



# **Central Scotland Valuation Joint Board**

## **Equalities Report**

**October 2025**

# **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 Equality and Human Rights Commission in Scotland that these should be proportionate and relevant to the size of the organisation.

# **Central Scotland Valuation Joint Board**

## **Public Sector Equality Duties**

### **Part 1**

## **Mainstreaming the Equality Duty**

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

### **1.0 The Board**

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

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

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

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

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

The Assessor and Electoral Registration Officer has a total of 51 members of staff currently in post which is adjusted to a full time equivalent of 47.31 to assist in carrying out these statutory functions. In view of the relatively small size of the organisation support is provided to the Board in the areas of Human Resources, Legal Services & Financial Management by Clackmannanshire Council.

### **2.0 Equality Duties**

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 includes a 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 is mandatory for all staff and forms part of the staff induction training for all new staff. A Depute 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 the equality and diversity training via Clackmannanshire Council's online training module.

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

The office at Glendevon House is located on part of the ground floor of the building and benefits from an open-plan layout, supporting ease of movement within the suite. Lift access is available to the upper floors of the building, and an accessible (disabled) toilet is provided on the ground floor.

There is adequate on-site car parking, and the surrounding area is flat, contributing to generally good accessibility for staff and visitors.

## **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 provided in different languages, in Braille or on audio tape on request.

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

## **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.

## **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 feedback invitations are included with all external emails. These allow 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

## **Equality and Human Rights Mainstreaming Toolkit**

The Equality and Human Rights Mainstreaming Toolkit (<https://equalityhumanrightstoolkit.gov.scot/>) was launched on the 8th of December 2025. The Scottish Ministers have, under Regulation 11 of The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, specified that the Equality and Human Rights Mainstreaming Toolkit is a matter that the Board is required to consider.

The toolkit is a collection of practical materials aiming to help the public sector make lasting change in how they develop policy, deliver services, allocate resources and put equality and human rights at the heart of their work. It aims to encourage authorities to meet their legal duties while working towards better outcomes for the communities they serve. It has been designed to give access to “Six Key Drivers” for suggested best practices, with specific actions on how organisations could achieve this. The resources are designed to support public bodies in assessing their mainstreaming priorities and taking informed, practical action.

The key drivers are intended as a practical and adaptable framework to support organisations in mainstreaming, they are: Strengthening Leadership; Developing accountability and transparency; Ensuring effective regulatory and policy environment; Utilising evidence and experience; Enhancing Capability and Culture; and Improving Capacity. The Management Team will complete the self-assessment Tool, based on the Six Key Drivers, in accordance with the reporting cycle of the Equality Duty Report.

The latest self-assessment, which was carried out on 22/01/2026, recorded an implementation level of Development, one of four levels: Pre-Foundation, Foundation, Development, and Advanced.

The recommendations from the self-assessment include:

- Embed equality and human rights objectives into performance management systems at all levels
- Implement inclusive recruitment and retention practices to build a diverse workforce
- Highlight and share successful equality and human rights initiatives within your organisation regularly e.g. feature success stories in staff newsletters or meetings.
- Promote cultural initiative e.g. create visible signs of inclusion

Going forward, we will therefore aim to ensure that:

- Equality and diversity training is set as a performance objective
- We have diverse recruitment panels
- We celebrate equality success stories in our monthly staff newsletter
- We will acknowledge key inclusion and diversity events throughout the year – such as International Women’s Day, Holocaust Memorial Day, Black History Month, Pride Month and World Mental Health Day – through our monthly staff newsletter.

# **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 October 2025 and November 2025.

The workforce data used in the following analysis is current as at 31<sup>st</sup> October 2025. However, when considering certain issues such as recruitment and leavers the relevant data is based on the financial years 2022-23 and 2023-24.

The Board currently has a total of 51 staff, this includes 49 permanent members of staff, which is adjusted to a full-time equivalent of 47.31 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 51 employees as at 31<sup>st</sup> October 2025, 42 completed and returned equality monitoring forms. These workforce composition statistics (with the exception of 1.1, 1.9 and 1.10) therefore represent 82% of staff who completed equality monitoring forms.

