescribed by legislation.

With regard to Council Tax, the Assessor's staff inspect and survey each new domestic property as required in order to assess the appropriate valuation band at which it should be entered on the Valuation List. Once the appropriate band is determined the details are passed to the relevant Council in order that the Council may levy Council Tax.

Therefore, the Assessor's engagement with members of the public for Council Tax is generally in order to make an appointment to inspect a property, to issue a Valuation Notice giving details of the valuation band determined and to deal with appeals and enquiries which relate to the valuation band.

With regard to Non Domestic Rates, the Assessor's staff inspect and survey new or altered properties as required in order to assess the rateable value which should be entered in the Valuation Roll. The Assessor's staff will also re-assess the rateable value of every non-domestic property as part of each general revaluation, which normally takes place every 5 years. Once determined the details of new and revised rateable values are passed to the relevant Council in order that non-domestic rates may be levied. The Assessor's engagement with members of the public for Non Domestic Rates is generally in order to make an appointment to inspect a property, to issue a Valuation Notice giving details of the rateable value determined and to deal with appeals and enquiries which relate to the rateable value.

With regard to Electoral Registration, the Assessor and ERO's staff undertake a canvass by issuing a canvass form by post to each household annually. In conjunction with other forms of checks, a number of door to door enquiries will also be undertaken to supplement this information. The information gathered will be used to compile the Electoral Register. In addition to the annual canvass, individuals who are qualified to do so may apply to be added to the Electoral Register throughout the year.

The Assessor and ERO's engagement with members of the public for Electoral Registration is generally to issue canvass forms and gather the information returned, together with dealing with general enquiries and applications to be added to the Electoral Register.

The Board's core functions are heavily prescribed by statute and as a consequence these functions are freely available to all members of the public who meet the necessary statutory requirements in order for them to be entitled to those services. The Board's core functions are therefore, by their nature, non-discriminatory.

Although the Board's functions are delivered to every council tax payer, rate payer and voter in Ayrshire, we are a very small organisation with a staff complement of less than 50 and a very modest budget. We have no specialist officers dealing with equality and diversity issues on a full time basis but rather rely on the experience of senior members of staff, from partnership working with our lead authority, South Ayrshire Council, partnership working with other public bodies in Ayrshire and with other members of the Scottish Assessors' Association.

Given the size and nature of our organisation we have, on the advice of the Equality and Human Rights Commission, approached our statutory requirements under the Equality Act 2010 and the Equality Act (Specific Duties) (Scotland) Regulations 2012, in a manner that we believe is proportionate and relevant.

3.0 Duty To Report On Mainstreaming The Equality Duty

As indicated earlier, despite being a very small organisation with very limited resources, the Board has adopted a number equality related practices and procedures which clearly demonstrates its commitment to mainstreaming the Equality Duty. 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. Equality issues are standing items on the agendas for both the Assessors' monthly Corporate Governance Forum and Management Team meetings. Any issues relating to equality matters are discussed in full and thereafter information is cascaded down from the Corporate Governance Forum to the Management Team meetings and thereafter to all staff via individual team briefings.

All minutes taken at the Assessors' Management Team meetings are approved and made available to all staff via our internal SharePoint site and are published on our website.

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 incorporates a recruitment charter and also includes a commitment that any disabled applicant who satisfies the minimum requirements will be invited for interview. Prior to interview an Access To Interview Form is issued to all shortlisted candidates to ensure that adequate provisions can be made for them to attend.

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.

Equality Group

The Staff Equality Group continues to meet to consider equality issues and how these can best be addressed whilst undertaking our statutory functions.

The Equality Group is made up of staff from all parts of the office in order that a fair and true representation of the office structure results. The Equality Group is chaired by the Head of Valuation Services and Assistant ERO who reports the outcome of their discussions to the Corporate Governance Forum and Management Team. Minutes of meetings are circulated to all staff and made freely available to all staff via our internal SharePoint site.

Service Plan

The Board has a Service Plan of which equalities form an important part. The Service Plan is a standing item on the agenda of the Assessors' monthly Management Team meetings. 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 internal SharePoint site for all staff to read and comment upon.

Training

The funding of training for all staff remains a difficult issue. Nevertheless, the Board does have a Training Group who are constantly reviewing the opportunities for additional training in all areas including equality issues.

The Board also has access to certain training packages, both face to face and on-line, which are supported by South Ayrshire Council. An on-line training package on Equality and Diversity issues provided by South Ayrshire Council is available to all Ayrshire Valuation Joint Board staff.

We are also grateful to South Ayrshire Council who provide us with access to their Equality and Diversity Officers.

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 its website which includes the facility to increase font size and also includes a "brousealoud" speech enabled facility.

Communication with the Board

The Board has established that, other than English, the next most common languages spoken in Ayrshire are Cantonese, Mandarin, Hindi, Urdu, Polish and Punjabi. The Board issues forms and notices in connection with Council Tax, Non Domestic Rates and Electoral Registration. The annual Electoral Registration Canvass Form and Revaluation and Valuation Notices now incorporate details in each of the above languages which advise recipients on how to proceed, if translation services, on the content of the form is required.

The Board recognises that we deal with a large volume of information that can, in certain circumstances, appear highly complex and technical.

Language Line

Board staff have access to the translation facilities provided through "Language Line". All appropriate staff have received training in the use of language line.

Sign Language Interpreter

The use of a sign language interpreter is also available through South Ayrshire Council. An electronic hearing loop has been provided within the main reception area. This hearing loop is portable and may be taken to other locations within the office if required.

Employee Interviews

The Assessor continues to undertake a number of interviews with staff from all areas within the office. Where equalities issues have been raised these have either been dealt with by the Assessor or where appropriate referred to the Management Team for action.

Scottish Assessors' Association

The Assessor and Head of Valuation Services are both members of the Governance Committee of the Scottish Assessors' Association which has equality issues as a standing item on the Agenda of its regular meetings.

Ayrshire Equalities Partnership

The Head of Valuation Services, who is responsible for equality and diversity issues, is a member of the Ayrshire Equalities Partnership which is a multi agency partnership including each of the three Ayrshire Councils, the three Ayrshire Health and Social Care Partnerships, NHS Ayrshire and Arran, Police Scotland, Fire Scotland, Ayrshire Minorities Ethnic Community Association, Crown Office Procurator Fiscal Service, Ayrshire College, CEMVO Scotland and Ayrshire Valuation Joint Board. Any issues raised as a result of attendance at the Ayrshire Equalities Partnership are reported to the Assessors' Corporate Governance Forum and Management Team.

South Ayrshire Council Equalities Champions

The Head of Valuation Services continues to be part of the South Ayrshire Council Equality Champions Network which promotes equality across all Board and Council services. Equality Champions are drawn from a wide range of services and act as a key point of contact for employees who wish to raise issues relating to equality at work. Equality Champions meet on a quarterly basis.

Any issues raised by attendance at the South Ayrshire Council Equality Champions Network are reported to the Assessors' monthly Corporate Governance Forum and Management Team meeting.

Work Experience

The Board remains part of the Ayrshire Chamber of Commerce initiative which allows young people, mainly in S4 to S6, the opportunity to gain training and work experience for a week at a time.

We also take part in South Ayrshire Council's 'Step-Out' initiative whereby pupils in S4 to S6 have the opportunity to experience the working environment by leaving the classroom over a six month period and working for an afternoon per week with us. Our first Step-Out candidate went on to be become a Modern Apprentice with us and successfully completed her SVQ qualifications whilst working with us.

These initiatives, whilst requiring substantial planning and preparation, give an invaluable insight into the working environment of a busy office. In many instances the work experience includes field work where our young trainees gain experience of visiting many homes and businesses throughout Ayrshire where they meet all sectors of our community.

Modern Apprenticeships

We continue to offer opportunities for Modern Apprentices to train with us. All of our Modern Apprentices have gone on to find full time work after training with us.

Appeals and Complaints to the Board

The Board has adopted the Scottish Public Services Ombudsman Model Complaints Procedure, where equality issues form an integral part.

Customer Feedback Survey

The Board issues customer feedback survey forms which request users of the service to comment upon aspects of the service they have received. Each of these forms includes details of the gender, disability, racial and ethnic origin of the customer. Customer feedback forms are considered to determine whether they identify any equality issues that should be addressed.

Exit Interviews

The Board has procedures for Exit Interviews and most staff leaving the service are interviewed. Any equality related issues are highlighted and reported to the Management Team where appropriate.

Annual Appraisals

Annual Personal Development Appraisals are undertaken by all staff. Any equality issues raised during annual appraisals will be referred to the Head of Valuation Services who will work in conjunction with line managers to deal with those issues.

4.0 Duty To Publish Equality Outcomes and Report Progress

4.1 Background

When setting equality outcomes for the period 2017 to 2021 a number of public bodies in Ayrshire agreed to develop shared equality outcomes. This is in recognition that we are all seeking to serve the same communities. Given that equality outcomes require to be integrated into existing business and based on evidence of the needs of our local population, it was agreed that certain Ayrshire public bodies would work collaboratively and in partnership in an effort to develop shared equality outcomes.

The ten partners involved were;

- *NHS Ayrshire & Arran*
- *East Ayrshire Council*
- *North Ayrshire Council*
- *South Ayrshire Council*
- *East Ayrshire Health and Social Care Partnership*
- *North Ayrshire Health and Social Care Partnership*
- *South Ayrshire Health and Social Care Partnership*
- *Ayrshire College*
- *South West Scotland Community Justice Authority*
- *Ayrshire Valuation Joint Board*

This joint approach to the development and implementation of shared equality outcomes provides for coherence, uniformity, minimise duplication, resource savings, avoids consultation fatigue and allows for implementation across Ayrshire in a targeted and effective manner.

4.2 The Approach

Once the many benefits of working collaboratively became clear and a decision was made to develop shared equality outcomes between the partners listed above, the following actions were undertaken jointly.

- *A desk based research and evidence review, across our community planning partners, that presented a baseline selection of the key facts and figures about groups that meet one or more of the protected characteristics. The review drew on the evidence collected from previous engagement and consultation exercises as well as the wider national policy context.*

- *An online survey monkey questionnaire seeking the views from our communities to build upon previous discussion and consultation with equality groups. As well the online survey, we mirrored this through the use of paper based survey forms which were available at various locations across Ayrshire. This form elicited over 250 responses.*

- *A further desk based exercise in collaboration with community planning partners to review and consider local comment, intelligence and evidence gathered from the consultation and engagement work was carried out to help shape the final outcomes and actions to deliver on these.*

- *Face to face discussions with equality groups and individuals with protected characteristics.*

4.3   Consultation and Engagement

Consultation and engagement was key to the process of developing shared equality outcomes and as a result a number of public events were held across Ayrshire. Some of the key events held are listed below, in addition to each of these, individual partners were also undertaking their own consultation and engagement activities.

- *21st September 2016 - Saltcoats Town Hall, Countess Street, Saltcoats, KA21 5HP*

- *27th September 2016 - County Buildings, Wellington Square, Ayr, KA7 1DR*

- *29th September 2016 - East Ayrshire Council Headquarters, London Road, Kilmarnock, KA3 7BU*

- *5th October 2016 - St Kentigern's Church Hall, Dunbar Drive, Kilmarnock, KA3 7PP*

4.4   Shared Equality Outcomes

As a result of the activities listed above a set of four shared equality outcomes began to emerge. These were further refined through meetings and further consultation with interested groups, contacts, officers with a direct input into equality and diversity issues and staff from each of the partner organisations. By late January 2017 four shared equality outcomes had been agreed upon by all ten partner organisations.

With the agreed shared equality outcomes set, Ayrshire Valuation Joint Board then undertook a further review of our equality and diversity activities with a view to developing equality outcomes that were unique and specific to us.

Whilst working in partnership with the other nine public bodies to deliver the shared equality outcomes, we will undertake our own activities over the next four years in an effort to effectively and positively deliver on our own specific equality outcomes.

4.5   Equality Outcomes 2017 to 2021

The following table summarises the equality outcomes that Ayrshire Valuation Joint Board have adopted for the period 2017 to 2021.

The table is set out in such a way that the four shared equality outcomes are listed first followed by Ayrshire Valuation Joint Board's specific equality outcomes.

The table is straightforward to follow and, where possible, sets the context, the outputs, actions, measurement, the protected characteristics being targeted, the relevant General Duty, the lead officer responsible and the timescale for delivery of each outcome.

Equality Outcome 1	In Ayrshire people experience safe and inclusive communities
Links to National Outcomes	We have tackled the significant inequalities in Scottish Society We have improved the life chances for children, young people and families at risk We live our lives safe from crime, disorder and danger We have strong, resilient and supportive communities where people take responsibility of their own actions and how they affect others

Context		Outputs	Actions	Measurement	Protected Characteristics	General Duty	Lead Officer and Timescale
1.1	Hate Crime	Increased awareness of hate crime	Raise staff awareness to better identify hate crime	Number of staff trained	Disability, Sex Gender Reassignment, Race Religion and Belief, and Sexual Orientation	Eliminate Discrimination Advance Equality of Opportunity Foster Good Relations	Head of Valuation Services **March 2021**
			Work with partners to raise awareness of hate crime	Number of crimes reported and detected			
		Increased use of third party reporting	Increase the awareness of third party reporting	Increased third party reporting using a variety of media tools and promotion materials	Disability, Gender Reassignment, Race Religion and Belief, and Sexual Orientation		
		Implementation of the 'Keep Safe' initiative across partner agencies in Ayrshire	Deliver partner training as appropriate	Number of training courses/briefing sessions delivered Number of staff trained	Disability	Eliminate Discrimination Advance Equality of Opportunity Foster Good Relations	Head of Valuation Services **March 2021**
			Conduct a baseline of 'Keep Safe' places	Audit of existing 'Keep Safe' places	Disability		
			Support the development of the 'Keep Safe' initiative in Ayrshire	Increase in the number of establishments registered for 'Keep Safe'	Disability		
1.2	Prevent	People are aware of prevent	Raise staff awareness to better identify radicalisation	Number of staff trained	All	Eliminate Discrimination Advance Equality of Opportunity Foster Good Relations	Head of Valuation Services **March 2021**
		Established reporting protocols in place	Increase awareness of reporting procedures	Published briefings and leaflets in all key areas	All		

Equality Outcome 2		In Ayrshire people have equal opportunities to access and shape our public services					
National Outcomes		We have tackled the significant inequalities in Scottish society We live in well-designed, sustainable places where we are able to access the amenities and services we need Our public services are high quality, continually improving, efficient and responsive to local people's needs					
Context		Outputs	Actions	Measurement	Protected Characteristics	General Duty	Lead Officer and Timescale
2.1	Consultation and Engagement	The experiences of marginalised or under-represented groups continue to inform decision-making	Through the partnership undertake a mapping exercise to identify marginalised and under-represented groups in Ayrshire.	A list of marginalised and under-represented groups to be developed and maintained	Disability, Gender Re-assignment, Race and Sexual Orientation	Eliminate Discrimination Advance Equality of Opportunity Foster Good Relations	Head of Valuation Services **March 2021**
			Ensure processes are in place which welcome, encourage and support marginalised and under-represented groups to inform decision-making	Evidence inclusion of marginalised and under-represented groups in decision-making	Disability, Gender Re-assignment, Race and Sexual Orientation		
			Explore joint approach for the commissioning of translation, interpretation and communication support (TICS) services	TICS usage reports Increased customer satisfaction	Disability and Race		
2.2	Accessible and welcoming buildings and services	Trans people are not discriminated against when accessing our services	Ensure our public buildings and services are accessible and welcoming	Feedback from trans community Increased customer satisfaction	Gender Reassignment	Eliminate Discrimination Advance Equality of Opportunity Foster Good Relations	Head of Valuation Services **March 2021**

Equality Outcome 3	In Ayrshire people have opportunities to fulfil their potential throughout life
National Outcomes	We realise our full economic potential with more and better employment opportunities for our people We are better educated, more skilled and more successful, renowned for our research and innovation Our young people are successful learners, confident individuals, effective contributors and responsible citizens Our children have the best start in life and are ready to succeed We live longer, healthier lives

