



Central Scotland Valuation Joint Board

Equalities Report

October 2022

Introduction

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

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

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

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

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

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

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

Central Scotland Valuation Joint Board

Public Sector Equality Duties

Part 1

Mainstreaming the Equality Duty

Central Scotland Valuation Joint Board Profile

1.0 The Board

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

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

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

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

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

The Assessor and Electoral Registration Officer currently has a total of 43 members of staff currently in post which is adjusted to a full time equivalent of 40.81 to assist in carrying out these statutory functions. There are currently 5 vacancies equating to 5 full time equivalent staff, although at the time of writing this report 3 of these vacancies may be filled with offers of employment being made. In view of the relatively small size of the organisation support is provided to the Board in the areas of Human Resources, Legal Services & Financial Management, by Clackmannanshire Council.

2.0 Equality Duties

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

The nine main pieces of legislation that have merged are;

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

- ***Equality Act 2006***
- ***Equality Act (Sexual Orientation) Regulations 2007***

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

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

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

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

The Act sets out nine protected characteristics which are:

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

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

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

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

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

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

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

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

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

Top Down Involvement

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

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

Equal Pay

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

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

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

the support of Clackmannanshire Council, will continue to update these and develop new policies as required.

Policies and Procedures

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

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

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

Recruitment and Selection

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

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

Service Plan

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

Training

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

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

All staff and the Management Team completed Dignity at Work Training in 2018 and given the changes in staffing since then we will be looking to refresh training in the near future.

Access to the Board's Premises

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

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

Access to Information Published by the Board

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

The Board also publishes information on the Scottish Assessors' Association website (www.saa.gov.uk).

Communication with the Board

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

Language Line

Board staff have access to the translation facilities provided through "Language Line". This is a telephone system, which can be accessed by staff who encounter members of the public whose first language is not English. Staff have previously received training in the use of language line and user instructions are published on our internal SharePoint site. Staff visiting properties have access to guides to the translation services that are available.

Correspondence

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

Employee Appraisals

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

Staff Questionnaires

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

Staff Consultation Forum

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

The staff consultation forum is also the platform to allow any employees to raise staff suggestions.

Anti-Harassment Advisor

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

Scottish Assessors' Association

The Scottish Assessors' Association was instituted in 1886 and is an organisation where all Assessors and their senior staff are members. One of the functions of the Association is to facilitate consistency of approach in the administration of rating,

council tax and electoral registration services throughout Scotland. The Association has a Governance Committee that covers Equality issues. There is a representative from Central Scotland on the Committee. Being a member of the Scottish Assessors' Association Governance Committee gives the opportunity to share information on equality issues and agree best practices with colleagues from throughout Scotland.

Appeals and Complaints to the Board

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

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

Customer Feedback Survey

Customer feedback surveys have historically returned low results.

In an effort to increase returns customer satisfaction questionnaire invitations were included with all external emails in the period May 2021 to July 2021, eliciting a much improved response (91 returns compared with 17 previously). These allowed customers to complete the survey online.

Impact Assessment

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

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

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

Exit Questionnaires

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

Central Scotland Valuation Joint Board

Public Sector Equality Duty

PART 2

WORKFORCE MONITORING

1.0 Introduction

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

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

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

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

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

The Board will use its workforce monitoring data to:

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

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

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

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

REPORTING CATEGORIES

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

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

Data for our workforce has been drawn from our Staff Equalities Monitoring Questionnaire which was issued to all staff, returned and analysed between August 2022 and October 2022.

The workforce data used in the following analysis is current as at 30th September 2022. However, when considering certain issues such as recruitment and leavers the relevant data is based on the financial years 2020-21 and 2021-22.

The Board currently has a total of 43 staff, this includes 43 permanent members of staff, which is adjusted to a full time equivalent of 40.81 when flexible working practices are taken into account.

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

The protected characteristics mentioned above are:

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

WORKFORCE COMPOSITION

Out of a total 43 employees as at 30th September 2022, 37 completed and returned equality monitoring forms. These workforce composition statistics (with the exception of 1.1,1.2, 1.9 and 1.10) therefore represent 86% of staff who completed equality monitoring forms, with 1.2, 1.9 and 1.10 reflecting all 43 staff. This return is a significant increase on previous years (58.5% in 2020) and can now be considered as representative of the vast majority of staff. It should be noted that the improved return has also coincided with improvements across almost all statistical analysis.