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

<b>Male</b>	<b>Female</b>
<b>52%</b>	<b>48%</b>

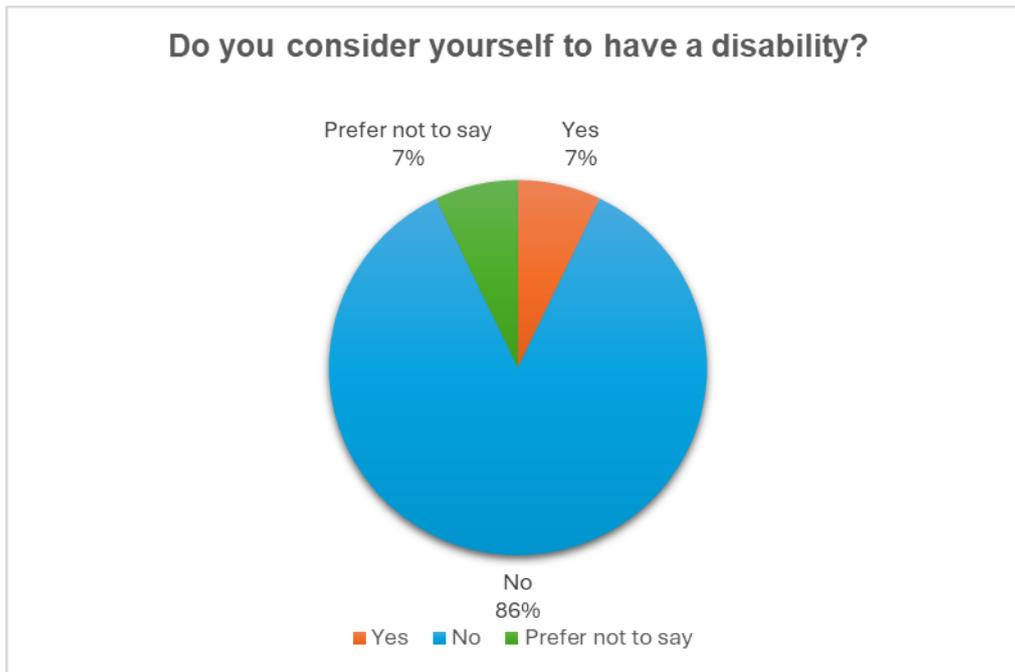
### **1.2 Profile of Workforce by Age**

<b>WORKFORCE AGE PROFILE</b>	
<b>Age Group</b>	<b>Employees</b>
<b>16-24</b>	<b>2%</b>
<b>25-34</b>	<b>7%</b>
<b>35-44</b>	<b>26%</b>
<b>45-54</b>	<b>30%</b>
<b>55-64</b>	<b>33%</b>
<b>65-74</b>	<b>2%</b>
<b>75+</b>	<b>0%</b>

The age profile of Board staff is skewed towards those who are in excess of 45 years old. We only have 2% of staff in the 16 – 24 age range and 7% are aged between 25-34, of those who completed the equality monitoring form.

### **1.3 Profile of Workforce by Disability**

<b>WORKFORCE DISABILITY PROFILE</b>	
	<b>Employees</b>
<b>Identified as having a Disability</b>	<b>7%</b>
<b>Identified as not having a Disability</b>	<b>86%</b>
<b>PNTS</b>	<b>7%</b>



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

<b>WORKFORCE MARRIAGE AND CIVIL PARTNERSHIP PROFILE</b>	
<b>Marital Status</b>	<b>Employees</b>
<b>Married</b>	<b>55%</b>
<b>Not Married</b>	<b>25%</b>
<b>Other</b>	<b>10%</b>
<b>PNTS</b>	<b>10%</b>

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

<b>WORKFORCE BY NATIONALITY PROFILE</b>	
<b>Nationality</b>	<b>Employees</b>
<b>British</b>	<b>81%</b>
<b>Other</b>	<b>12%</b>
<b>PNTS</b>	<b>7%</b>