Context		Outputs	Actions	Measurement	Protected Characteristics	General Duty	Lead Officer and Timescale
3.1	Less than 0.5% of all Modern Apprenticeship placements are taken by someone with a declared disability. Around 8% of the target population (16-24) is disabled.	Increase the number of modern apprentices who are BME	Conduct audit of existing modern apprenticeships by protected characteristics	Baseline of number of BME modern apprentices in Ayrshire	Age, Race	Eliminate Discrimination Advance Equality of Opportunity	Head of Valuation Services **March 2021**
			Work with internal and external stakeholders to promote uptake across protected characteristic groups	Increase in BME modern apprentices	Age, Race		
		Increase the number of modern apprentices who have a disability	Conduct audit of existing modern apprenticeships by protected characteristics	Baseline of number of disabled modern apprentices in Ayrshire	Age, Disability		
			Work with internal and external stakeholders to promote uptake across protected characteristic groups	Increase in modern apprentices who have a disability	Age, Disability		
3.2	Evidence about non traditional roles	Increased no of people in non traditional gender roles including modern apprenticeships	Conduct an audit of existing modern apprenticeships roles by gender	Baseline of number of modern apprenticeship roles by sex in Ayrshire	Age, Sex	Eliminate Discrimination Advance Equality of Opportunity	Head of Valuation Services **March 2021**

Equality Outcome 4	In Ayrshire public bodies will be inclusive and diverse employers					
National Outcomes	We realise our full economic potential with more and better employment opportunities for our people We are better educated, more skilled and more successful, renowned for our research and innovation					
Context	Outputs	Actions	Measurement	Protected Characteristics	General Duty	Lead Officer and Timescale
4.1 Recruitment Practices	Public bodies have a diverse workforce reflective of the local population	Use alternative opportunities for advertising posts	More diverse applications for posts within the public sector	All	Eliminate Discrimination Advance Equality of Opportunity Foster Good Relations	Head of Valuation Services **March 2021**
		Achieve and maintain Level 2 of the Disability Confident Scheme	Level 2 award achieved and maintained	Disability		
		Progress work to achieve level 3 of the Disability Confident Scheme	Level 3 award achieved	Disability		
4.2 Training programmes / awareness sessions on general equality and specific equality themes	A better educated workforce to support equality inclusiveness	Partners working together to develop and provide a range of training and awareness sessions around Equality and Diversity issues.	Training programmes developed Training programmes delivered Number of staff trained	All	Eliminate Discrimination Advance Equality of Opportunity Foster Good Relations	Head of Valuation Services **March 2021**

			Equality Outcome 1	**Our workforce is representative of the population of Ayrshire**			

Context		**Outputs**	**Actions**	**Measurements**	**Protected Characteristics**	**General Duty**	**Lead Officer/ Timescale**
1.1	Our staff is not a true representation of the stakeholders they serve	Our staff understand and provide appropriate services to all stakeholders	Undertake mapping exercises	Baseline of age and diversity of workforce measured	All	Eliminate Discrimination	Head of Valuation Services
			Identify the gaps	Baseline of age and diversity of the population of Ayrshire measured	All	Advance Equality of Opportunity	**March 2021**
						Foster Good Relations	

	Equality Outcome 2	*Improved access to our premises*					

Context		Outputs	Actions	Measurements	Protected Characteristics	General Duty	Lead Officer/ Timescale
2.1	Disabled access to our premises is difficult and conspicuous	Improved accessibility for our disabled customers	Improve website information, signage, directions etc.	Record the number of disabled visitors	Disability, Age	Eliminate Discrimination Advance Equality of Opportunity Foster Good Relations	Head of Valuation Services **March 2021**
			More welcoming and functioning disabled public counter	Measure satisfaction levels surrounding accessibility	Disability, Age		

AVJB VALUATION JOINT BOARD	**Equality Outcome 3**	*Improved access to Registration for marginalised and difficult to reach groups*					
Context		**Outputs**	**Actions**	**Measurements**	**Protected Characteristics**	**General Duty**	**Lead Officer/ Timescale**
3.1	There is an under representation of people from certain groups registering to vote	Improved accessibility to the Electoral Register	Map all marginalised and hard to reach groups in Ayrshire	Establish baseline of hard to reach groups we currently engage with	Age, Disability, Race, Sex, Sexual Orientation	Eliminate Discrimination Advance Equality of Opportunity Foster Good Relations	Head of Valuation Services **March 2021**
			Undertake direct engagement with these groups	Measure additional groups engaged with			
			In conjunction with partners e.g. Community Councils, Returning Officers etc. identify and engage with under - represented groups	Measure existing key baseline figures from the Electoral Register for issues such as location, age, property tenure, etc.			
				Continue to measure and monitor data changes for issues such as location, age, property tenure, etc.			

4.6 Equality Outcomes 2013 -2017 Reporting on Progress

Part of the duty of setting Equality Outcomes for the period 2017 to 2021 also requires us to look back and review our Equality Outcomes set in 2013.

In 2013 we set three Equality Outcomes, they were;

> **1. Young people have a greater representation within our workforce.**
>
> **2. Gender segregation within our Clerical/Administration section is improved.**
>
> **3. Our services meet the needs of, and are accessible to, all members of our community.**

It is now our intention to take each of these Outcomes and briefly review their success or otherwise.

Equality Outcome 1

Young people have a greater representation within our workforce

In 2013 we reported that we had no staff under the age of 21 and only two members of staff between 22 and 30. In addition, just over half of our staff were between 41 and 50 and 34% were between 51 and 60.

Accordingly we attempted to address this under representation of young people within our workforce by introducing Equality Outcome 1.

By 2015, we had two members of staff (4.44%) between 18 and 21, one member of staff (2.22%) between 22 and 30 and two members of staff (4.44%) between 31 and 40. Just over 51% of staff were between 41 and 50 and 33% were between 51 and 60. In 2015 we also had two members of staff who were between 61 and 65.

In 2017, we have one member of staff who is between 16 and 17, however, whilst 37% of staff are now between 41 and 50, 48% are now in excess of 50.

Whilst we have had some success in attracting one young member of staff, it is also apparent that the overall age profile of our staff has increased.

In 2017, approximately half of all staff (23) are in excess of 50. In 2015 the corresponding figure was 17 and in 2013, 16.

Since 2013 we have had three Modern Apprentices working with us on full-time fixed contracts. All three have moved on to full-time permanent positions elsewhere. In addition we also trained one young person who began working with us as part of the South Ayrshire Council 'Step-Out' initiative. This person began by gaining work experience from school one afternoon per week and then progressed on to the position of Modern Apprentice on a full-time, fixed term basis.

Notwithstanding the relative successes outlined above we recognise that there is still work to be done in this area. We will, therefore, continue to provide employment opportunities to young people wherever possible. In particular we will, where the opportunity arises, consider employing young people from school, college or university.

Equality Outcome 2

Gender segregation within our Clerical/Administration section is improved.

In 2013 we reported that our workforce comprised 15 (33%) men and 31 (67%) were women.

In 2015 we reported those figures had changed only very slightly and were 17 (33%) male and 32 (67%) female.

In 2017 we have also noted very little change and is currently 16 (33%) male and 32 (65%) female.

In addition, in 2013 we reported that there was a very marked gender imbalance within our Administration section. At that time, of the 23 members of that team, 22 were female.

In 2015 the situation had improved slightly and we reported that of the 27 members of staff employed in the Administration section, 23 were women and 4 were male.

By 2017 we can report that of the 24 members of staff employed in that area, 3 are male and 21 are female. It should, however, be noted that one of the three males members of staff has recently transferred to one of the Technical sections, therefore, as at 31st March 2017, the split between male and female members of staff within our Administration section is 2 men and 21 women.

Although there is an improvement since 2013, this issue still requires monitoring and intervention whenever possible. As we will see later in this report, this situation is the primary reason why we appear to have a significant gender pay gap.

With ever reducing budgets and a drive to improve efficiencies, particularly through the use of technology, this situation is one that will not be addressed quickly and easily.

Nevertheless, we are aware of the situation and whilst we have achieved moderate success in this area, we will continue to closely monitor it and do all we can to address the gender imbalance that is very evident within our Administration section.

Equality Outcome 3

Our services meet the needs of, and are accessible to, all members of our community

In 2013 we introduced this Equality Outcome in light of a recently published report by the Electoral Commission that suggested that certain identifiable groups were reluctant to register to vote. In particular three groups were identified, namely, 17 to 24 year olds, private sector tenants and black and minority ethnic (BME) residents.

In 2013 we also identified, through an analysis of our Customer Satisfaction Questionnaires, that some service users found accessing our premises difficult. In addition there was a need to generally improve access to all of our core services.

In 2015 we accepted that we still had work to do in improving access to our premises and certain services. However, we did believe that we had made significant improvements in dealing with the issue of under representation on the Electoral Register of certain minority groups.

In 2015 we committed ourselves to;

- *Improve engagement with our stakeholders in an effort to determine whether our service provision is meeting their needs. In particular we aim to focus on minority groups and disability groups.*

- *Due to restrictive legislation, maintaining a complete and accurate Electoral Register is extremely difficult to measure. Nevertheless, we will continue with all of the democratic engagement activities listed in Equality Outcome 3 in part 3 of this report. However, we will also focus on engaging with ethnic minority groups, nursing homes, all Ayrshire secondary schools, Ayrshire College and the University of the West of Scotland in order to engage with young voters.*

Since making these commitments in 2015 we have undertaken many initiatives to improve the completeness and accuracy of the Electoral Register. Some of these initiatives include the following;

- *In conjunction with the Electoral Commission we are actively involved in promoting registration for the local council elections in May 2017. This includes promotion of the 'ReadyToVote' campaign which is specifically targeted at encouraging 16 and 17 year olds to register to vote and thereafter use their right to vote.*

- *We continue to work with Returning Officers to run workshops in every secondary school in Ayrshire. This initiative is aimed at encouraging young people, 16 years of age and over on or before the date of the local council elections in May 2017, to register to vote. In targeting this particular group we hope to change attitudes to elections, registering to vote and voting long term.*

- *In conjunction with one of our suppliers we conducted a social media campaign to raise awareness of voter information and registration via the 'Voter Information' module. This campaign aimed to reach anyone in Scotland who was eligible to vote, with key targeted audiences being 16-24 year olds, students and people from black and minority ethnic (BME) communities.*

- *We now have improved procedures in place that help us track tenancy changes in public rented houses and certain private sector let properties. This improved knowledge of tenancy changes will help us improve registration within a sector of the population that is potentially more mobile.*

- *During March 2016 we carried out a pilot exercise on the sensory impaired. This involved working in partnership with our colleagues in East Ayrshire Council. We compared the Electoral Register with those that we knew had a sensory impairment. All of those taking part in the pilot exercise were found to be properly registered to vote. Although a small sample, it was agreed that this was a very worthwhile exercise and one that will be repeated in North Ayrshire and South Ayrshire. Similar pilot exercises will also be identified and pursued.*

- *In May 2016 we visited a hostel in Saltcoats where staff had concerns about providing details of the residents. Our own staff visited the hostel to provide details of anonymous registration, details on declaration of local connection, provide samples of postal/proxy application forms and how names would or would not be shown on the Electoral Register. This was found to be a very worthwhile exercise and is being rolled out to other similar facilities throughout Ayrshire.*

- *We are in regular contact with the University of the West of Scotland in Ayr in an effort to ensure that residents in student accommodation are aware of their right to register to vote.*

- *We have regular contact with all nursing homes throughout Ayrshire.*

- *We are in contact with all Community Councils throughout Ayrshire. We have provided materials to help promote engagement with ourselves and to encourage registration.*

- ***We have recently had staff attend the East Ayrshire Churches Homeless Lunch Club. Again this was a very worthwhile exercise and resulted in a number of homeless persons registering to vote. This is also an area we are looking to develop further.***

Whilst it is impossible to truly assess the completeness and accuracy of the Electoral Register, there is no doubt that the initiatives listed above will almost certainly have had, and are continuing to have, a positive effect on registration levels.

Rather disappointingly we have made very little progress in improving access to our premises, particularly for disabled service users. In reality our disabled entrance to the rear of the building is used very infrequently. We accept this is an area that requires improvement and for this reason we have included it as a Board specific Outcome for 2017 – 2021.

General accessibility to our services has undoubtedly improved since 2015, due to many issues. Examples include the increased use of our upgraded and improved website and a new telephone system. A number of significant events over the past few years also resulted in our stakeholders using our services more frequently and more intensely. Some examples include a local council election, a Scottish Parliamentary Election, a European Parliamentary Election, two UK Parliamentary Elections and the revaluation of all non-domestic properties in Ayrshire.

We can gauge the satisfaction of our service users by analysis of our Customer Satisfaction Questionnaires, feedback from our website, formal complaints and letters of appreciation received. However, we need to do more in this area and, in particular, we need to engage in a more specific and targeted way with our service users.

Whilst working collaboratively with the other public bodies in Ayrshire to set our Shared Equality Outcomes our public consultation and engagement activities gained us valuable and helpful knowledge of what our service users need and demand from us. We know we require to engage more effectively with our customers, stakeholders and partners and will work in this area over the next four years.

5.0 Duty to Assess and Review Policies and Practices

Ayrshire Valuation Joint Board is committed to providing a workplace that embraces equalities issues and values diversity. We continually aim 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.

The Board has implemented many measures and actions the purpose of which is to create an inclusive working environment. Some of those measures, already discussed in more detail elsewhere in this report, are listed below, they are all under regular review.

- *Equality and diversity issues are a standing item on agenda of the Assessor's Corporate Governance Forum and Management Team meetings. The Head of Valuation Services reports on all relevant issues at these regular meetings. Any equality and diversity issues are then cascaded down to all staff via team briefings and Minutes of the Assessor's Management Team meetings.*

- *Access to training on equalities and diversity issues are available to all staff.*

- *The Head of Valuation Services, who is responsible for equality and diversity issues, is part of the South Ayrshire Council Equality Champions Network which promotes equality across all Board and Council services.*

- *The Head of Valuation Services is a member of the Ayrshire Equalities Partnership. We support the work of the Ayrshire Equalities Partnership whenever we can.*

- *The Assessor and Head of Valuation Services are both members of the Governance Committee of the Scottish Assessors' Association which has equality issues as a standing item on the Agenda of its regular meetings.*

- *All relevant and appropriate issues are reported to Elected Members at their regular Board meetings.*

- *We have introduced a range of Policies, Procedures, Strategies, Guidance Notes etc. which promote equality at work, foster a positive working environment, eliminate unlawful discrimination, harassment and victimisation. Some of those Policies, Procedures, etc. are listed below;*

Absence - Maximising Attendance at Work Policy
Absence Review Managers Checklist - Guidance Note
Adverse Weather Conditions Guidance
Annualised Hours
Anti-Fraud and Anti-Bribery Strategy
Breaks at Work Guidance
Capability Policy
Code of Conduct
Concerns at Work Procedure (Whistle Blowing) Procedure
Complaints Handling Procedure
Complaints - Customer Information Leaflet
Complaints - Form
Credit Card Policy (Corporate)
Data Protection Policy
Data Protection Procedure for the Effective Management of Personnel Records
Disciplinary Policy
Disciplinary Policy Managers Handbook
Enhanced Annual Leave Scheme
Equality at Work Policy
Equality Impact Assessment Scoping Template
Equalities – Public Sector Equality Duty Policy
Exit Interviews
Financial Regulations
Flexible Working Policy
Flexi-Time Scheme
FOI Assessor and AVJB Policy and Procedure – FOI and EIR Requests
FOI Data Protection Info Sheet (Induction) 2012
FOI GN01 – Exemptions under the Freedom of Information (Scotland) Act 2002
FOI GN02 – Freedom of Information Review Procedures
FOI GN03 – FOI&EIR - Applying the Substantial Prejudice and Public Interest Test
FOI GN04 – Freedom of Information Costing Enquiries and Proforma
FOI GN05 – Freedom of Information and Public Sector Contracts
FOI GN06 - How to Recognise Environmental Information
FOI GN07 – Exemptions under the Environmental Information (Scotland) Regs 2004
FOI GN08 – Environmental Information Internal Review Procedures
FOI Guidance Note - Staff Info Sheet FOI&EIR (Induction) 2012
FOI Guide to Information Available through the Scheme
Fraud, Financial Regulations and Standing Orders Procedures
Grievance Policy
Grievance Policy Handbook
Health and Safety Policy
Induction Policy and Checklist
Information Security and ICT Acceptable Use Policies
Job Re-Evaluation Procedure
Job Sharing Policy
Lone Working Policy
Managing Workforce Change
Maternity, Adoption, Paternity Leave and Pay Etc. Policy
Media Relations Protocol
Occupational Health Guidelines to Referral to OCH and Ill Health Retiral