1.1 Profile of Workforce by Gender

Male	Female
63%	37%

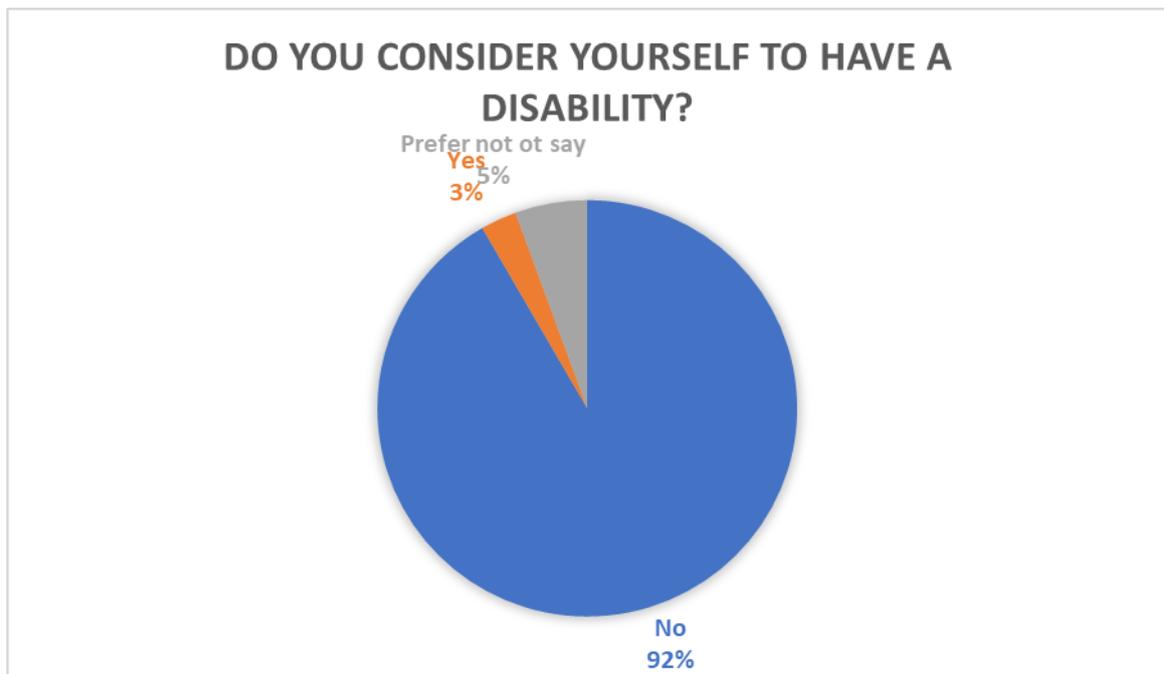
1.2 Profile of Workforce by Age

WORKFORCE AGE PROFILE	
Age Group	Employees
16-24	0%
25-29	7%
30-34	7%
35-39	9%
40-44	12%
45-49	9%
50-54	28%
55-59	16%
60+	12%

The age profile of Board staff is skewed towards those who are in excess of 40. We don't employ any staff in the 16 – 24 age range and only 7% are under 30.

1.3 Profile of Workforce by Disability

WORKFORCE DISABILITY PROFILE	
	Employees
Identified as having a Disability	3%
Identified as not having a Disability	92%
PNTS	5%



1.5 Profile of Workforce by Marriage and Civil Partnership

WORKFORCE MARRIAGE AND CIVIL PARTNERSHIP PROFILE	
Marital Status	Employees
Married	69%
Not Married	14%
Other	9%
PNTS	8%

1.6 Profile of Workforce by Nationality and Ethnic Group

WORKFORCE BY NATIONALITY PROFILE	
Nationality	Employees
British	86%
Other	6%
PNTS	8%

WORKFORCE BY ETHNIC GROUP PROFILE		
Ethnic Group		Employees
White	Scottish	64%
	English	5%
	Welsh	0%
	British	17%
	Irish	3%
Mixed or Multiple Ethnic Group	Any mixed or multiple ethnic groups	0%
Asian,	Pakistani, Pakistani	0%

Asian Scottish or Asian British	Scottish or Pakistani British	
	Indian, Indian Scottish or Indian British	0%
	Bangladeshi, Bangladeshi Scottish or Bangladeshi British	0%
	Chinese, Chinese Scottish or Chinese British	0%
	Other	0%
African	African, African Scottish, African British	3%
	Other	0%
Caribbean or Black	Caribbean, Caribbean Scottish or Caribbean British	0%
	Black, Black Scottish or Black British	0%
	Other	0%
Other Ethnic Group	Arab, Arab Scottish or Arab British	0%
	Other	0%
PNTS		8%

1.7 Profile of Workforce By Religion or Belief

WORKFORCE RELIGION OR BELIEF PROFILE	
Religion or Belief	Employees
Buddhist	0%
Church of Scotland	16%
Roman Catholic	14%
Other Christian	8%
Hindu	0%
Jewish	0%
Muslim	0%
No Religion or Belief	51%
Sikh	0%
Pagan	0%
Other Religion or Belief	0%
PNTS	11%