<b>WORKFORCE BY ETHNIC GROUP PROFILE</b>		
<b>Ethnic Group</b>		<b>Employees</b>
<b>White</b>	Scottish	<b>71%</b>
	English	<b>7%</b>
	Welsh	<b>0%</b>
	British	<b>10%</b>
	N Irish	<b>2%</b>
<b>Mixed or Multiple Ethnic Group</b>	Any mixed or multiple ethnic groups	<b>0%</b>
<b>Asian,</b>	Pakistani, Pakistani	<b>0%</b>

<b>Asian Scottish or Asian British</b>	Scottish or Pakistani British	
	Indian, Indian Scottish or Indian British	<b>0%</b>
	Bangladeshi, Bangladeshi Scottish or Bangladeshi British	<b>0%</b>
	Chinese, Chinese Scottish or Chinese British	<b>0%</b>
	Other	<b>0%</b>
<b>African</b>	African, African Scottish, African British	<b>2%</b>
	Other	<b>0%</b>
<b>Caribbean or Black</b>	Caribbean, Caribbean Scottish or Caribbean British	<b>0%</b>
	Black, Black Scottish or Black British	<b>0%</b>
	Other	<b>0%</b>
<b>Other Ethnic Group</b>	Arab, Arab Scottish or Arab British	<b>0%</b>
	Other	<b>0%</b>
<b>PNTS</b>		<b>8%</b>

### 1.7 Profile of Workforce By Religion or Belief

<b>WORKFORCE RELIGION OR BELIEF PROFILE</b>	
<b>Religion or Belief</b>	<b>Employees</b>
<b>Buddhist</b>	<b>0%</b>
<b>Church of Scotland</b>	<b>17%</b>
<b>Roman Catholic</b>	<b>5%</b>
<b>Other Christian</b>	<b>2%</b>
<b>Hindu</b>	<b>0%</b>
<b>Jewish</b>	<b>0%</b>
<b>Muslim</b>	<b>0%</b>
<b>No Religion or Belief</b>	<b>64%</b>
<b>Sikh</b>	<b>0%</b>
<b>Pagan</b>	<b>0%</b>
<b>Other Religion or Belief</b>	<b>0%</b>
<b>PNTS</b>	<b>12%</b>

### 1.8 Profile of Workforce by Sexual Orientation

<b>WORKFORCE SEXUAL ORIENTATION PROFILE</b>	
<b>Sexual Orientation</b>	<b>Employees</b>
<b>Bisexual</b>	<b>0%</b>
<b>Gay</b>	<b>0%</b>
<b>Heterosexual/Straight</b>	<b>90%</b>

<b>Lesbian</b>	<b>0%</b>
<b>Prefer Not to Say</b>	<b>10%</b>

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

<b>WORKFORCE OCCUPATIONAL SEGREGATION BY GRADE PROFILE</b>		
<b>Pay Grade</b>	<b>Male</b>	<b>Female</b>
<b>Grades 1-5</b>	<b>16%</b>	<b>34%</b>
<b>Grades 6-8</b>	<b>14%</b>	<b>10%</b>
<b>Grades 9-10</b>	<b>10%</b>	<b>2%</b>
<b>Grade 11 and above</b>	<b>12%</b>	<b>2%</b>

### 1.10 Profile of Workforce by Section and Gender

<b>WORKFORCE BY SECTION AND GENDER PROFILE</b>			
	<b>All Staff</b>	<b>Male</b>	<b>Female</b>
<b>Administrative</b>	<b>37.25%</b>	<b>7.84%</b>	<b>29.41%</b>
<b>Valuation</b>	<b>37.25%</b>	<b>25.49%</b>	<b>11.76%</b>
<b>Management</b>	<b>17.65%</b>	<b>11.76%</b>	<b>5.88%</b>
<b>IT</b>	<b>7.84%</b>	<b>7.84%</b>	<b>0.00%</b>

**2.0 RECRUITMENT INFORMATION** – The following figures are the **collated totals** for recruitment application returns in the financial years 2022/23 and 2023/24. A total of 62 equalities monitoring forms were received throughout this period.