Records Management Business Classification Scheme
Records Management Disposal Register
Records Management Disposal Register
Records Management Plan
Records Management Policy
Records Management Procedure for Clearing Out Non Domestic Files
Records Management Procedure for Dealing with Records Management
Records Management Procedure for the Disposal of Records
Records Management Procedure for Transferring Records
Records Management – Records Retention and Disposal Arrangements
Records Management Vital Records Schedule
Recruitment and Selection Policy
Relations between Councillors and Employees and Amongst Councillors in Multi-member Wards (Protocol)
Retirement Framework
Smoke Free Policy
Special Leave Policy
Standing Orders Relating to Contracts
Stress Policy
Stress Policy – Employees Information
Stress Policy – Employee leaflet
Stress Policy – Managers Guidance
Supporting Employees - Managing Addiction
Supporting Employees - Mental Wellbeing in the Workplace
Telephone Facilities including Board Mobile Phones
Temporary Workers – Code of Practice
Tendering Procedures
Terms and Conditions of Employment
Training and Development Policy
Travel and Subsistence Policy
Violence and Aggression at Work Policy

All policies, procedures, guidance documents etc. are reviewed on a regular basis. A rolling programme of review and updating has been introduced in an effort to ensure that all policies and procedures are relevant and fit for purpose

6.0 <u>Duty to Gather and Use Employee Information</u>

The guidance from the Equality and Human Rights Commission *'Employee information and the Public Sector Equality Duty – A guide for public authorities'* recommends that public bodies work towards gathering and using information disaggregated by protected characteristics on the following:

- *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.*
- *Appraisals*
- *Grievances (including about harassment).*
- *Disciplinary action (including for harassment).*
- *Dismissals and other reasons for leaving.*

Analysing our workforce on this basis will enable us to identify any equality issues that are specific to our workforce and thereafter to take whatever action is necessary to meet our responsibilities under the general duty which, of course, are:

- *Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010.*

- *Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.*

- *Foster good relations between people who share a protected characteristic and those who do not.*

We will use our workforce monitoring data to:

- *Identify areas of occupational segregation by gender and consider measures to address these.*

- *Where possible identify any disparities in the profile of our workforce by protected characteristic.*

- *Identify gaps in workforce monitoring and suggest ways in which we can address and improve on these.*

Where it is feasible, and where information exists, this report will attempt to consider each of the above key areas by specific reference to the protected characteristic. Where there are gaps in information gathering we will highlight these and comment on how we intend to fill these gaps and report our progress in the future.

We are aware that we are a small organisation and that publishing such detailed and sensitive information could lead to the identification of a member of staff and therefore a possible breach in Data Protection legislation. Where this is a possibility we will not publish this information but will identify those instances and explain why we are not publishing the relevant information.

Reporting categories on recruitment and selection are drawn from the National Recruitment Portal (myjobscotland) where categories have been agreed nationally across all local authorities.

Data for our workforce has been drawn in part from South Ayrshire Council's Oracle HR reporting tool and from our Staff Equalities Monitoring Questionnaire which was issued, returned and analysed during the period December 2016 to March 2017.

The workforce data used in the following analysis is current as at 31st March 2017.

The Board currently has a total of 48 members of staff which is adjusted to a full time equivalent of 42.94 when flexible working practices are taken into account.

A Staff Equalities Monitoring Questionnaire was issued to all 48 members of staff which resulted in 38 (79.16%) Questionnaires being returned.

6.1.0 WORKFORCE

6.1.1 Profile of Workforce by Gender

WORKFORCE BY GENDER PROFILE															
2017					**2015**					**2013**					
Workforce Total	Male		Female		Workforce Total	Male		Female		Workforce Total	Male		Female		
	No	%	No	%		No	%	No	%		No	%	No	%	
48	16	33.33%	32	66.67%	49	17	34.69%	32	65.31%	46	15	32.61%	31	67.39%	

Workforce by Gender Profile 2017

Female, 66.67%
Male, 33.33%

Workforce by Gender Profile 2015

Female, 65.31%
Male, 34.69%

Workforce by Gender Profile 2013

Female, 67.39%
Male, 32.61%
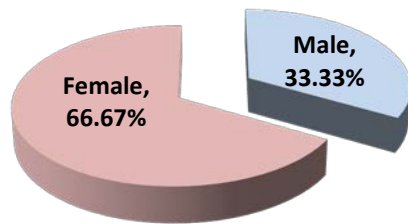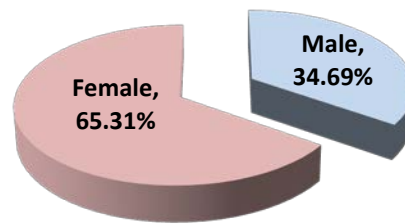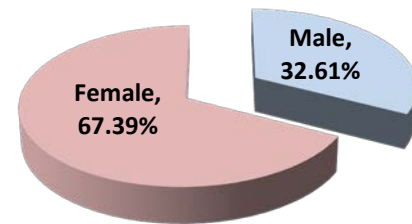
6.1.2 Profile of Workforce by Work Pattern

WORKFORCE BY WORK PATTERN PROFILE												
	2017				**2015**				**2013**			
Work Pattern	**Male**		**Female**		**Male**		**Female**		**Male**		**Female**	
	No	**%**	**No**	**%**	**No**	**%**	**No**	**%**	**No**	**%**	**No**	**%**
Full Time	16	33.33%	25	52.08%	17	34.69%	23	46.94%	15	32.61%	21	45.65%
Reduced Hours			7	14.58%			9	18.37%			10	21.74%

Workforce by Work Pattern Profile 2017

Female Reduced Hours, 14.58%
Male Full Time, 33.33%
Female Full Time, 52.08%

Workforce by Work Pattern Profile 2015

Female Reduced Hours, 18.37%
Male Full Time, 34.69%
Female Full Time, 46.94%

Workforce by Work Pattern Profile 2013

Female Reduced Hours, 21.74%
Male Full Time, 32.61%
Female Full Time, 45.65%

6.1.3   Profile of Workforce by Age

Age Group	2017 Male No	2017 Male %	2017 Female No	2017 Female %	2015 Male No	2015 Male %	2015 Female No	2015 Female %	2013 Male No	2013 Male %	2013 Female No	2013 Female %
WORKFORCE BY AGE PROFILE												
16-17			1	2.08%								
18-21							2	4.44%				
22-30	1	2.08%	1	2.08%	1	2.22%					2	4.35%
31-40	1	2.08%	3	6.25%	1	2.22%	1	2.22%	2	4.35%	2	4.35%
41-50	8	16.67%	10	20.83%	11	24.44%	12	26.66%	9	19.56%	15	32.61%
51-60	6	12.50%	16	33.33%	3	6.66%	12	26.66%	4	8.69%	12	26.09%
61-65			1	2.08%	1	2.22%	1	2.22%				
66-70												
71+												

Workforce by Age Profile Male 2017
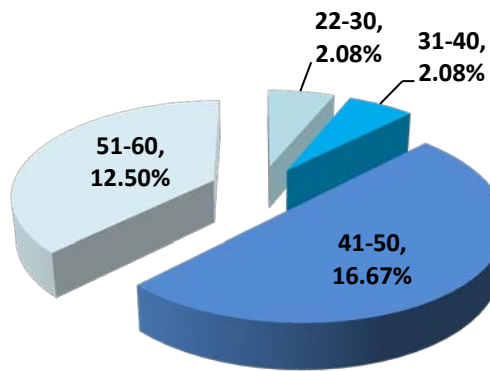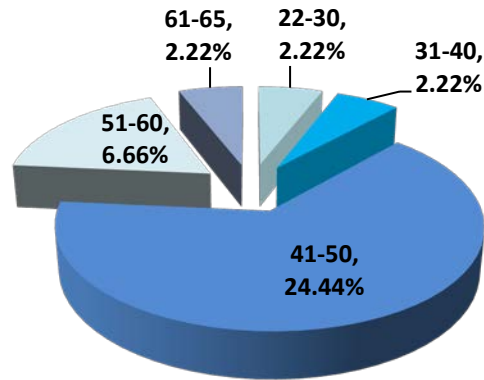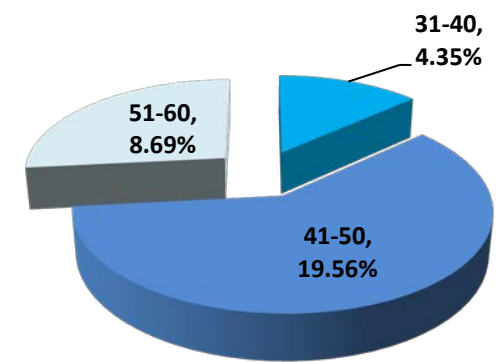
- 22-30, 2.08%
- 31-40, 2.08%
- 41-50, 16.67%
- 51-60, 12.50%

Workforce by Age Profile Male 2015

- 61-65, 2.22%
- 22-30, 2.22%
- 31-40, 2.22%
- 41-50, 24.44%
- 51-60, 6.66%

Workforce by Age Profile Male 2013

- 31-40, 4.35%
- 41-50, 19.56%
- 51-60, 8.69%

Workforce by Age Profile Female 2017

- 61-65, 2.08%
- 16-17, 2.08%
- 22-30, 2.08%
- 31-40, 6.25%
- 41-50, 20.83%
- 51-60, 33.33%

Workforce by Age Profile Female 2015

- 61-65, 2.22%
- 18-21, 4.44%
- 31-40, 2.22%
- 41-50, 26.66%
- 51-60, 26.66%

Workforce by Age Profile Female 2013

- 22-30, 4.35%
- 31-40, 4.35%
- 41-50, 32.61%
- 51-60, 26.09%
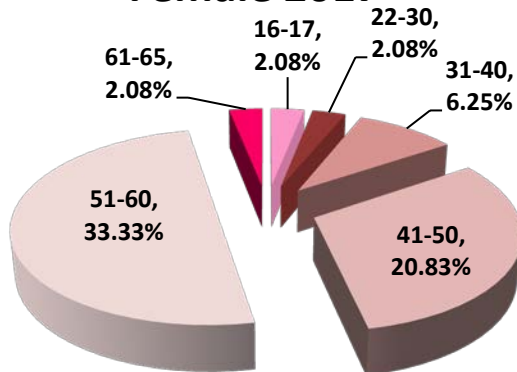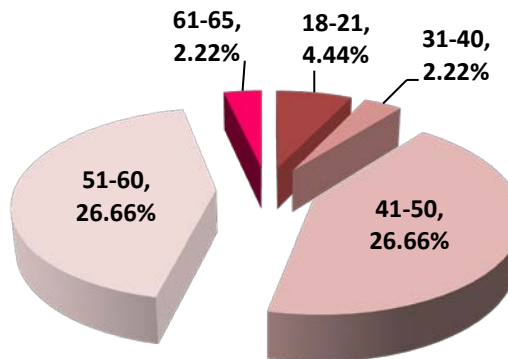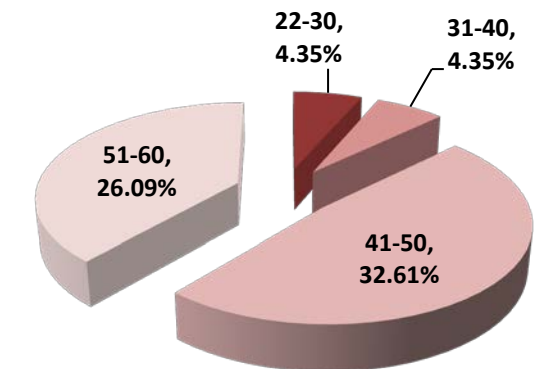
6.1.4 Profile of Workforce by Disability

WORKFORCE BY DISABILITY PROFILE												
	2017				**2015**				**2013**			
Identified as	**Male**		**Female**		**Male**		**Female**		**Male**		**Female**	
	No	**%**	**No**	**%**	**No**	**%**	**No**	**%**	**No**	**%**	**No**	**%**
Having a Disability			2	5.26%	1	2.22%	2	4.44%			3	7.69%
Prefer Not to Say					2	4.44%			1	2.56%		

Workforce by Disability Profile 2017
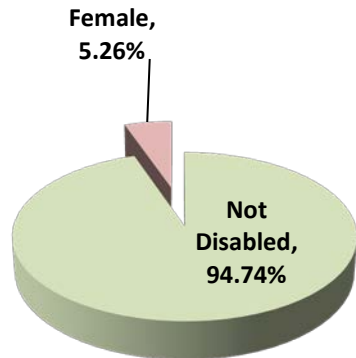
Female, 5.26%
Not Disabled, 94.74%

Workforce by Disability Profile 2015

Male, 2.22%
Female, 4.44%
Male-Prefer not to say, 4.44%
Not Disabled, 88.90%

Workforce by Disability Profile 2013

Female, 7.69%
Male-Prefer not to say, 2.56%
Not Disabled, 89.75%
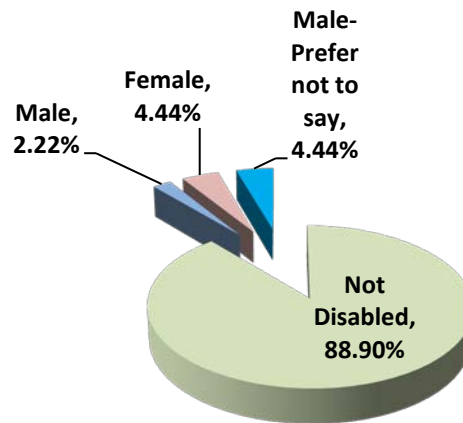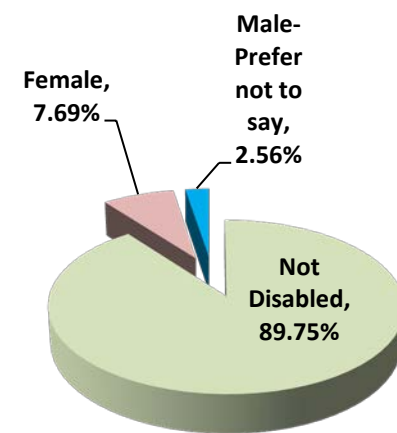
6.1.5 Profile by Gender Re-Assignment

WORKFORCE BY GENDER RE-ASSIGNMENT PROFILE												
	2017				2015				2013			
Identified as	Male		Female		Male		Female		Male		Female	
	No	%	No	%	No	%	No	%	No	%	No	%
Re-Assignment												
Prefer Not to Say												

No Information Available.