1.8 Profile of Workforce by Sexual Orientation

WORKFORCE SEXUAL ORIENTATION PROFILE	
Sexual Orientation	Employees
Bisexual	0%
Gay	3%
Heterosexual/Straight	89%

Lesbian	0%
Prefer Not to Say	8%

1.9 Profile of Workforce by Occupational Segregation By Grade

WORKFORCE OCCUPATIONAL SEGREGATION BY GRADE PROFILE		
Pay Grade	Male	Female
Grades 1-5	16.27%	27.90%
Grades 6-8	23.26%	7.00%
Grades 9-10	16.27%	0%
Grade 11 and above	7.00%	2.30%

1.10 Profile of Workforce by Section and Gender

WORKFORCE BY SECTION AND GENDER PROFILE			
	All Staff	Male	Female
Administrative	34.90%	7.00%	27.90%
Valuation	41.85%	39.50%	2.30%
Management	13.95%	7.00%	7.00%
IT	9.30%	9.30%	0%

2.0 RECRUITMENT INFORMATION – The following figures are the collated totals for recruitment returns in the financial years 2020/21 and 2021/22. A total of 108 equalities monitoring forms were received throughout this period.

2.1 Profile of Recruitment by Gender

RECRUITMENT BY GENDER PROFILE	
Gender	Percentage of Total Applications
Male	51%
Female	46.1%
PNTS	2.9%

2.2 Profile of Recruitment by Age

RECRUITMENT BY YEAR OF BIRTH PROFILE	
Age	Percentage of Applications
16-24	11.90%
25-29	30.70%
30-34	12.90%
35-39	8.90%
40-44	6.90%

45-49	5.00%
50-54	12.90%
55-59	9.90%
60-64	0.90%
65+	0%

2.3 Profile of Recruitment by Disability

RECRUITMENT BY DISABILITY PROFILE	
Disability	Percentage of Applications
Disabled	6.93%
Not disabled	88.12%
PNTS	4.95%

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

2.4 Profile of Recruitment by Marriage

RECRUITMENT BY MARRIAGE PROFILE	
Marital Status	Percentage of Applications
Married	29.70%
Not Married	48.52%
Civil Partnership	0.99%
Other	11.88%
PNTS	8.91%

2.5 Profile of Recruitment by Race

RECRUITMENT BY RACE PROFILE	
Ethnic Group	Percentage of Applications
White	84.26%
Other	15.64%
Prefer Not to Say	0.10%

3.0 TRAINING –

The following figures are the collated totals for the financial years 2020/21 and 2021/22

3.1 Profile of Workforce Training by Gender

WORKFORCE TRAINING ATTENDANCE BY GENDER PROFILE				
	Number	% of Staff	Number of Courses	% of Courses
Male	82	76%	82	76%
Female	26	24%	26	24%

3.2 Profile of Workforce Training by Section

Section	No of Staff who received training	% of Courses
Administrative	21	20%
Valuation	38	35%
IT	11	10%
Management	38	35%

3.3 Profile of Workforce Training by Grade

Pay Grade	No of Staff who received training	% of Courses
Grades 1-5	34	32%
Grades 6-8	23	21%
Grades 9-10	21	19%
Grade 11 and above	30	28%

4.0 GENDER PAY REPORTING

4.1 Mean Gender Pay- Gap

The mean gender pay gap is the difference between men and women's full-time average (mean) hourly earnings. The data as at the snapshot date of 30th September 2022 tells us that the male average hourly wage is £22.67 compared to the female average hourly wage of £15.06. The difference in average hourly pay is therefore £7.61. This figure represents a narrowing of the gap since 2020 when it was 45.64%

Mean Gender Pay-Gap	As at 30 September 2022
Mean Hourly Wage Men	£22.67
Mean Hourly Wage Women	£15.06
% Gender Pay Gap	33.57%

4.2 Median Gender Pay-Gap

The median gender pay gap is the difference between men and women's full-time median hourly earnings. The date as at the snapshot date of 30th September 2022 tells us that the male median hourly wage is £18.68 compared to the female median hourly wage of £11.23. The difference in median hourly pay is therefore £7.45. Again, this represents a significant narrowing of the gap since 2020 when the difference was £10.78 (49.98%)

Median Gender Pay-Gap	As at 31st March 2017
Median Hourly Wage Men	£18.68
Median Hourly Wage Women	£11.23
% Gender Pay Gap	39.88%

4.3 Mean & Median Bonus Gender Pay-Gap

The mean bonus gender pay gap is the difference between men and women's bonus payments in the year to 31st March 2022. The only item which would fall under the definition of bonus for Gender Pay-Gap reporting would be long service awards which are paid to all qualifying staff regardless of gender once they have the required length of continuous service. We are a small organisation so this payment is usually limited to one or two employees in a given year. In the relevant period one member of staff received an award for 25 years' service.