### 2.1 Profile of Recruitment by Gender

<b>RECRUITMENT BY GENDER PROFILE</b>	
<b>Gender</b>	<b>Percentage of Total Applications</b>
<b>Male</b>	<b>29.51%</b>
<b>Female</b>	<b>68.85%</b>
<b>PNTS</b>	<b>1.64%</b>

### 2.2 Profile of Recruitment by Age

<b>RECRUITMENT BY YEAR OF BIRTH PROFILE</b>	
<b>Age</b>	<b>Percentage of Applications</b>
<b>16-24</b>	<b>14%</b>
<b>25-29</b>	<b>16%</b>
<b>30-34</b>	<b>16%</b>
<b>35-39</b>	<b>6%</b>
<b>40-44</b>	<b>22%</b>

<b>45-49</b>	<b>4%</b>
<b>50-54</b>	<b>12%</b>
<b>55-59</b>	<b>6%</b>
<b>60-64</b>	<b>4%</b>
<b>65+</b>	<b>0%</b>

### 2.3 Profile of Recruitment by Disability

<b>RECRUITMENT BY DISABILITY PROFILE</b>	
<b>Disability</b>	<b>Percentage of Applications</b>
<b>Disabled</b>	<b>14.29%</b>
<b>Not disabled</b>	<b>83.67%</b>
<b>PNTS</b>	<b>2.04%</b>

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

### 2.4 Profile of Recruitment by Marriage

<b>RECRUITMENT BY MARRIAGE PROFILE</b>	
<b>Marital Status</b>	<b>Percentage of Applications</b>
<b>Married</b>	<b>44.07%</b>
<b>Not Married</b>	<b>42.37%</b>
<b>Civil Partnership</b>	<b>1.69%</b>
<b>Other</b>	<b>10.18%</b>
<b>PNTS</b>	<b>1.69%</b>

### 2.5 Profile of Recruitment by Race

<b>RECRUITMENT BY RACE PROFILE</b>	
<b>Ethnic Group</b>	<b>Percentage of Applications</b>
<b>White</b>	<b>92.31%</b>
<b>Other</b>	<b>7.69%</b>
<b>Prefer Not to Say</b>	<b>0%</b>

### 3.0 TRAINING –

The following figures are the collated totals for the financial years 2022/23 and 2023/24

#### 3.1 Profile of Workforce Training by Gender

<b>WORKFORCE TRAINING ATTENDANCE BY GENDER PROFILE</b>				
	<b>Number</b>	<b>% of Staff</b>	<b>Number of Courses</b>	<b>% of Courses</b>
<b>Male</b>	<b>41</b>	<b>47%</b>	<b>185</b>	<b>61%</b>
<b>Female</b>	<b>46</b>	<b>53%</b>	<b>119</b>	<b>39%</b>

#### 3.2 Profile of Workforce Training by Section

<b>Section</b>	<b>No. of training events attended</b>	<b>% of Courses</b>
<b>Administrative</b>	<b>76</b>	<b>25%</b>
<b>Valuation</b>	<b>131</b>	<b>43%</b>
<b>IT</b>	<b>11</b>	<b>4%</b>
<b>Management</b>	<b>86</b>	<b>28%</b>

#### 3.3 Profile of Workforce Training by Grade

<b>Pay Grade</b>	<b>No. of training events attended</b>	<b>% of Courses</b>
<b>Grades 1-5</b>	<b>129</b>	<b>42%</b>
<b>Grades 6-8</b>	<b>72</b>	<b>24%</b>
<b>Grades 9-10</b>	<b>22</b>	<b>7%</b>
<b>Grade 11 and above</b>	<b>81</b>	<b>27%</b>

### 4.0 GENDER PAY REPORTING

#### 4.1 Mean Gender Pay- Gap

The mean gender pay gap is the difference between men and women's full-time average (mean) hourly earnings. The data as at the snapshot date of 31<sup>st</sup> October 2025 tells us that the male average hourly wage is £27.73 compared to the female average hourly wage of £19.24. The difference in average hourly pay is therefore £8.49 (30.61%). This figure represents a narrowing of the gap since 2022 when it was 33.57%.