6.1.6 Profile of Workforce By Marriage and Civil Partnership

WORKFORCE BY MARRIAGE AND CIVIL PARTNERSHIP PROFILE												
	2017				2015				2013			
Identified as	Male		Female		Male		Female		Male		Female	
	No	%	No	%	No	%	No	%	No	%	No	%
Single	4	10.53%	2	5.26%	2	4.44%	3	6.66%	1	2.56%	2	5.12%
Married/Civil Partnership	6	15.79%	17	44.74%	12	26.66%	19	42.22%	7	17.59%	20	51.28%
Widowed												
Living With Partner	1	2.63%	1	2.63%	1	2.22%	1	2.22%	2	5.12%	2	5.12%
Divorced/Separated	1	2.63%	6	15.79%	2	4.44%	5	11.11%			3	7.69%
Prefer Not to Say									2	5.12%		

Workforce by Marriage and Civil Partnership Profile Male 2017
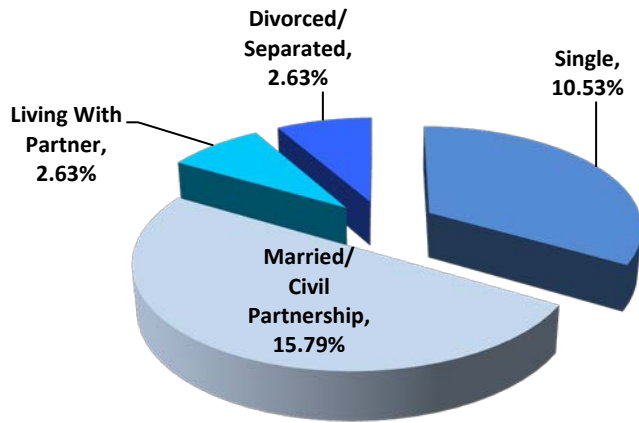
Divorced/Separated, 2.63%
Single, 10.53%
Living With Partner, 2.63%
Married/Civil Partnership, 15.79%

Workforce by Marriage and Civil Partnership Profile Male 2015

Divorced/Separated, 4.44%
Living With Partner, 2.22%
Single, 4.44%
Married/Civil Partnership, 26.66%

Workforce by Marriage and Civil Partnership Profile Male 2013

Prefer Not to Say, 5.12%
Single, 2.56%
Living With Partner, 5.12%
Married/Civil Partnership, 17.59%

Workforce by Marriage and Civil Partnership Profile Female 2017

Divorced/Separated, 15.79%
Single, 5.26%
Living With Partner, 2.63%
Married/Civil Partnership, 44.74%

Workforce by Marriage and Civil Partnership Profile Female 2015

Divorced/Separated, 11.11%
Living With Partner, 2.22%
Single, 6.66%
Married/Civil Partnership, 42.22%

Workforce by Marriage and Civil Partnership Profile Female 2013

Living With Partner, 5.12%
Divorced/Separated, 7.69%
Single, 5.12%
Married/Civil Partnership, 51.28%
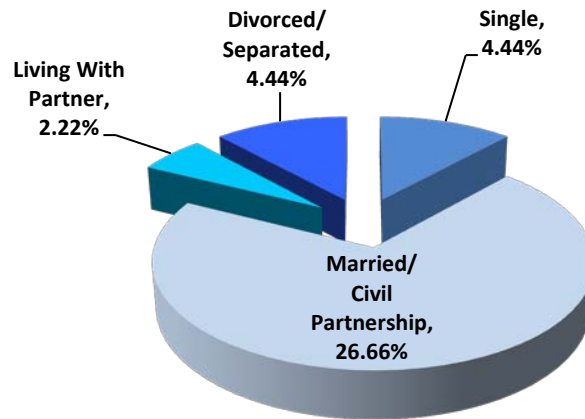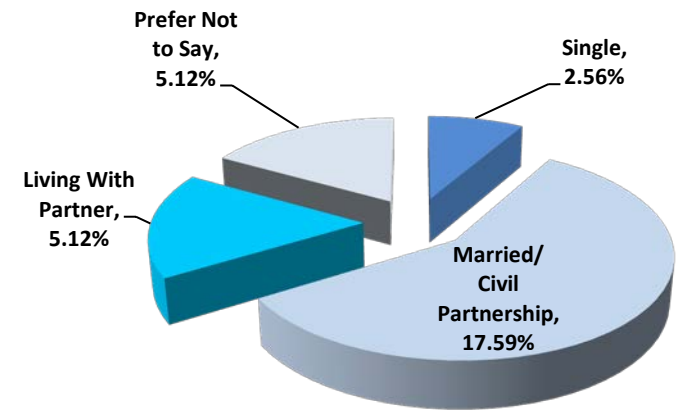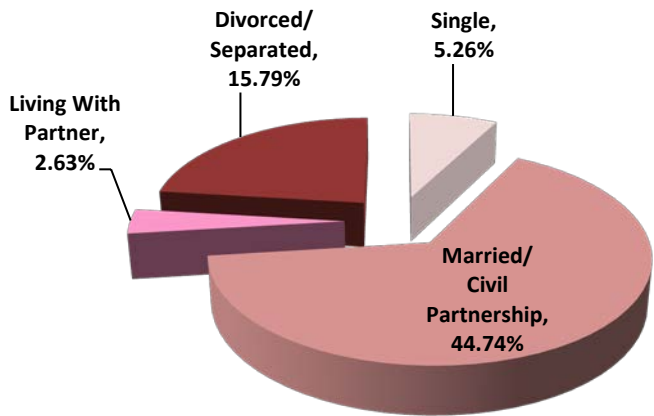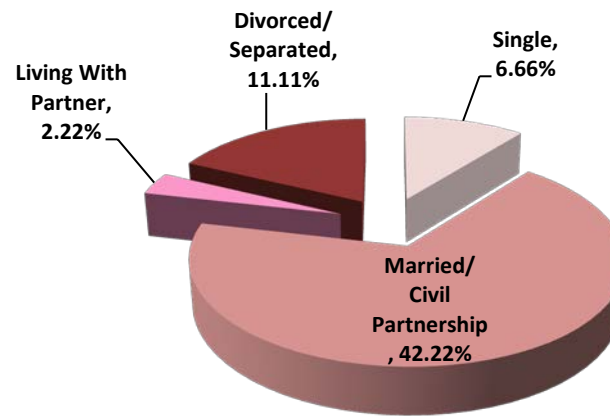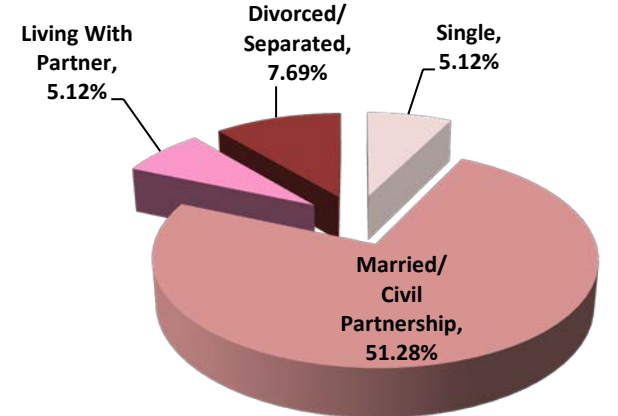
6.1.7 Profile of Workforce by National Identity and Ethnic Group

WORKFORCE BY NATIONAL IDENTITY PROFILE												
	2017				**2015**				**2013**			
	Male		**Female**		**Male**		**Female**		**Male**		**Female**	
Identified as	**No**	**%**	**No**	**%**	**No**	**%**	**No**	**%**	**No**	**%**	**No**	**%**
British	4	10.53%	15	39.47%	8	17.77%	11	24.44%			1	2.56%
Scottish	8	21.05%	11	28.95%	9	20.00%	17	37.77%	11	28.21%	23	58.98%
English											1	2.56%
Welsh												
Northern Irish											1	2.56%
Other											1	2.56%
Prefer Not to Say												

Workforce by National Identity Profile Male 2017

- British, 10.53%
- Scottish, 21.05%

Workforce by National Identity Profile Male 2015

- Scottish, 20.00%
- British, 17.77%

Workforce by National Identity Profile Male 2013

- Scottish, 28.21%

Workforce by National Identity Profile Female 2017

- Scottish, 28.95%
- British, 39.47%

Workforce by National Identity Profile Female 2015

- Scottish, 37.77%
- British, 24.44%

Workforce by National Identity Profile Female 2013

- English, 2.56%
- Northern Irish, 2.56%
- Other, 2.56%
- British, 2.56%
- Scottish, 58.98%

WORKFORCE BY ETHNIC GROUP PROFILE													
		2017				2015				2013			
Identified as		Male		Female		Male		Female		Male		Female	
		No	%	No	%	No	%	No	%	No	%	No	%
White	Scottish	12	31.58%	23	60.53%	15	33.33%	24	53.33%	11	28.21%	23	58.98%
	Other British			3	7.89%	1	2.22%	4	8.88%			4	10.25%
	Irish												
	Gypsy/Traveller												
	Polish												
	Other white ethnic group												
Mixed Or Multiple Ethnic Group	Any mixed or multiple ethnic groups												
Asian, Asian Scottish Or Asian British	Pakistani, Pakistani Scottish or Pakistani British												
	Indian, Indian Scottish or Indian British												
	Bangladeshi, Bangladeshi Scottish or Bangladeshi British												
	Chinese, Chinese Scottish or Chinese British												
	Other												
African	African, African Scottish, African British												
	Other												
Caribbean Or Black	Caribbean, Caribbean Scottish or Caribbean British												
	Black, Black Scottish or Black British												
	Other												
Other Ethnic Group	Arab, Arab Scottish or Arab British												
	Other												
Prefer Not to Say										1	2.56%		

Workforce by Ethnic Group Profile Male 2017
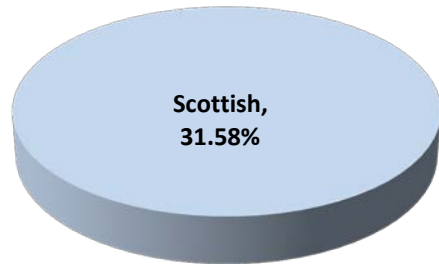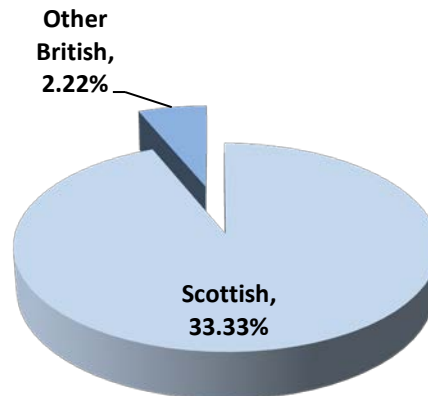
Scottish, 31.58%

Workforce by Ethnic Group Profile Male 2015

Other British, 2.22%

Scottish, 33.33%

Workforce by Ethnic Group Profile Male 2013

Prefer not to Say, 2.56%

Scottish, 28.21%

Workforce by Ethnic Group Profile Female 2017

Scottish, 7.89%

British, 60.53%

Workforce by Ethnic Group Profile Female 2015

Scottish, 8.88%

British, 53.33%

Workforce by Ethnic Group Profile Female 2013

Scottish, 10.25%

British, 58.98%
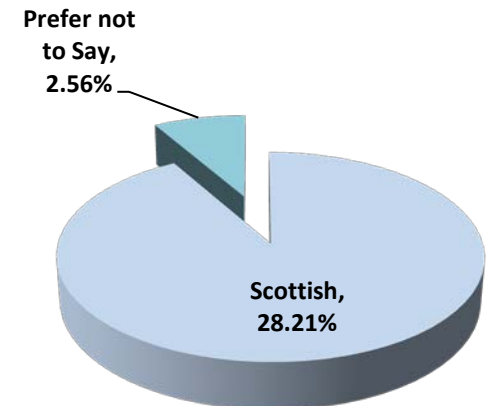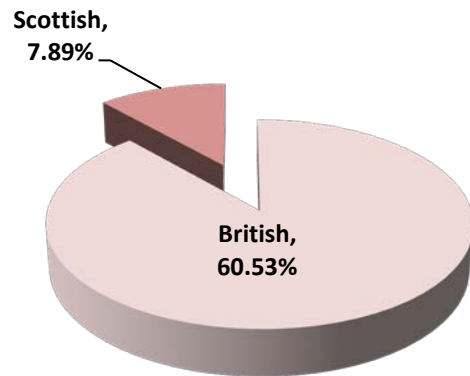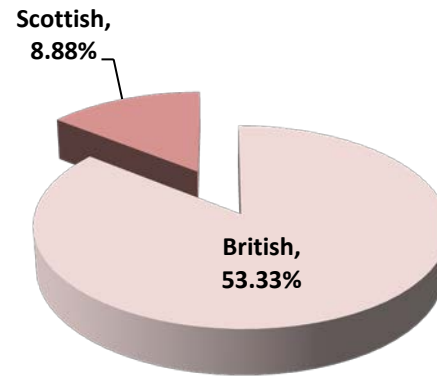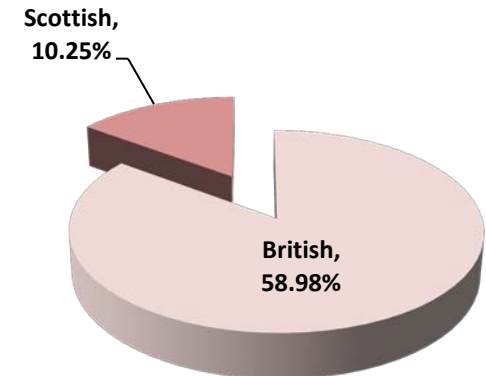
6.1.8 Profile of Workforce By Religion or Belief

Identified as	2017 Male		2017 Female		2015 Male		2015 Female		2013 Male		2013 Female	
WORKFORCE BY REIGION OR BELIEF PROFILE												
	No	**%**	**No**	**%**	**No**	**%**	**No**	**%**	**No**	**%**	**No**	**%**
Buddhist												
Christian (including Church of Scotland, Catholic, Protestant and all other Christian Denominations	9	23.68%	22	57.89%	10	22.22%	21	46.66%	6	15.39%	21	53.85%
Hindu												
Jewish												
Muslim												
No Religion or Belief	2	5.26%	3	7.89%	4	8.88%	6	13.33%	5	12.82%	6	15.38%
Sikh					1	2.22%						
Pagan												
Other Religion or Belief					1	2.22%						
Prefer Not to Say	1	2.63%	1	2.63%	1	2.22%	1	2.22%	1	2.56%		
Unknown												

Workforce by Religion or Belief Profile Male 2017

- No Religion or Belief, 5.26%
- Prefer Not to Say, 2.63%
- Christian (Church of Scot., Catholic, Protestant & other Christian), 23.68%

Workforce by Religion or Belief Profile Male 2015

- Other Religion or Belief, 2.22%
- Sikh, 2.22%
- Prefer Not to Say, 2.22%
- Christian (Church of Scot., Catholic, Protestant & other Christian), 22.22%
- No Religion or Belief, 8.88%

Workforce by Religion or Belief Profile Male 2013

- Prefer Not to Say, 2.56%
- Christian (Church of Scot., Catholic, Protestant & other Christian), 15.39%
- No Religion or Belief, 12.82%

Workforce by Religion or Belief Profile Female 2017

- No Religion or Belief, 7.89%
- Prefer Not to Say, 2.63%
- Christian (Church of Scot., Catholic, Protestant & other Christian), 57.89%

Workforce by Religion or Belief Profile Female 2015

- No Religion or Belief, 13.33%
- Prefer Not to Say, 2.22%
- Christian (Church of Scot., Catholic, Protestant & other Christian), 46.66%

Workforce by Religion or Belief Profile Female 2013

- No Religion or Belief, 15.38%
- Christian (Church of Scot., Catholic, Protestant & other Christian), 53.85%

6.1.9 Profile of Workforce by Occupational Segregation By Pay Level

WORKFORCE BY OCCUPATIONAL SEGREGATION BY PAY LEVEL PROFILE												
	2017				2015				2013			
Pay Level	Male		Female		Male		Female		Male		Female	
	No	%	No	%	No	%	No	%	No	%	No	%
Level 1-5	4	8.33%	13	27.08%	3	6.12%	13	26.53%	1	2.17%	11	23.92%
Level 6-8			8	16.67%	1	2.04%	10	20.41%	1	2.17%	12	26.09%
Level 9-10	7	14.58%	4	8.33%	8	16.33%	3	6.12%	6	13.04%	3	6.52%
Level 11 and above	5	10.42%	7	14.58%	5	10.20%	6	12.24%	7	15.12%	5	10.87%