Mean & Median Bonus Gender Pay-Gap	Year to 31st March 2022
Mean Bonus payment Men	£125
Mean Bonus payment Women	£0
% Gender Pay Gap	100%

4.4 Proportion of males & females receiving a bonus payment

Bonus payments in these statistics relate to long service award payments which are paid to all qualifying staff regardless of gender once they have the required length of continuous service. In the year to 31st March 2022 one employee qualified for a long service award.

Proportion of male and females receiving bonus payment	Year to 31st March 2018
Men	100%
Women	0%
% Gender Pay Gap	100%

4.5 Proportion of males & females in each quartile pay band

This calculation shows the proportion of male and female permanent full-pay relevant employees in the four quartile pay bands. There is a noticeable gender imbalance

between low and high paid staff. This is an issue discussed in greater detail in the Equalities Outcomes section.

Quartile Band	Men (As at 31 st October 2020)	Women (As at 31 st October 2020)
Lower quartile	43%	57%
Lower middle quartile	66%	34%
Upper middle quartile	100%	0%
Upper quartile	85%	15%

5.0 WORKFORCE LEAVERS

All staff leaving the service are asked to complete an exit questionnaire. No equality issues were highlighted by those who left the service during financial years 2020/21 and 2021/2022.

6.0 GRIEVANCE & DISCIPLINARY

These procedures are monitored to ensure any equality issues are identified.

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

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

8.0 PROCUREMENT

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

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

9.0 CONCLUSIONS ON WORKFORCE MONITORING

The workforce monitoring highlights that there is still a gender imbalance between the higher paid Valuation & IT teams and the lower paid administration teams, although this has improved since the last report. The number of male employees as a percentage of the total administration team has fallen from 25% to 20% since 2020, with the gender imbalance in the Valuation & IT teams improving slightly.

The gender imbalance in the management team has decreased following the appointment of a Divisional Assessor on 6th June 2022. This has also had a direct positive impact on the mean and median gender pay gap.

The age profile of the organisation continues to have a bias towards older staff with 65% of the workforce aged 45 or above. It is noted that this represents a slight increase from the 62% reported in 2020. This figure is at odds with the number of recruitment applications. Only 29% of all applications in 2020/21 – 2021/22 were from applicants aged 45 and over. These figures may reflect the record of staff retention within the Board.

The workforce is not diverse in terms of ethnicity. A high percentage of respondents identify as white. This is broadly in keeping with the recruitment applications 2020/21 – 2021/22 were 84.26% of applicants identified as white.

Training by gender across the organisation is in keeping with the gender split of the workforce. The number of courses is spread across the Administration, Valuation, Management and IT and is in keeping with the number of staff in those sections. The proportion of training undertaken by the management team is high for the number of staff within the section. The management team accounted for 35% of courses in the previous 2 years. This accounts for specific training that was required for the full management team, some of which were relatively new in post, in media awareness, business continuity, project management and mental health in the workplace.

Recruitment applications by gender have changed little since last reported. Males accounted for 51% of all applications and represents a 1% fall since last reported. Applications from 25–29-year-olds have increased from 3.23% to 30.70%. 86% of all applicants identified as white. This is a 11% decrease from 2020. These statistics suggest some progress has been made in seeking more workforce balance in terms of age and ethnicity.

Central Scotland Valuation Joint Board

Public Sector Equality Duty

PART 3

Equality Outcomes

Background

The Board adopted four Equality Outcomes in the Equality Duty report published in 2020 and we continue to measure ourselves against these outcomes.