<b>Mean Gender Pay-Gap</b>	<b>As at 31 October 2025</b>
<b>Mean Hourly Wage Men</b>	<b>£27.73</b>
<b>Mean Hourly Wage Women</b>	<b>£19.24</b>
<b>% Gender Pay Gap</b>	<b>30.61%</b>

#### **4.2 Median Gender Pay-Gap**

The median gender pay gap is the difference between men and women's full-time median hourly earnings. The date as at the snapshot date of 31<sup>st</sup> October 2025 tells us that the male median hourly wage is £24.00 compared to the female median hourly wage of £14.49. The difference in median hourly pay is therefore £9.51 (39.63%). Again, this represents a slight narrowing of the gap since 2022 when the difference was 39.88%.

<b>Median Gender Pay-Gap</b>	<b>As at 31 October 2025</b>
<b>Median Hourly Wage Men</b>	<b>£24.00</b>
<b>Median Hourly Wage Women</b>	<b>£14.49</b>
<b>% Gender Pay Gap</b>	<b>39.63%</b>

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

The mean bonus gender pay gap is the difference between men and women's bonus payments in the year to 31<sup>st</sup> March 2024. 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 any given year. No payments were made in that financial year.

<b>Mean &amp; Median Bonus Gender Pay-Gap</b>	<b>Year to 31<sup>st</sup> March 2024</b>
<b>Mean Bonus payment Men</b>	<b>£0</b>
<b>Mean Bonus payment Women</b>	<b>£0</b>
<b>% Gender Pay Gap</b>	<b>0%</b>

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

Bonus payments in this these statistics relate to long service award payments which are paid to all qualifying staff regardless of gender once they have the required length of continuous service. In the year to 31<sup>st</sup> March 2024, no employees qualified for a long service award.

<b>Proportion of male and females receiving bonus payment</b>	<b>Year to 31<sup>st</sup> March 2024</b>
<b>Men</b>	<b>0%</b>
<b>Women</b>	<b>0%</b>

**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.

<b>Quartile Band</b>	<b>Men (As at 31<sup>st</sup> October 2025)</b>	<b>Women (As at 31<sup>st</sup> October 2025)</b>
<b>Lower quartile</b>	<b>32%</b>	<b>68%</b>
<b>Lower middle quartile</b>	<b>58%</b>	<b>42%</b>
<b>Upper middle quartile</b>	<b>83%</b>	<b>17%</b>
<b>Upper quartile</b>	<b>86%</b>	<b>14%</b>

**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 2022/23 and 2023/2024.

**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 continues to be 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 increased from 20% to 21% since 2022, with the gender imbalance in the Valuation team improving.

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 no change from that reported in 2022. This figure is at odds with the number of recruitment applications. Only 26% of all applications in 2022/23 – 2023/24 were from applicants aged 45 and over.

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 in 2022/23 and 2023/24 were 92.31% of applicants identified as white.

Training by gender across the organisation shows that male staff undertook a higher percentage of training courses. This is due to the higher percentage of male staff in the Valuation team. 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.

Recruitment applications by gender have seen a significant change in the number of female applicants at 68.85%, up from 46.1% since last reported. Applications from 25 to 29 year olds have decreased from 30.70% to 16% and applications from 40 to 44 year olds increased from 6.9% to 22% since the last report. 92% of all applicants identified as white. This is a 6% increase from 2022.

The statistics suggest progress has been made in seeking more workforce balance in terms of gender, with a higher percentage of females in both the Valuation and Management teams.

