



**Central Scotland Valuation Joint Board
Disability Equality Scheme**

Annual Progress Report

January 2008

Disability Equality Scheme

Introduction

The Disability Equality Duty builds on and extends our commitment to equal opportunities. The Disability Equality Scheme, along with its associated action plan, is part of the overall development of equal opportunities within the Central Scotland Valuation Joint Board area.

The promotion of opportunity and the elimination of discrimination, in relation to disabled persons, is a process to which I am personally committed. This has required changes to our operations in the past year and will require further actions in the years to come. This report details the progress made to date and highlights the way forward.

Brian Byrne
Assessor and Electoral Registration Officer
Central Scotland Valuation Joint Board

January 2008

The year to December 2007

1. Making sure the Disability Scheme works

- Equalities Champion chosen to promote all equalities issues to all stakeholders
- Publication of the scheme notified to all staff for their consideration
- Issues highlighted regularly at Management Team meetings
- Scheme published on the CSVJB website at
<http://www.saa.gov.uk/resources/218209/DISABILITYEQUALITYSCHEME2.PDF>

2. Identifying the relevant functions and policies

- A process to review all VJB Policies to ensure that they do not contain any barriers to the promotion of disability equality is being established

3. Ensuring Access to buildings, functions and services

- Improved signage to the building installed
- General correspondence, etc amended to Arial point 12
- A supply of the electoral forms "Register to Vote" & "Vote by Post" are available in Braille as is the leaflet "It's easy to vote". Other forms can be provided in Braille on request

4. Employment

- Monitoring forms are issued to and the returns collated for:
 - All retirements, resignations and redundancies as required
 - All applicants for new posts
 - All staff visiting vulnerable adults or children have been subject to Disclosure Scotland checks

5. Training Staff

- Key staff were identified and they attended a training course run in conjunction with Clackmannanshire Council

Actions for year to December 2008

- Through the management team the VJB will ensure that equalities' issues remain to the fore and that all staff remain committed to ensure that the delivery of services is not discriminatory and promotes equality.
- The CSVJB building is to be re-examined to ensure disabled accessibility
- The VJB will continue to provide support to disabled staff and will encourage staff to "self declare" disabilities to assist in removing the stigma of disability and also to ensure that the VJB is properly meeting the needs of disabled people
- Training of staff will continue with accent on the early awareness of the Disability Equality Scheme in the induction procedures
- All staff will be issued with a questionnaire to enable them to "self declare" any disability
- All staff training to be monitored
- All applications for promotion to be monitored
- All grievance and disciplinary cases to be monitored
- Any job applicants who have identified themselves as having a disability, who meet the requirements of the person specification for the advertised post, will be guaranteed an interview
- Review of VJB policies is to commence
- All standard forms to be converted to Arial font.

Results of Monitoring

Applications for New Posts

Year	No of Posts Advertised	No of Applicants	No of Applicants with a Declared Disability	No of Successful Candidates	No of Successful Candidates with a Declared Disability
2006	4	111	5	3	0
2007	3	22	2	2	0

Retirals, Resignations and Redundancies

Year	No of Resignations, Retirals and Redundancies	No of Resignations, Retirals and Redundancies with a Declared Disability
2007	1	0