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

Equality Outcome 1

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

Basis

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

Activities

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

Success Measures

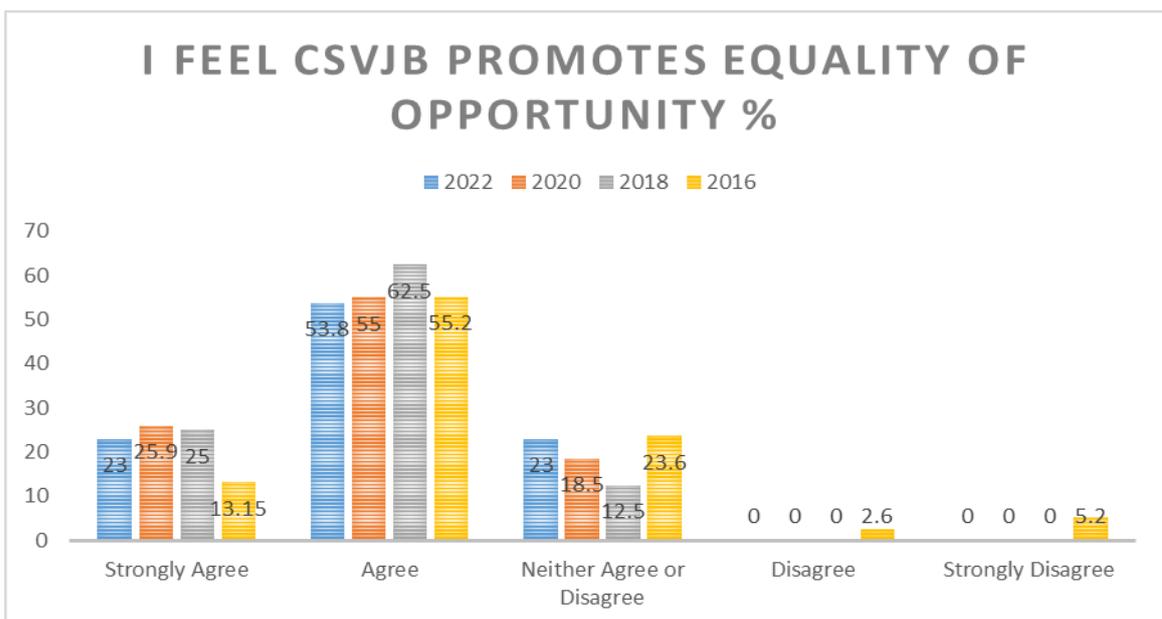
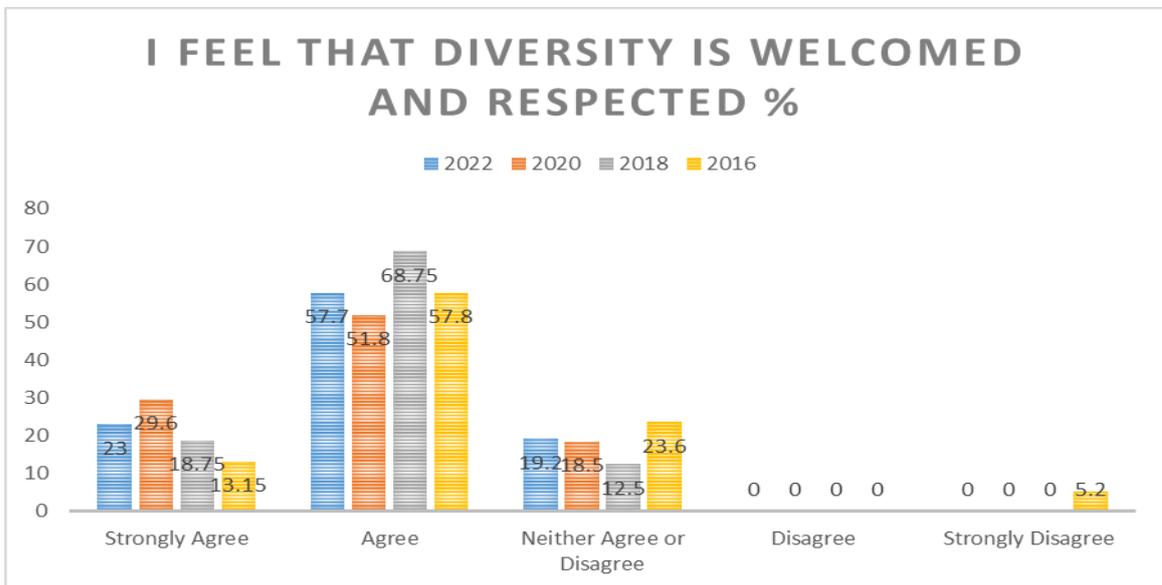
- An increase in the percentage of staff who agree that diversity is welcome and respected.
- An increase in the percentage of staff who agree that CSVJB promotes equality of opportunity.
- An increase in the percentage of staff who agree that CSVJB Services are inclusive and free from Discrimination.