Workforce Occupational Segregation by Pay Level Profile Male 2017
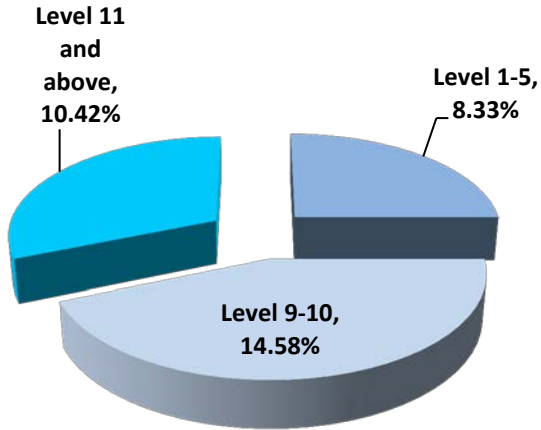
Level 11 and above, 10.42%

Level 1-5, 8.33%

Level 9-10, 14.58%

Workforce Occupational Segregation by Pay Level Profile Male 2015

Level 11 and above, 10.20%

Level 1-5, 6.12%

Level 6-8, 2.04%

Level 9-10, 16.33%

Workforce Occupational Segregation by Pay Level Profile Male 2013

Level 1-5, 2.17%

Level 6-8, 2.17%

Level 11 and above, 15.12%

Level 9-10, 13.04%

Workforce Occupational Segregation by Pay Level Profile Female 2017

Level 11 and above, 14.58%

Level 9-10, 8.33%

Level 1-5, 27.08%

Level 6-8, 16.67%

Workforce Occupational Segregation by Pay Level Profile Female 2015

Level 11 and above, 12.24%

Level 9-10, 6.12%

Level 1-5, 26.53%

Level 6-8, 20.41%

Workforce Occupational Segregation by Pay Level Profile Female 2013

Level 11 and above, 10.87%

Level 9-10, 6.52%

Level 1-5, 23.92%

Level 6-8, 26.09%
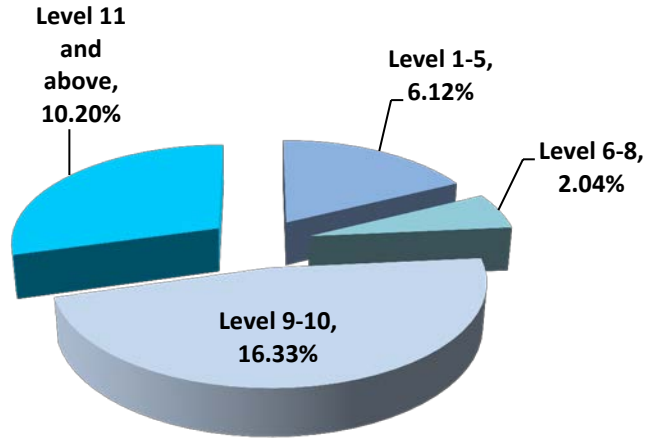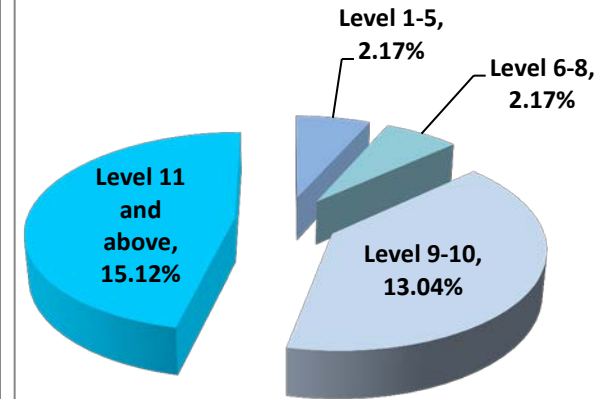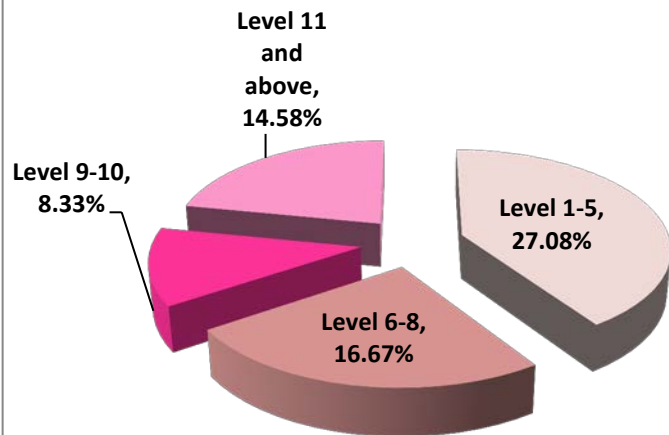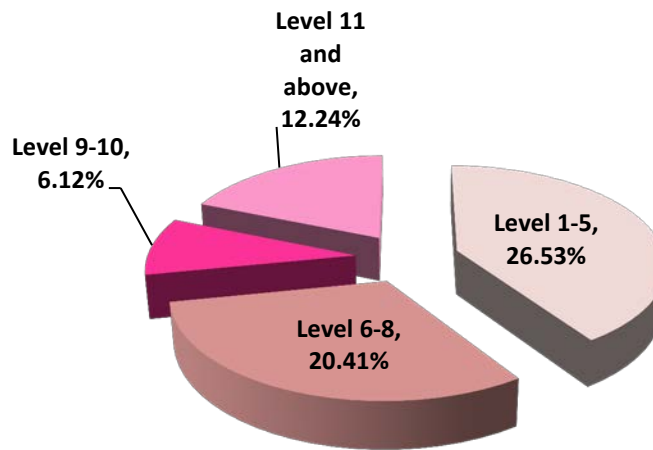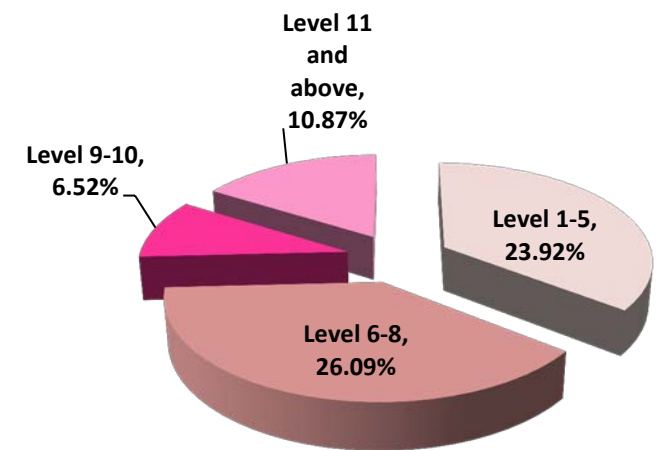
6.1.10 Profile of Workforce by Section and Gender

	2017						2015						2013					
WORKFORCE BY SECTION AND GENDER PROFILE																		
Section	**All Staff**		**Male**		**Female**		**All Staff**		**Male**		**Female**		**All Staff**		**Male**		**Female**	
	No	%	No	%	No	%	No	%	No	%	No	%	No	%	No	%	No	%
Admin.	24	50.00%	3	6.25%	21	43.75%	27	55.10%	4	8.16%	23	46.94%	23	50.00%	1	2.17%	22	47.83%
Technical	21	43.75%	11	22.92%	10	20.83%	19	38.78%	11	22.49%	8	16.33%	18	39.13%	10	21.74%	8	17.39%
Management	3	6.25%	2	4.17%	1	2.08%	3	6.12%	2	4.08%	1	2.04%	5	10.81%	4	8.70%	1	2.17%

Workforce by Section Profile Male 2017
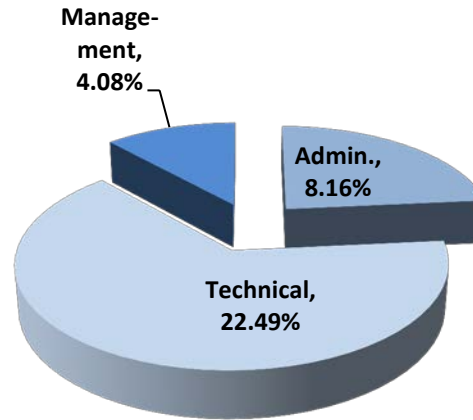
- Management, 4.17%
- Admin., 6.25%
- Technical, 22.92%

Workforce by Section Profile Male 2015

- Management, 4.08%
- Admin., 8.16%
- Technical, 22.49%

Workforce by Section Profile Male 2013

- Management, 8.70%
- Admin., 2.17%
- Technical, 21.74%

Workforce by Section Profile Female 2017

- Management, 2.08%
- Technical, 20.83%
- Admin., 43.75%

Workforce by Section Profile Female 2015

- Management, 2.04%
- Technical, 16.33%
- Admin., 46.94%
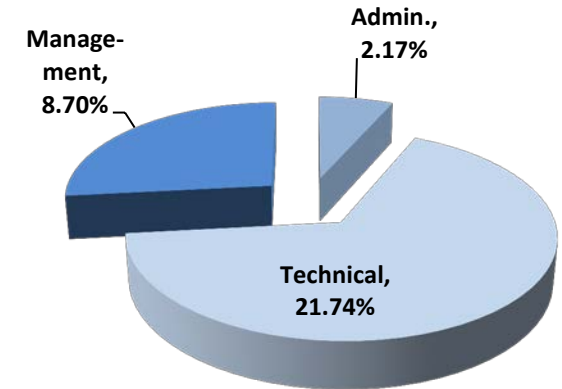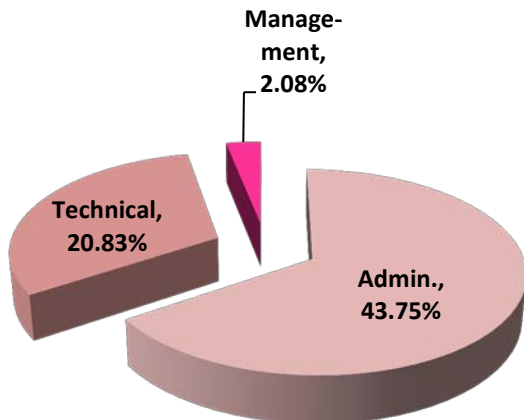
Workforce by Section Profile Female 2013
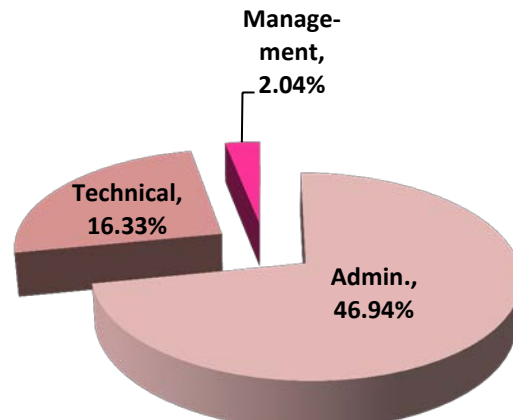
- Management, 2.17%
- Technical, 17.39%
- Admin., 47.83%
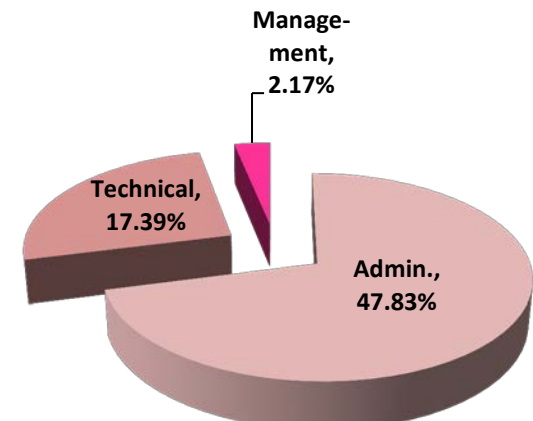
6.2.0 RECRUITMENT & PROMOTION INFORMATION

6.2.1 Profile of Recruitment by Gender

RECRUITMENT BY GENDER PROFILE									
	2017			**2015**			**2013**		
Identified As	**Percentage of Total Applications**	**Percentage of Total Selected for Interview**	**Percentage of Total Successful Applicants**	**Percentage of Total Applications**	**Percentage of Total Selected for Interview**	**Percentage of Total Successful Applicants**	**Percentage of Total Applications**	**Percentage of Total Selected for Interview**	**Percentage of Total Successful Applicants**
Male	50.82%	47.06%	31.25%	61.72%	51.42%	62.50%	26.61%	38.46%	50.00%
Female	47.54%	52.94%	68.75%	38.27%	48.57%	37.50%	73.39%	61.54%	50.00%
Prefer Not to Say									
Blanks	1.64%								
Unknown									

Recruitment by Gender Profile 2017

Recruitment by Gender Profile 2015

Recruitment by Gender Profile 2013

6.2.2 Profile of Recruitment by Work Pattern

RECRUITMENT BY WORK PATTERN PROFILE						
	2017		**2015**		**2013**	
Work Pattern	**Male**	**Female**	**Male**	**Female**	**Male**	**Female**
Full Time	31.25%	68.75%	62.50%	37.50%	50.00%	50.00%
Reduced Hours						

Recruitment by Work Pattern Profile 2017

Male Full Time, 31.25%

Female Full Time, 68.75%

Recruitment by Work Pattern Profile 2015

Female Full Time, 37.50%

Male Full Time, 62.50%

Recruitment by Work Pattern Profile 2013

Female Full Time, 50.00%

Male Full Time, 50.00%
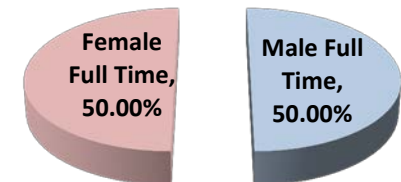
6.2.3 Profile of Recruitment by Year of Birth

RECRUITMENT BY YEAR OF BIRTH PROFILE									
	2017			**2015**			**2013**		
Year of Birth	**Percentage of Total Applications**	**Percentage of Total Selected for Interview**	**Percentage of Total Successful Applicants**	**Percentage of Total Applications**	**Percentage of Total Selected for Interview**	**Percentage of Total Successful Applicants**	**Percentage of Total Applications**	**Percentage of Total Selected for Interview**	**Percentage of Total Successful Applicants**
1995 and after	8.20%	9.80%	6.25%	4.93%	8.57%	12.50%	0.31%		
1994-1988	18.03%	15.69%	12.50%	17.28%	11.42%	12.50%	29.05%	9.09%	
1987-1978	13.11%	15.69%	12.50%	30.24%	28.57%	12.50%	23.24%		
1977-1968	13.11%	15.69%	12.50%	23.45%	25.71%	25.00%	17.13%	27.28%	50.00%
1967-1958	28.69%	31.37%	43.75%	16.04%	20.00%	37.50%	18.65%	36.36%	
1957-1953	11.48%	7.84%	12.50%	6.17%	5.71%		8.26%	18.18%	50.00%
1952 and before	1.64%			1.23%			1.83%	9.09%	
Blanks	5.74%	3.92%		0.61%			1.53%		

Recruitment by Year of Birth Profile 2017

- 1952 & before Applicants, 1.64%
- Blank Applicants, 5.74%
- Blank Interviewed, 3.92%
- 1995 & after Applicants, 8.20%
- 1995 & after Interviewed, 9.80%
- 1995 & after Successful, 6.25%
- 1957-53 Successful, 12.50%
- 1957-53 Interviewed, 7.84%
- 1957-53 Applicants, 11.48%
- 1994-88 Applicants, 18.03%
- 1994-88 Interviewed, 15.69%
- 1994-88 Successful, 12.50%
- 1967-58 Successful, 43.75%
- 1987-78 Applicants, 13.11%
- 1967-58 Interviewed, 31.37%
- 1987-78 Interviewed, 15.69%
- 1967-58 Applicants, 28.69%
- 1987-78 Successful, 12.50%
- 1977-68 Applicants, 13.11%
- 1977-68 Interviewed, 15.69%
- 1977-68 Successful, 12.50%