# **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 2022 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.

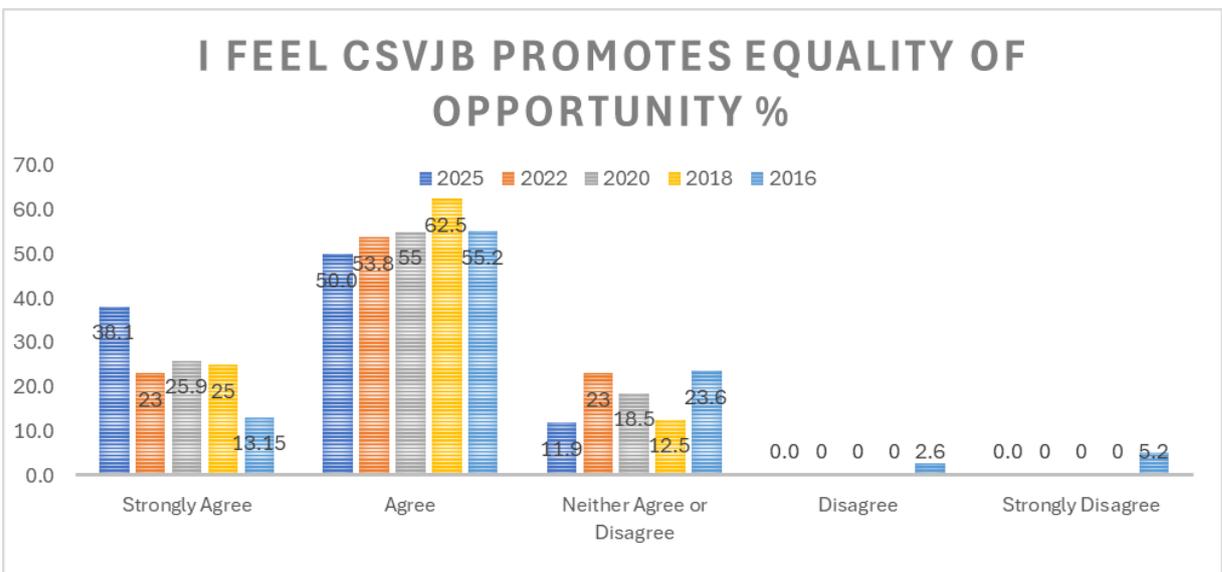
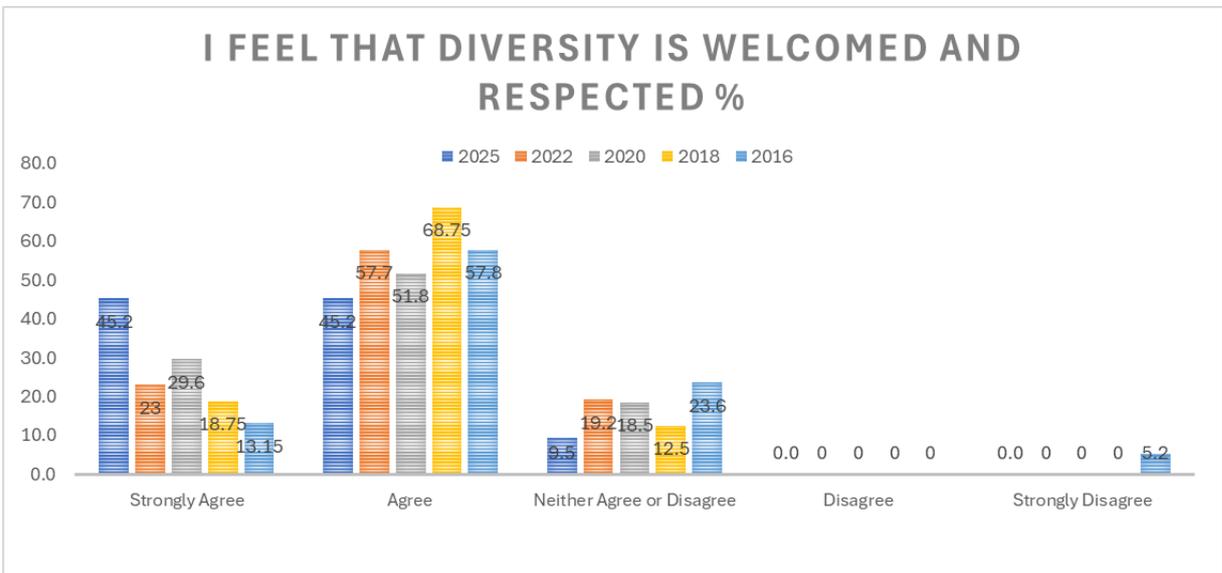
### **Success Measures**