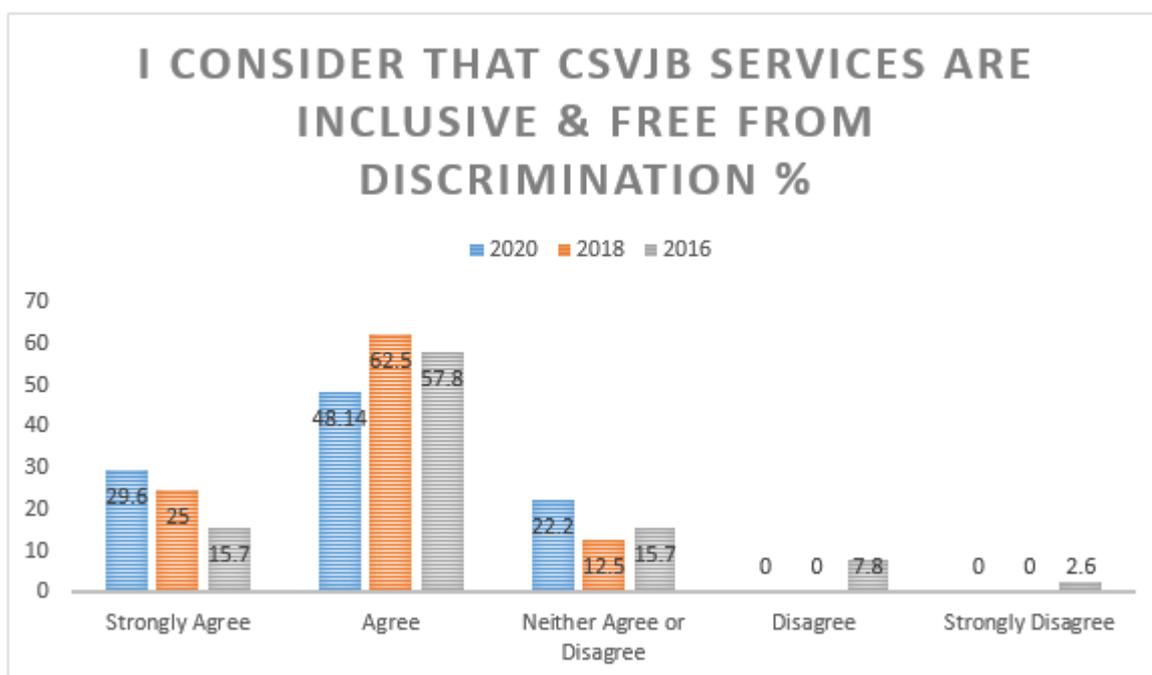
- An increase in the percentage of staff declaring protected characteristics.

Progress

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

Staff questionnaire forms are issued every 2 years. These questionnaires allow the organisation to benchmark staff views on a range of issues including organisation aims and objectives, training and development, job satisfaction and equalities. Since these results were last reported, staff questionnaires were issued in 2022. The graphs in the following section detail the responses over time to each of the equalities asked. These questions have been directly identified as measures of success for outcome 1. The additional question responses have been provided for information.





Based on the previously identified success measures it is encouraging to note that the percentage of respondents who *agree* or *strongly agree* on the following continues to remain extremely high -

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

It is also encouraging to note that in both 2020 and the 2022 questionnaire issues that no respondents disagree or strongly disagree with those statements.

Another success measure identified was an increase in the number of staff declaring protected characteristics. Equalities forms were issued to staff in 2018, 2020 and 2022. Of the 43 staff employed at the time of issue 37 responses were made. This is in contrast to the 24 responses received on behalf of 41 staff in 2020. Comparatively our response rate has increased from 58% in 2018 to 86% in 2020.

When staff equality forms were issued in 2020 the organisation were homeworking in response to Government guidance in relation to the Covid-19 pandemic. Due to concerns over anonymity equalities forms were issued and returned by post which may explain the comparatively low return in 2020. For 2022 an anonymous online form was designed and introduced resulting in the increased returns.

- Following analysis of recent staff equality monitoring forms there is a small improvement in ethnic diversity, although there is continued under representation in this area. There has however been little opportunity to improve in this area with 84% recruitment applicants identifying as white.
- Analysis of equality monitoring forms issued to all job applicants continue to show that the majority of applicants are white, over 30 and do not declare a disability.

However, it is encouraging to note these figures have improved since 2020 – those identifying as white was 97% now 84%, those applicants aged over 30 was 86% now down to 58% in 2022

- Exit questionnaires have not identified any equality issues.
- No equality issues have been raised at Staff Consultation Forum.