Recruitment by Year of Birth Profile 2015

1952 & before Applicants, 1.23%
Blank Applicants, 0.61%
1995 & after Applicants, 4.93%
1995 & after Interviewed, 8.57%
1995 & after Successful, 12.50%
1957-53 Interviewed, 5.71%
1957-53 Applicants, 6.17%
1994-88 Applicants, 17.28%
1994-88 Interviewed, 11.42%
1967-58 Successful, 37.50%
1994-88 Successful, 12.50%
1967-58 Interviewed, 20.00%
1967-58 Applicants, 16.04%
1987-78 Applicants, 30.24%
1977-68 Successful, 25.00%
1987-78 Interviewed, 28.57%
1977-68 Interviewed, 25.71%
1977-68 Applicants, 23.45%
1987-78 Successful, 12.50%

Recruitment by Year of Birth Profile 2013

1952 & before Interviewed, 9.09%

1952 & before Applicants, 1.83%

Blank Applicants, 1.53%

1995 & after Applicants, 0.31%

1994-88 Applicants, 29.05%

1994-88 Interviewed, 9.09%

1957-53 Successful, 50.00%

1987-78 Applicants, 23.24%

1977-68 Applicants, 17.13%

1957-53 Interviewed, 18.18%

1977-68 Interviewed, 27.28%

1957-53 Applicants, 8.26%

1967-58 Interviewed, 36.36%

1977-68 Successful, 50.00%

1967-58 Applicants, 18.65%

6.2.4 Profile of Recruitment By Disability

RECRUITMENT BY DISABILITY PROFILE									
Disability	**2017**			**2015**			**2013**		
	Percentage of Total Applications	Percentage of Total Selected for Interview	Percentage of Total Successful Applicants	Percentage of Total Applications	Percentage of Total Selected for Interview	Percentage of Total Successful Applicants	Percentage of Total Applications	Percentage of Total Selected for Interview	Percentage of Total Successful Applicants
Disabled	3.28%	3.92%		3.70%	2.85%		1.83%	9.09%	
Not disabled	92.62%	90.20%	93.75%	95.67%	97.14%	100%	50.46%	54.55%	50.00%
Prefer Not To Say	2.46%	5.88%	6.25%	0.61%			0.31%		
Blanks	1.64%						47.40%	36.36%	50.00%

Recruitment by Disability Profile 2017

Prefer Not to Say Interviewed, 5.88%
Prefer Not To Say Successful, 6.25%
Blank Applicants, 1.64%
Disabled Applicants, 3.28%
Disabled Interviewed, 3.92%
Prefer Not to Say Applicants, 2.46%
Not Disabled Successful, 93.75%
Not Disabled Applicants, 92.62%
Not Disabled Interviewed, 90.20%

Recruitment by Disability Profile 2015

Prefer Not to Say Applicants, 0.61%
Disabled Applicants, 3.70%
Disabled Interviewed, 2.85%
Not Disabled Successful, 100.00%
Not Disabled Applicants, 95.67%
Not Disabled Interviewed, 97.14%

Recruitment by Disability Profile 2013

Disabled Applicants, 1.83%
Disabled Interviewed, 9.09%
Blank Successful, 50.00%
Blank Interviewed, 36.36%
Not Disabled Applicants, 50.46%
Not Disabled Interviewed, 54.55%
Blank Applicants, 47.40%
Not Disabled Successful, 50.00%
Prefer Not to Say Applicants, 0.31%

RECRUITMENT BY DISABILITY IMPAIRMENT PROFILE

Disability Impairment	2017			2015			2013		
	Percentage of Total Applications	Percentage of Total Selected for Interview	Percentage of Total Successful Applicants	Percentage of Total Applications	Percentage of Total Selected for Interview	Percentage of Total Successful Applicants	Percentage of Total Applications	Percentage of Total Selected for Interview	Percentage of Total Successful Applicants
Learning Disability	25.00%	50.00%		16.66%			13.33%		
Longstanding Illness	25.00%			33.33%			53.33%	100%	
Mental Health Condition							6.67%		
Physical Impairment	25.00%			16.66%			26.67%		
Sensory Impairment	25.00%	50.00%		16.66%					
Other				16.66%	16.66%				
Prefer Not to Say									
Unknown									
Blanks									

Recruitment by Disability Impairment Profile 2017

Sensory Imp. Interviewed, 50.00%
Learning Dis. Applicants, 25.00%
Learning Dis. Interviewed, 50.00%
Sensory Imp. Applicants, 25.00%
Physical Imp. Applicants, 25.00%
Longstanding Illness Applicants, 25.00%

Recruitment by Disability Impairment Profile 2015

Other Dis. Interviewed, 16.66%
Other Dis. Applicants, 16.66%
Learning Dis. Applicants, 16.66%
Sensory Imp. Applicants, 16.66%
Physical Imp. Applicants, 16.66%
Longstanding Illness Applicants, 33.33%

Recruitment by Disability Impairment Profile 2013

Physical Imp. Applicants, 26.67%
Learning Dis. Applicants, 13.33%
Longstanding Illness Applicants, 53.33%
Mental Health Applicants, 6.67%
Longstanding Illness Interviewed, 100.00%

6.2.5 Profile of Recruitment By Gender Re-Assignment

Identified As	2017			2015			2013		
RECRUITMENT BY GENDER RE-ASSIGNMENT PROFILE	Percentage of Total Applications	Percentage of Total Selected for Interview	Percentage of Total Successful Applicants	Percentage of Total Applications	Percentage of Total Selected for Interview	Percentage of Total Successful Applicants	Percentage of Total Applications	Percentage of Total Selected for Interview	Percentage of Total Successful Applicants
Yes	0.82%								
No	95.08%	98.04%	100%						
Prefer Not to Say	0.82%								
Blanks	3.28%	1.96%							
Unknown									

2013 and 2015
we have no information with respect to recruitment by gender re-assignment.

Recruitment by Gender Re-Assignment Profile 2017

- Blank Applicants, 3.28%
- Blank Interviewed, 1.96%
- Yes-Applicants, 0.82%
- Prefer Not to Say Applicants, 0.82%
- No-Successful, 100.00%
- No-Applicants, 95.08%
- No-Interviewed, 98.04%
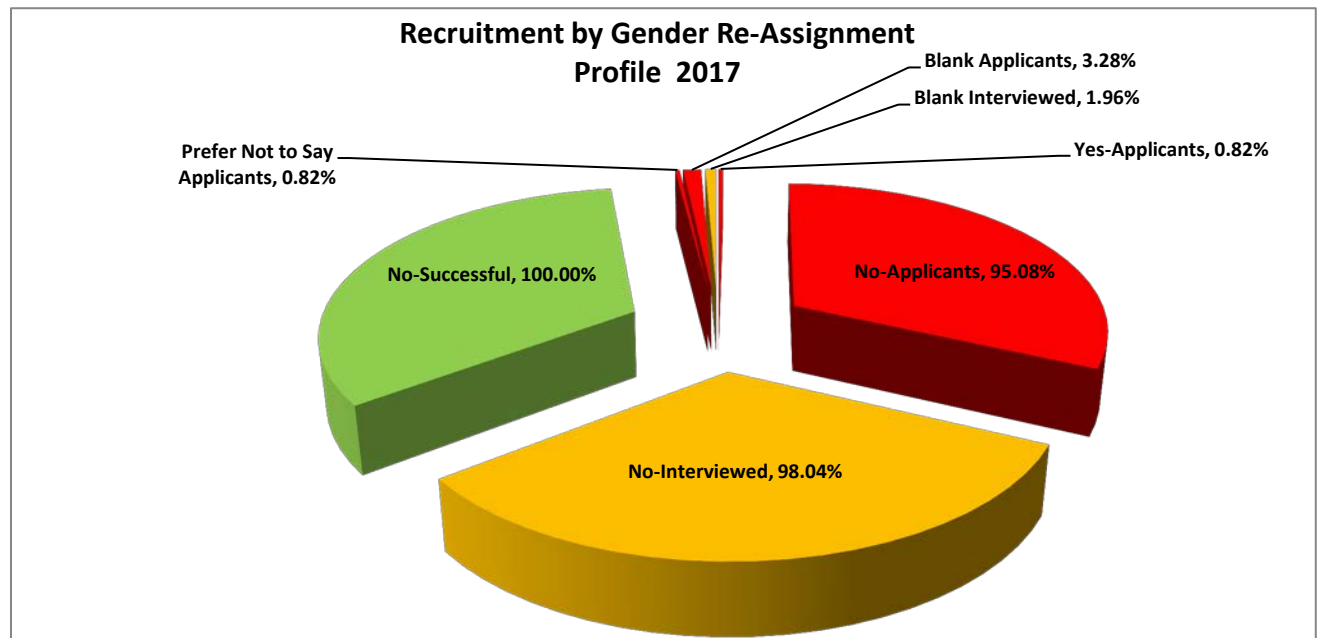
6.2.6 Profile of Recruitment by Marriage and Civil Partnership

RECRUITMENT BY MARRIAGE AND CIVIL PARTNERSHIP PROFILE									
Identified As	**2017**			**2015**			**2013**		
	Percentage of Total Applications	Percentage of Total Selected for Interview	Percentage of Total Successful Applicants	Percentage of Total Applications	Percentage of Total Selected for Interview	Percentage of Total Successful Applicants	Percentage of Total Applications	Percentage of Total Selected for Interview	Percentage of Total Successful Applicants
Single	39.34%	39.22%	31.25%	43.20%	31.42%	25.00%	54.43%	15.38%	50.00%
Married/Civil Partnership	37.70%	41.18%	43.75%	40.12%	60.00%	62.50%	22.94%	61.55%	50.00%
Widowed	0.82%						0.62%		
Living With Partner	7.38%	3.92%		11.72%	8.57%	12.50%	10.70%	7.69%	
Divorced/ Separated	12.30%	15.69%	25.00%	4.32%			10.09%	15.38%	
Prefer Not to Say	0.82%			0.61%			0.61%		
Unknown							0.61%		
Blanks	1.64%								

Recruitment by Marriage and Civil Partnership Profile 2017

- Div/Sep Applicants, 12.30%
- Div/Sep Interviewed, 15.69%
- Div/Sep Successful, 25.00%
- Living with Interviewed, 3.92%
- Living with Applicants, 7.38%
- Prefer not to say Applicants, 0.82%
- Blank Applicants, 1.64%
- Single Applicants, 39.34%
- Single Interviewed, 39.22%
- Widowed Applicants, 0.82%
- Single Successful, 31.25%
- Married/CivilP Successful, 43.75%
- Married/CivilP Interviewed, 41.18%
- Married/CivilP Applicants, 37.70%

Recruitment by Marriage and Civil Partnership Profile 2015

- Div/Sep Applicants, 4.32%
- Living with Interviewed, 8.57%
- Living with Successful, 12.50%
- Prefer not to say Applicants, 0.61%
- Living with Applicants, 11.72%
- Single Applicants, 43.20%
- Single Interviewed, 31.42%
- Single Successful, 25.00%
- Married/CivilP Successful, 62.50%
- Married/CivilP Interviewed, 60.00%
- Married/CivilP Applicants, 40.12%

Recruitment by Marriage and Civil Partnership Profile 2013

- Div/Sep Applicants, 10.09%
- Div/Sep Interviewed, 15.38%
- Living with Interviewed, 7.69%
- Prefer not to say Applicants, 0.61%
- Living with Applicants, 10.70%
- Unknown Applicants, 0.61%
- Widowed Applicants, 0.62%
- Single Applicants, 54.43%
- Single Interviewed, 15.38%
- Single Successful, 50.00%
- Married/CivilP Successful, 50.00%
- Married/CivilP Interviewed, 61.55%
- Married/CivilP Applicants, 22.94%

6.2.7 Profile of Recruitment by Race

	RECRUITMENT BY RACE PROFILE								
Identified As	**2017**			**2015**			**2013**		
	Percentage of Total Applications	Percentage of Total Selected for Interview	Percentage of Total Successful Applicants	Percentage of Total Applications	Percentage of Total Selected for Interview	Percentage of Total Successful Applicants	Percentage of Total Applications	Percentage of Total Selected for Interview	Percentage of Total Successful Applicants
White-Scottish	85.25%	88.24%	87.50%	85.18%	77.14%	62.50%	90.52%	92.31%	100%
White-other British	5.74%	3.92%	6.25%	9.25%	17.14%	25.00%	5.50%	7.69%	
White-Irish				0.61%			0.31%		
White-Polish							1.22%		
White-Gypsy/Traveller									
White – Eastern European	2.46%	1.96%	6.25%						
White – other white ethnic group	2.46%	1.96%		1.23%			0.61%		
Mixed or multiple							0.31%		
Asian – Pakistani (inc Scottish/British)				1.23%					
Asian-Indian (inc Scottish/British)				0.61%	2.85%	12.50%			
Asian-Bangladeshi (inc Scottish/British)									
Asian-Chinese (inc Scottish/British)	0.82%								
Asian – other (inc Scottish/British)									
African (inc Scottish/British)				0.61%	2.85%				
African-other	0.82%	1.96%		1.23%					
Caribbean (inc Scottish/British)									
Black (inc Scottish/British)									
Caribbean or Black (other)									
Other-Arab (inc Scottish/British)							0.31%		
Other							0.61%		
Prefer Not to Say									
Unknown	2.46%	1.96%					0.61%		

Recruitment by Race Profile 2017

- White EastEuro Interviewed, 1.96%
- White EastEuro Successful, 6.25%
- White EastEuro Applicants, 2.46%
- White OBritish Successful, 6.25%
- White OBritish Interviewed, 3.92%
- White OBritish Applicants, 5.74%
- White Other Applicants, 2.46%
- White Other Interviewed, 1.96%
- Asian Chinese Applicants, 0.82%
- African Other Applicants, 0.82%
- African Interviewed, 1.96%
- Unknown Applicants, 2.46%
- Unknown Interviewed, 1.96%
- White Scot Applicants, 85.25%
- White Scot Interviewed, 88.24%
- White Scot Successful, 87.50%

Recruitment by Race Profile 2015

- White Other Applicants, 1.23%
- White Irish Applicants, 0.61%
- White OBritish Applicants, 9.25%
- White OBritish Interviewed, 17.14%
- White OBritish Successful, 25.00%
- Asian Pakistani Applicants, 1.23%
- Asian-Indian Applicants, 0.61%
- Asian-Indian Interviewed, 2.85%
- Asian-Indian Successful, 12.50%
- African Applicants, 0.61%
- African Interviewed, 2.85%
- African Other Applicants, 1.23%
- White Scot Applicants, 85.18%
- White Scot Interviewed, 77.14%
- White Scot Successful, 62.50%

Recruitment by Race Profile 2013

- White Polish Applicants, 1.22%
- White Other Applicants, 0.61%
- White Irish Applicants, 0.31%
- White OBritish Interviewed, 7.69%
- White OBritish Applicants, 5.50%
- Mixed or Multiple Applicants, 0.31%
- Other Arab Applicants, 0.31%
- Other Applicants, 0.61%
- Unknown Applicants, 0.61%
- White Scot Applicants, 90.52%
- White Scot Interviewed, 92.31%
- White Scot Successful, 100.00%

6.2.8 Profile of Recruitment by Religion or Belief

RECRUITMENT BY RELIGION OR BELIEF PROFILE									
	2017			2015			2013		
Identified As	Percentage of Total Applications	Percentage of Total Selected for Interview	Percentage of Total Successful Applicants	Percentage of Total Applications	Percentage of Total Selected for Interview	Percentage of Total Successful Applicants	Percentage of Total Applications	Percentage of Total Selected for Interview	Percentage of Total Successful Applicants
Buddhist									
Church of Scotland	38.52%	52.94%	68.75%	36.41%	31.42%	50.00%	35.17%	38.46%	50.00%
Hindu									
Humanist	0.82%	1.96%		1.23%					
Jewish									
Muslim				1.23%					
None	31.97%	23.53%	12.50%	40.12%	40.00%	12.50%	39.14%	23.09%	50.00%
Other Christian	5.74%	1.96%		8.02%	8.57%		6.43%	15.38%	
Sikh				0.61%	2.85%	12.50%			
Pagan	0.82%								
Roman Catholic	14.75%	13.73%	6.25%	8.64%	8.57%	12.50%	9.79%	7.69%	
Prefer Not to Say	2.46%	1.96%	6.25%	3.08%	8.57%	12.50%	7.03%	15.38%	
Other Religion or Belief	1.64%	3.92%	6.25%				1.83%		
Unknown	3.28%			0.61%			0.61%		