Equality Outcome 2

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

Basis

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

Activities

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

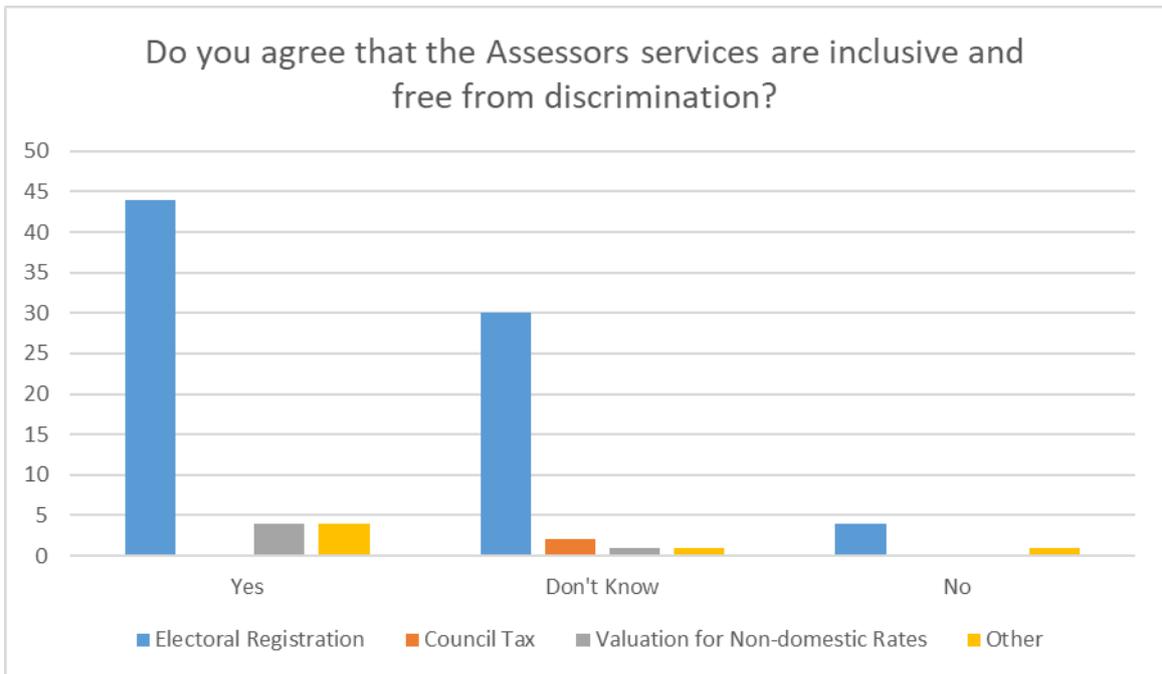
Success Measures

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

Progress

Customer feedback surveys have historically returned low results. In an effort to increase returns customer satisfaction questionnaire invitations went out with all external emails. These allow customers to complete the survey online. Our first responses were received between May 2021 and July 2021.

The survey asked customers whether they “agree that the Assessors Services are inclusive and free from discrimination? The results are shown in the graph below (separated into function blocks) :-



We last reported in 2020 that from a sample of only 17 forms 8% of the public agreed that CSVJB services are inclusive and free from discrimination, 82% did not know and 8% disagreed. The remaining 2% either didn't answer or felt that they did not have sufficient information to answer

Our most recent survey resulted in 91 returns in the time period specified – 57% agreed that CSVJB services are inclusive and free from discrimination with 37% did not know, leaving 6% disagreeing. These results are much improved from 2020 with a much greater overall sample.

- No complaints received which identify incidents of discrimination or harassment.
- No negative feedback relating to inclusion, discrimination or harassment reported to the Management Team from members of the public including groups representing people with one or more protected characteristics.
- Engagement activities related to the Electoral Registration functions typically include visits to:
 - Residential Care Homes where canvassers will speak with individuals and assist with the registration process.
 - Other Residential Care establishments such as Children's Homes.
 - Schools where registration staff engage with representatives of the Education Services as well as young persons to promote and provide assistance with the registration process.
 - Universities and Colleges where registration staff will attend events such as Fresher's week to assist Students with the registration process.
 - Establishments representing groups of individuals with disabilities such as The New Struan School in Alloa for young people with Autism where registration staff assist individuals with the registration process.

- Registration staff will also on request visit individuals where they require personal services. This will include individuals in supported accommodation, elderly electors, electors with a disability as well as individuals in long term hospital case and hostels.