Recruitment by Religion or Belief Profile 2017

- Other Relig Applications, 1.64%
- Prefer not to say Successful, 6.25%
- Other Relig Interviewed, 3.92%
- Prefer not to say Interviewed, 1.96%
- Other Relig Successful, 6.25%
- Roman Cath Successful, 6.25%
- Prefer not to say Applications, 2.46%
- Roman Cath Interviewed, 13.73%
- Unknown Relig Applications, 3.28%
- Roman Cath Applications, 14.75%
- Pagan Applications, 0.82%
- Church of Scot Applications, 38.52%
- Other Christian Interviewed, 1.96%
- Other Christian Applications, 5.74%
- Church of Scot Interviewed, 52.94%
- No Religion Successful, 12.50%
- No Religion Interviewed, 23.53%
- Church of Scot Successful, 68.75%
- No Religion Applications, 31.97%
- Humanist Interviewed, 1.96%
- Humanist Applications, 0.82%

Recruitment by Religion or Belief Profile 2015

Prefer not to say Interviewed, 8.57%

Prefer not to say Applications, 3.08%

Prefer not to say Successful, 12.50%

Roman Cath Successful, 12.50%

Roman Cath Interviewed, 8.57%

Roman Cath Applications, 8.64%

Unknown Relig Applications, 0.61%

Church of Scot Applications, 36.41%

Sikh Successful, 12.50%

Sikh Interviewed, 2.85%

Sikh Applications, 0.61%

Church of Scot Interviewed, 31.42%

Church of Scot Successful, 50.00%

Other Christian Interviewed, 8.57%

Other Christian Applications, 8.02%

No Religion Interviewed, 40.00%

No Religion Successful, 12.50%

No Religion Applications, 40.12%

Humanist Applications, 1.23%

Muslim Applications, 1.23%

Recruitment by Religion or Belief Profile 2013

Prefer not to say Interviewed, 15.38%

Roman Cath Interviewed, 7.69%

Prefer not to say Applications, 7.03%

Other Relig Applications, 1.83%

Roman Cath Applications, 9.79%

Unknown Relig Applications, 0.61%

Other Christian Interviewed, 15.38%

Church of Scot Applications, 35.17%

Other Christian Applications, 6.43%

Church of Scot Interviewed, 38.46%

Church of Scot Successful, 50.00%

No Religion Successful, 50.00%

No Religion Interviewed, 23.09%

No Religion Applications, 39.14%

6.2.9 Profile of Recruitment by Sexual Orientation

RECRUITMENT BY SEXUAL ORIENTATION PROFILE									
Identified As	**2017**			**2015**			**2013**		
	Percentage of Total Applications	Percentage of Total Selected for Interview	Percentage of Total Successful Applicants	Percentage of Total Applications	Percentage of Total Selected for Interview	Percentage of Total Successful Applicants	Percentage of Total Applications	Percentage of Total Selected for Interview	Percentage of Total Successful Applicants
Bisexual							0.31%		
Gay	2.46%	1.96%		1.23%			0.92%		
Straight	94.26%	98.04%	100%	96.29%	97.14%	87.50%	94.18%	100%	100%
Lesbian							0.61%		
Prefer Not to Say	1.64%			2.46%	2.85%	12.50%	3.06%		
Other									
Unknown	1.64%						0.92%		

Recruitment by Sexual Orientation Profile 2017

Prefer Not to Say Applicants, 1.64%
Unknown Applicants, 1.64%
Gay Applicants, 2.46%
Gay Interviewed, 1.96%
Straight Successful, 100.00%
Straight Applicants, 94.26%
Straight Interviewed, 98.04%

Recruitment by Sexual Orientation Profile 2015

Prefer Not to Say Applicants, 2.46%
Prefer Not to Say Interviewed, 2.85%
Prefer Not To Say Successful, 12.50%
Gay Applicants, 1.23%
Straight Successful, 87.50%
Straight Applicants, 96.29%
Straight Interviewed, 97.14%

Recruitment by Sexual Orientation Profile 2013

Prefer Not to Say Applicants, 3.06%
Unknown Applicants, 0.92%
Bisexual Applicants, 0.31%
Lesbian Applicants, 0.61%
Gay Applicants, 0.92%
Straight Successful, 100.00%
Straight Applicants, 94.18%
Straight Interviewed, 100.00%

6.3.0   TRAINING

6.3.1   Profile of Workforce Training by Gender

WORKFORCE TRAINING ATTENDANCE BY GENDER PROFILE												
	2017				2015				2013			
Gender	Total Staff		No of Courses Attended		Total Staff		No of Courses Attended		Total Staff		No of Courses Attended	
	No	%	No	%	No	%	No	%	No	%	No	%
Male	16	33.33%	164	40.29%	17	34.69%	88	38.10%	15	32.61%	33	57.89%
Female	32	66.67%	243	59.71%	32	65.31%	143	61.90%	31	67.39%	24	42.11%

Workforce Training by Gender Profile 2017
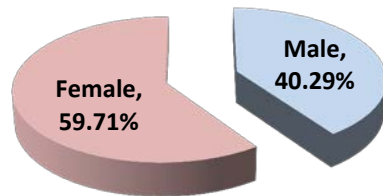
Female, 59.71%
Male, 40.29%

Workforce Training by Gender Profile 2015

Female, 61.90%
Male, 38.10%

Workforce Training by Gender Profile 2013

Female, 42.11%
Male, 57.89%
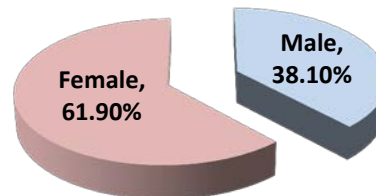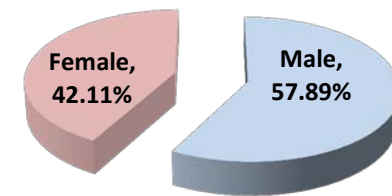
6.3.2   Profile of Workforce Training by Section

WORKFORCE TRAINING ATTENDANCE BY SECTION PROFILE																				
	2017						**2015**						**2013**							
Section	Total Staff	No of Courses Attended	**Male**		**Female**		Total Staff	No of Courses Attended	**Male**		**Female**		Total Staff	No of Courses Attended	**Male**		**Female**			
	No	**No**	**No**	**%**	**No**	**%**	**No**	**No**	**No**	**%**	**No**	**%**	**No**	**No**	**No**	**%**	**No**	**%**		
Admin.	24	145	16	11.03%	129	88.97%	27	117	18	15.38%	99	84.62%	23	15	1	6.67%	14	93.33%		
Technical	21	229	125	54.59%	104	45.41%	19	92	50	54.35%	42	45.65%	18	27	19	70.37%	8	29.63%		
Management	3	33	23	69.70%	10	30.30%	3	22	20	90.91%	2	9.09%	5	15	13	86.67%	2	13.33%		

Workforce Training Attendance by Section Profile Male 2017
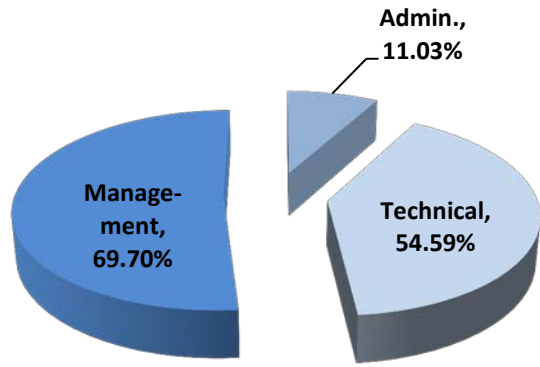
Admin., 11.03%

Management, 69.70%

Technical, 54.59%

Workforce Training Attendance by Section Profile Male 2015

Admin., 15.38%

Management, 90.91%

Technical, 54.35%

Workforce Training Attendance by Section Profile Male 2013

Admin., 6.67%

Management, 86.67%

Technical, 70.37%

Workforce Training Attendance by Section Profile Female 2017

Management, 30.30%

Technical, 45.41%

Admin., 88.97%

Workforce Training Attendance by Section Profile Female 2015

Management, 9.09%

Technical, 45.65%

Admin., 84.62%

Workforce Training Attendance by Section Profile Female 2013
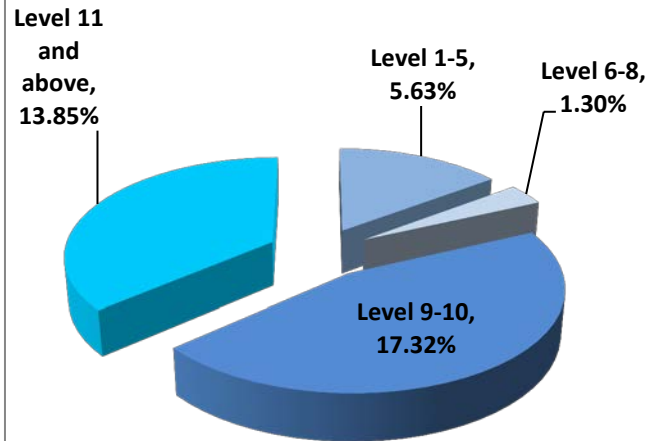
Management, 13.33%

Technical, 29.63%
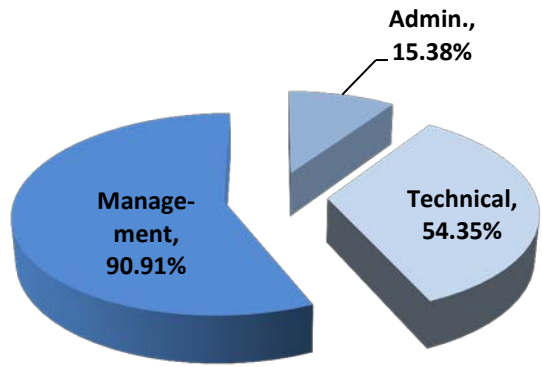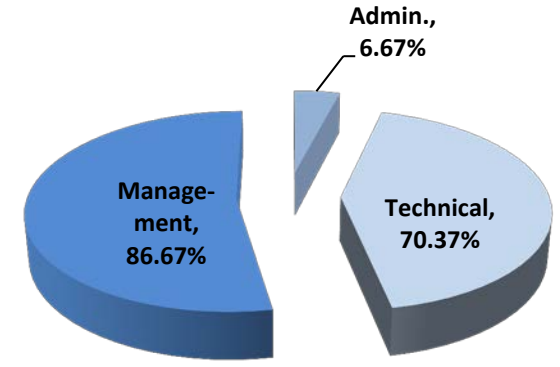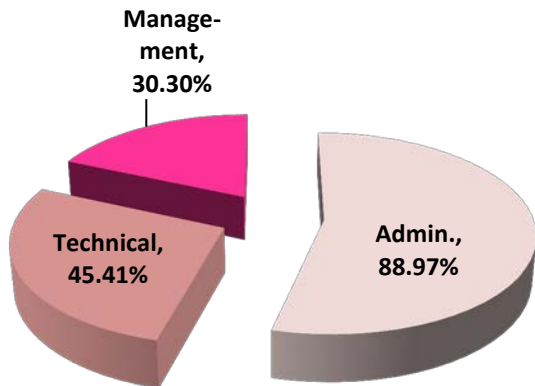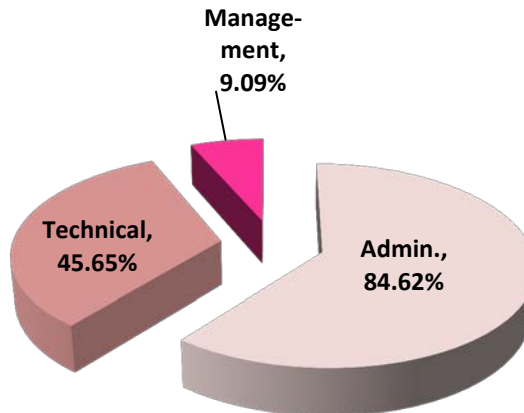
Admin., 93.33%
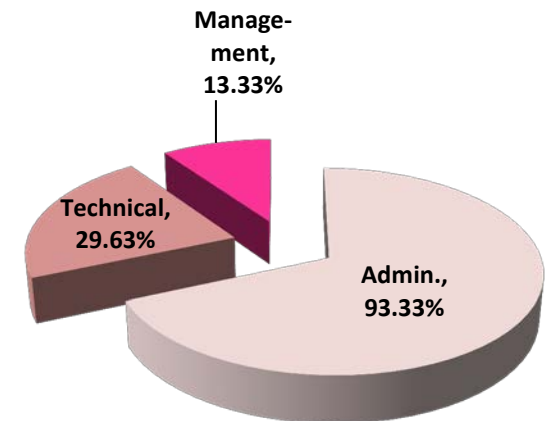
6.3.3 Profile of Workforce Training by Grade

WORKFORCE TRAINING ATTENDANCE BY PAY LEVEL PROFILE

Pay Level	2017 Male Total Staff No	2017 Male No of Courses Attended No	2017 Male No of Courses Attended %	2017 Female Total Staff No	2017 Female No of Courses Attended No	2017 Female No of Courses Attended %	2015 Male Total Staff No	2015 Male No of Courses Attended No	2015 Male No of Courses Attended %	2015 Female Total Staff No	2015 Female No of Courses Attended No	2015 Female No of Courses Attended %	2013 Male Total Staff No	2013 Male No of Courses Attended No	2013 Male No of Courses Attended %	2013 Female Total Staff No	2013 Female No of Courses Attended No	2013 Female No of Courses Attended %
Level 1-5	4	18	4.42%	13	53	13.02%	3	13	5.63%	12	43	18.61%	1	1	1.75%	11	7	12.28%
Level 6-8				8	59	14.50%	1	3	1.30%	10	56	24.24%	1	6	10.53%	12	8	14.04%
Level 9-10	7	86	21.13%	4	54	13.27%	8	40	17.32%	3	20	8.66%	6	14	24.56%	3	3	5.26%
Level 11 and above	5	60	14.74%	7	77	18.92%	5	32	13.85%	6	24	10.39%	7	12	21.05%	5	6	10.53%

Workforce Training Attendance By Pay Level Profile Male 2017
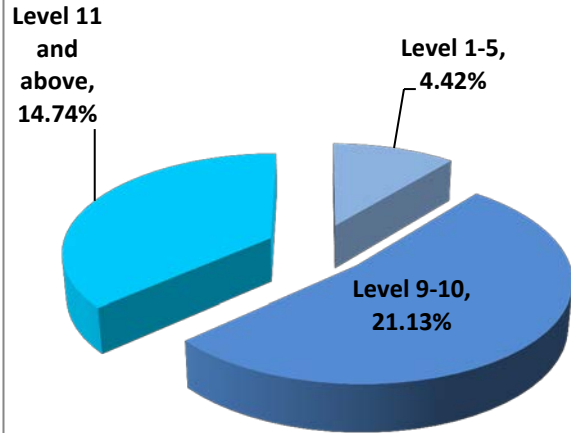
- Level 11 and above, 14.74%
- Level 1-5, 4.42%
- Level 9-10, 21.13%

Workforce Training Attendance By Pay Level Profile Male 2015

- Level 11 and above, 13.85%
- Level 1-5, 5.63%
- Level 6-8, 1.30%
- Level 9-10, 17.32%

Workforce Training Attendance By Pay Level Profile Male 2013

- Level 11 and above, 21.05%
- Level 1-5, 1.75%
- Level 6-8, 10.53%
- Level 9-10, 24.56%

Workforce Training Attendance by Pay Level Profile Female 2017

- Level 11 and above, 18.92%
- Level 1-5, 13.02%
- Level 6-8, 14.50%
- Level 9-10, 13.27%