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

Equality Outcome 3

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

Basis

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

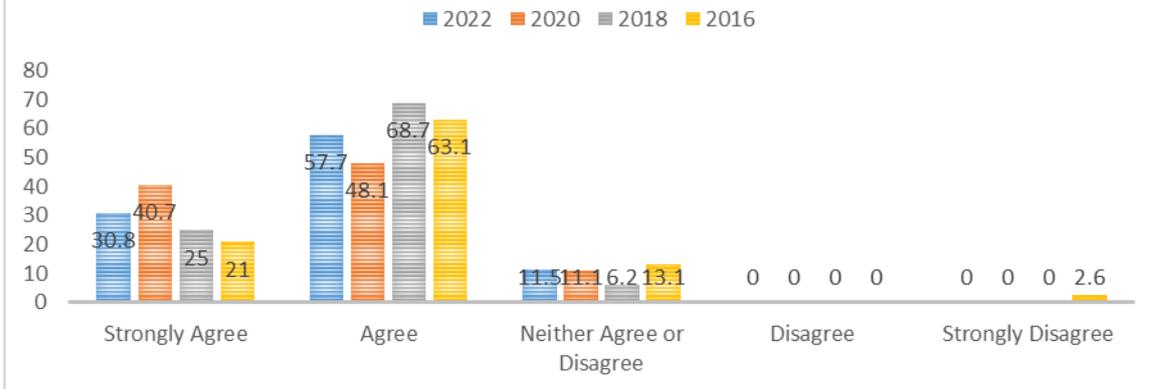
Activities

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

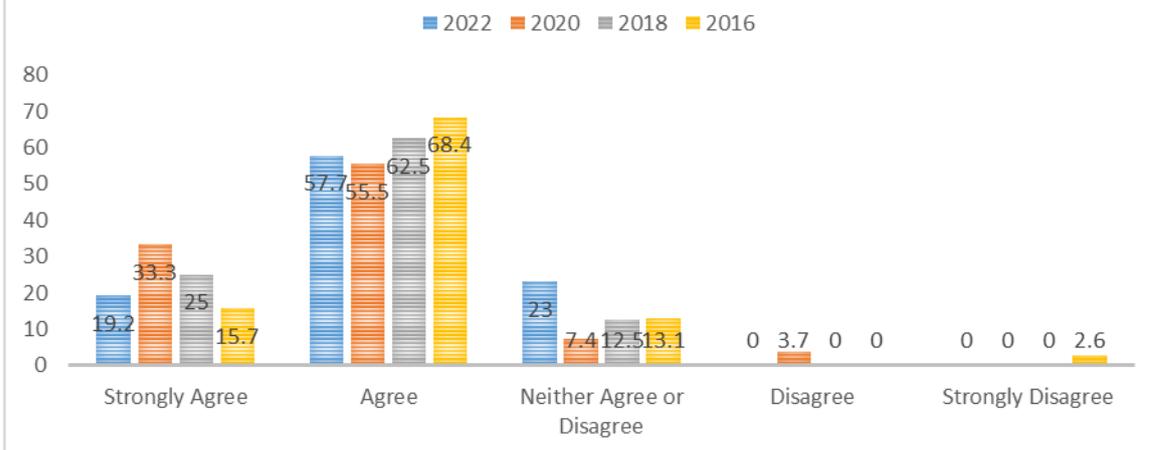
Progress

No success measures were previously indicated in the last report in relation to this outcome. Progress was reported on staff questionnaire responses to two equalities related questions. These questions have been put to staff in 2016, 2018 and 2022. The following graphs represent the responses over time expressed as a percentage.

I KNOW & UNDERSTAND MY RESPONSIBILITY & THAT OF CSVJB TO PROMOTE EQUALITY & PREVENT DISCRIMINATION & HARRASSMENT %



I KNOW WHERE TO FIND INFORMATION ON EQUALITY & DIVERSITY %



The results are largely positive where 77% of staff who agree or strongly agree that;

- They know and understand both their and the organisations responsibility to promote equality and prevent discrimination and harassment
- Staff know where to find information on equality and diversity - it is encouraging to note that no staff members disagree or strongly disagree with this statement which is an improvement from 2020.
- However, there is an increase in the number of staff who neither agree or disagree on where to find information -in recent years we have migrated all staff information to

the online SharePoint platform and a review should take place to ensure staff are aware of where they can find equality information – there is also an annual refresher course all staff must undertake in relation to equalities and this is mandatory for all new employees.

Equality Outcome 4

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

Basis

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

Activities

- It will work with our partners to remove stereotypical views of occupations by gender.
- It will develop a range of positive action measures to encourage males and females into non-traditional roles. This may include publicity campaigns, careers events and amendments to its recruitment processes such as where and how posts are advertised.
- It will analyse the percentages of males and females applying for and being successful for roles where occupational segregation is prevalent.
- It will analyse the impact of its recruitment procedures for “segregated” roles to eliminate any disadvantage.
- It will work to identify any ways in which it can attract applications from the under-represented gender and dispel any stereotypical views of particular roles.

- It will work with partners such as the RICS and the Constituent Councils to gain information on best practice in reducing gender segregation.
- The Board should ensure that staff see the organisation as one which promotes equality of opportunity and welcomes diversity.

Success Measures

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

Progress

We continue to review our job advertisements to ensure there is no perceived bias in them with all posts advertised on the myjobscotland website. We also, where appropriate, advertise on college and university recruitment websites and advertise any posts where appropriate within the organisation and nationally within the Scottish Assessors Association.

Recent recruitment has seen an improvement in the application statistics in relation to ethnicity with the number of applications of white origin reducing from 97% to 84%.

As an organisation the male/female split is now 63/37% in contrast to 68/32% reported previously. Of a total of 108 equalities monitoring forms received in relation to 2020/21 & 2021/22 recruitment applications for both male and female, applications were relatively static, down to 51% from 52% for male and down for female applications from 48% from 46%. There has been an improvement to the gender profile of the formerly all-male valuation section with a new female member of staff.

Following recent recruitment, the management team is no longer all male. This change has significantly improved the gender pay gap.