Workforce Training Attendance by Pay Level Profile Female 2015

- Level 11 and above, 10.39%
- Level 1-5, 18.61%
- Level 9-10, 8.66%
- Level 6-8, 24.24%

Workforce Training Attendance by Pay Level Profile Female 2013

- Level 11 and above, 10.53%
- Level 1-5, 12.28%
- Level 6-8, 14.04%
- Level 9-10, 5.26%
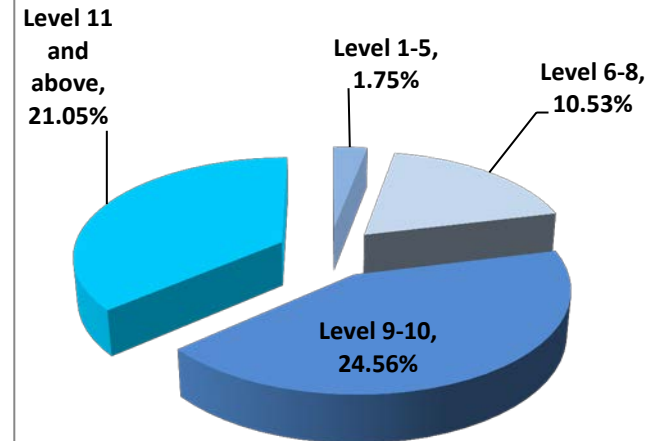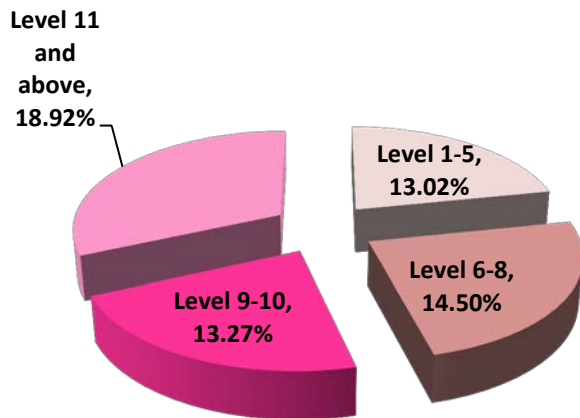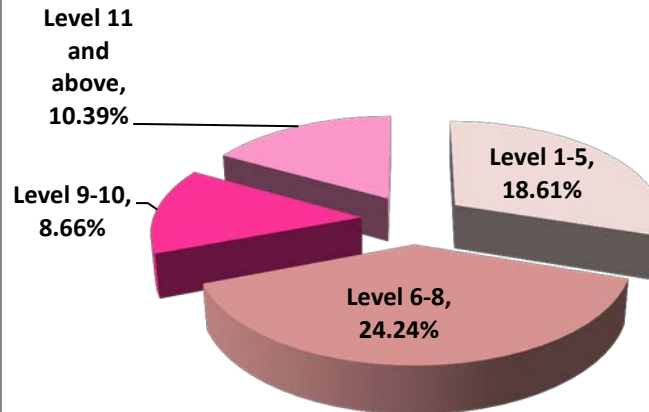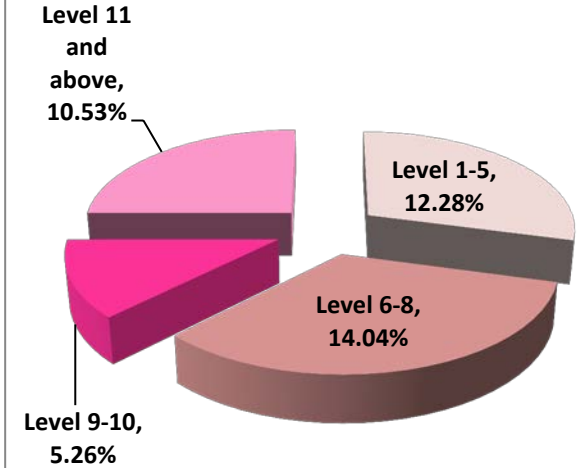
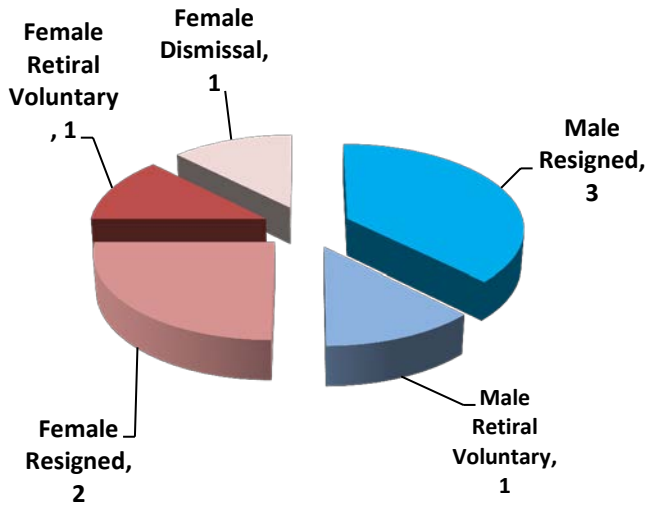### 6.4.0   WORKFORCE LEAVERS

6.4.1   Profile of Workforce Leavers by Reason and Gender

WORKFORCE LEAVERS BY REASON AND GENDER PROFILE						
	2017		**2015**		**2013**	
Reason for Leaving	**Male**	**Female**	**Male**	**Female**	**Male**	**Female**
Deceased						
Dismissal		1				
End of Contract						
End of Temp Contract (Funding Ceased)						
End of Temp Contract (Post holder returned to work)						
Resigned	3	2	1		4	2
Retiral - Efficiency			1	1		
Retiral - Ill Health			1	1	1	
Retiral - Option						
Retiral - Voluntary	1	1				
Voluntary Severance						
Unknown						

Workforce Leavers by Reason and Gender Profile 2017

Female Retiral Voluntary, 1

Female Dismissal, 1

Male Resigned, 3

Male Retiral Voluntary, 1

Female Resigned, 2

Workforce Leavers by Reason and Gender Profile 20175

Female Retiral Ill Health, 1

Male Resigned, 1

Male Retiral Efficiency, 1

Female Retiral Efficiency, 1

Male Retiral Ill Health, 1

Workforce Leavers by Reason and Gender Profile 2013

Female Resigned, 2

Male Retiral Ill Health, 1

Male Resigned, 4
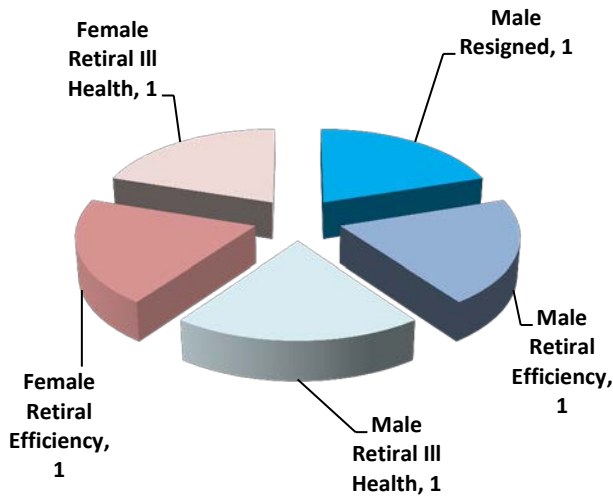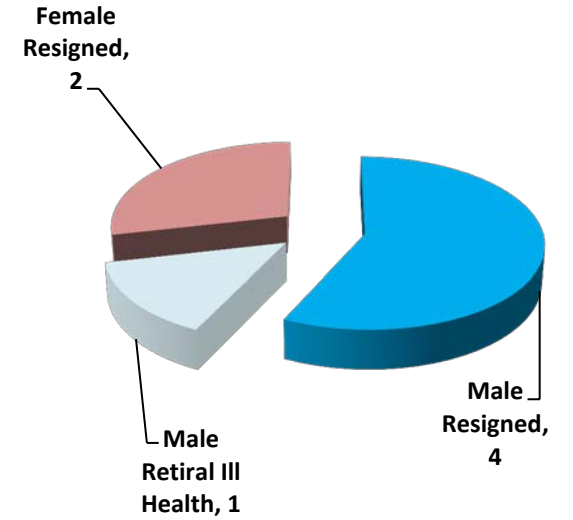
6.5 <u>Grievance</u>

Since 2015 there have been no grievance issues by any member of staff. Despite this it is recognised that this is an important area that could have equalities issues. Accordingly, workforce grievance issues will continue to be monitored closely.

6.6 <u>Disciplinary</u>

Since 2015 there have been no disciplinary issues dealt with by the Board. Despite this it is recognised that this is an important area that could have equalities issues. Accordingly, workforce disciplinary issues will continue to be monitored closely.

6.7 <u>Respect at Work</u>

Since 2015 there have been no issues raised with respect to the Board's Respect at Work Policy and Procedure. Despite this it is recognised that this is also an important area that could have equalities issues. Accordingly, Respect at Work issues will continue to be monitored closely.

6.8 <u>Return to Work of Women on Maternity Leave</u>

Since 2015 there have been no members of staff returning to work following maternity leave. However, in accordance with our existing Policy and Procedure - *"Maternity, Adoption and Paternity leave and Pay"* this important issue will continue to be monitored closely and reported on accordingly.

6.9 <u>Return to Work of Disabled Employees Following Sick Leave Relating to their Disability</u>

Since 2015 there have been no members of staff returning to work 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.

6.10 <u>Workforce Analysis Some Key Issues</u>

Section 6 of 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) offers advice to public authorities on how to use employee information that they ingathered and analysed.

It suggests that any analysed employee information that is produced may lead a public authority to consider the areas where gaps are apparent and where improvements can be made. The envisaged improvements include enabling and encouraging people who share a protected characteristic to;

- ***Overcome or minimise a disadvantage connected to that characteristic,***

- ***Meet any needs that are different from the needs of those who do not share that characteristic, or***

- ***Participate in an activity where their participation is disproportionately low.***

Undertaking this analysis has highlighted a number issues which we need to consider in the light of our equalities responsibilities.

Some of the key issues that have resulted from our workforce analysis is as follows;

- ***There is an imbalance between men and women in the composition of our workforce.***

- ***We have very few young people working for us. Almost half of workforce is in excess 50 years old.***

- ***We are not a particularly diverse workforce. 50% identify as British and 50% Scottish.***

- ***All of our workforce identify as either being White/Scottish (92%) or White/Other British (8%).***

- ***82% of our workforce identify their religion as Christian and 13% have no religion or belief.***

- ***A large proportion of our female members of staff work in lower paid jobs.***

- ***In the past two years approximately 69% of newly recruited staff have been women.***

- ***Approximately 93% of job applicants in the past two years have no disability.***

- *In the past two years 94% of job applicant's sexual orientation has been straight and 2% gay.*

- *All successful job applicants in the past two years have been straight.*

- *67% of training has been undertaken by our female members of staff.*

- *Only 31% of training courses attended have been undertaken by staff on pay level 8 and below.*

7.0 Duty to Use to Information on the Protected Characteristics of Members

Under the terms of Regulation 6A of The Equality Act 2010 (Specific Duties) (Scotland) Amendment Regulations 2016, Scottish Ministers are required to gather information on the relevant protected characteristics of members of certain listed public authorities and thereafter provide that information to the listed authority.

Regulation 6A defines a "relevant listed authority" as;

". . .any listed authority the members of which, or the board of management of which, include or includes at least one appointed member, but none of the following is a "relevant listed authority" –

(a) The Scottish Ministers;
(b) A council;
(c) A joint board;
(d) A licensing board;
(e) An education authority;
(f) An individual holder of a public office".

Accordingly it is our interpretation that Ayrshire Valuation Joint Board, being a "joint board" is not subject to Regulation 6A of The Equality Act 2010 (Specific Duties) (Scotland) Amendment Regulations 2016, and is therefore not subject to the duty to use information on the protected characteristics of members.

8.0 Duty to Publish Gender Pay Gap Information

Regulation 7 (1) of The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, states the following;

"A listed authority must publish information on the percentage difference among its employees between men's average hourly pay (excluding overtime) and women's average hourly pay (excluding overtime)."

Only public authorities with at least 150 employees were subject to this Regulation, however, by means of Regulation 8 of The Equality Act 2010 (Specific Duties) (Scotland) Amendment Regulations 2016, the number of employees was reduced to 20 and accordingly Ayrshire Valuation Joint Board is now required to publish gender pay gap information.

An analysis of pay rates for males employed by the Board reveals that the average hourly pay rate, as at 31st March 2017 is £19.14.

An analysis of pay rates for females employed by the Board reveals that the average hourly pay rate, as at 31st March 2017 is £15.52.

The percentage difference between men's average hourly pay and women's average hourly pay – the gender pay gap – is 19%.

We accept that our Clerical Section is dominated by females who are, given the nature of their employment, paid less. This analysis is also perhaps skewed by the small numbers involved in the sample i.e. 46.

The fact that our Clerical Section is dominated by female members of staff was identified in 2013 and was the reason why we set an Equality Outcome that specifically addressed this issue. As discussed previously, with declining resources and a drive to replace staff with more efficient working practices, our efforts to address gender segregation and gender pay gap issues has proved challenging to say the least.

Nevertheless, we are aware of the problem and will continue to work to address it.

9.0 <u>Duty to Publish Statements on Equal Pay</u>

In July 2010 the Board implemented the national single status agreement for Local Authority Employees in Scotland. All jobs were, and continue to be, evaluated to ensure that there is no gender bias. The re-evaluation in 2010 was undertaken using the COSLA job evaluation model and, prior to implementation, an independent consultant was engaged to undertake an equality impact assessment of the outcomes. Following detailed analysis the consultant confirmed that the proposed outcomes were technically robust and non-discriminatory and suitable for implementation by the Board.

In conjunction with re-evaluating all posts the Board introduced a revised pay structure and package of terms and conditions of employment. Again the pay structure and package of terms and conditions was endorsed by the consultant as non-discriminatory in terms of their proposed application. This continues to be the case and has not changed.

During March 2016, the Board introduced a revised set of Terms & Conditions of Employment which were impact assessed prior to being introduced.

In terms of equal pay, our approved Terms & Conditions state the following;

> *"The Scottish Council's Job Evaluation Scheme, as endorsed by the Scottish Joint Council for Local Government Employees in 2000 and amended in 2002 is formally used as the mechanism for the evaluation of jobs with the exception of chief officers.*
>
> *The job evaluation scheme is used to evaluate all Board jobs in terms of 13 factors, and will be applied in a fair and non-discriminatory way that complies with equal pay legislation and associated Codes of Practice. Once evaluated, posts are assimilated to the Board's pay and grading model."*

In terms of a 'minimum wage' or 'living wage' our approved Terms & Conditions of Employment also state the following;

> *"A Living Wage, to be agreed annually, will be applied to certain posts within the Board to ensure a minimum hourly rate for the job. This will be paid as a supplement to hourly rates that are below the agreed level."*

10.0 Duty to Consider Award Criteria and Conditions in Relation to Public 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.

Currently the Board enters into very few procurement contracts directly. Contracts of any substance are normally procured on behalf of the Board by South Ayrshire Council and are subject to their procurement 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.

11.0 <u>Duty to Publish in a Manner That Is Accessible</u>

Regulation 10 of The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, requires a listed authority to;

". . .publish under regulations 3, 4, 7 and 8 in a manner that makes the information published accessible to the public"

The primary means of making this report accessible to the public is via our website (www.ayrshire-vjb.gov.uk).

In addition a hard copy version of this report, and previous Equality Duty Reports, are available for inspection at our public counter at 9 Wellington Square, Ayr, KA7 1HL.

Alternative language versions can also be made available on request.

Similarly, copies of this report in alternative formats, including large print, audio, Braille, can be made available by contacting us at;

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                Ayrshire Valuation Joint Board
                9 Wellington Square
                Ayr
                KA7 1HL

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                        or
                john.mcconville@ayrshire-vjb.gov.uk