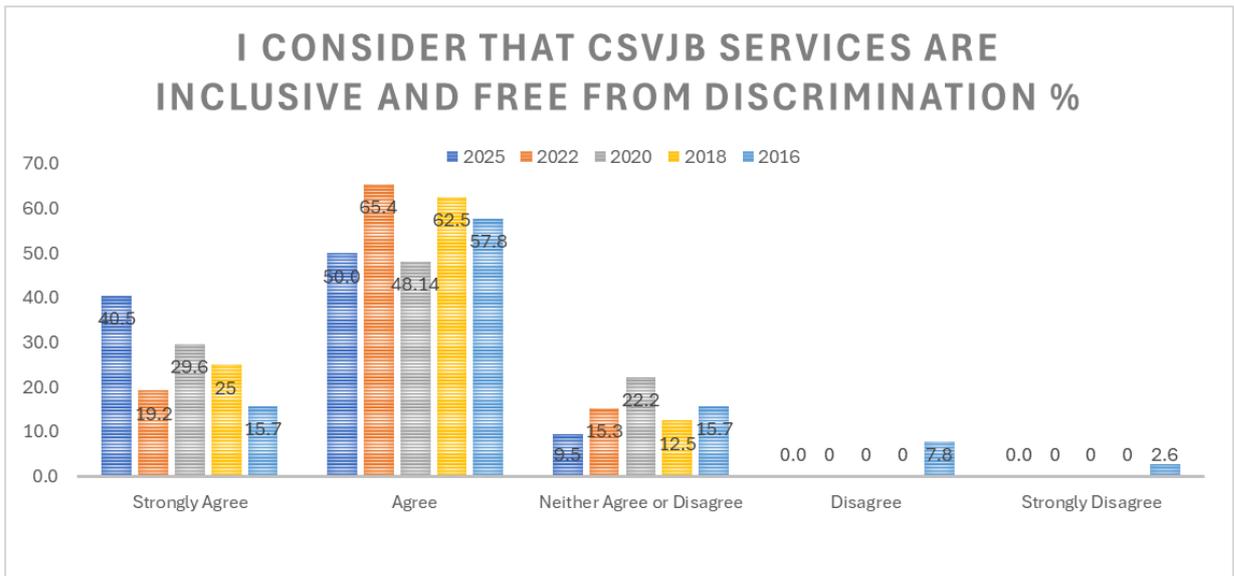
- An increase in the percentage of staff who agree that diversity is welcome and respected.
- An increase in the percentage of staff who agree that CSVJB promotes equality of opportunity.
- An increase in the percentage of staff who agree that CSVJB Services are inclusive and free from Discrimination.

- 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 2025. 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 since the 2018 questionnaire issued, no respondents disagreed or strongly disagreed 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, 2022 and 2025. Of the 51 staff employed at the time of issue 42 responses were made. This is in contrast to the 37 responses received on behalf of 43 staff in 2022. Comparatively our response rate has dropped from 86% in 2022 to 82% in 2025.

As with the 2022 survey, an anonymous online form was utilised in 2025 maintaining a high response rate.

- Following analysis of recent staff equality monitoring forms there is a consistent level of ethnic diversity, although there is continued under representation in this area. There has however been little opportunity to improve in this area with over 90% recruitment applicants identifying as white.
- Analysis of equality monitoring forms issued to all job applicants continue to show that the majority of applicants are white, over 30 and do not declare a disability.
- Exit questionnaires have not identified any equality issues.
- No equality issues have been raised at the 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 its 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. The survey asked customers whether they “agree that the Assessors Services are inclusive and free from discrimination? The results are:

Yes	7
Don't Know	6
No	0

We last reported in 2022 that from a sample of 91 forms, 57% of the public agreed that CSVJB services are inclusive and free from discrimination, 37% did not know and 6% disagreed.

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

Since the move to hybrid working, we have established new ways of working and have continued to engage with stakeholders remotely through telephone contact.

### 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.

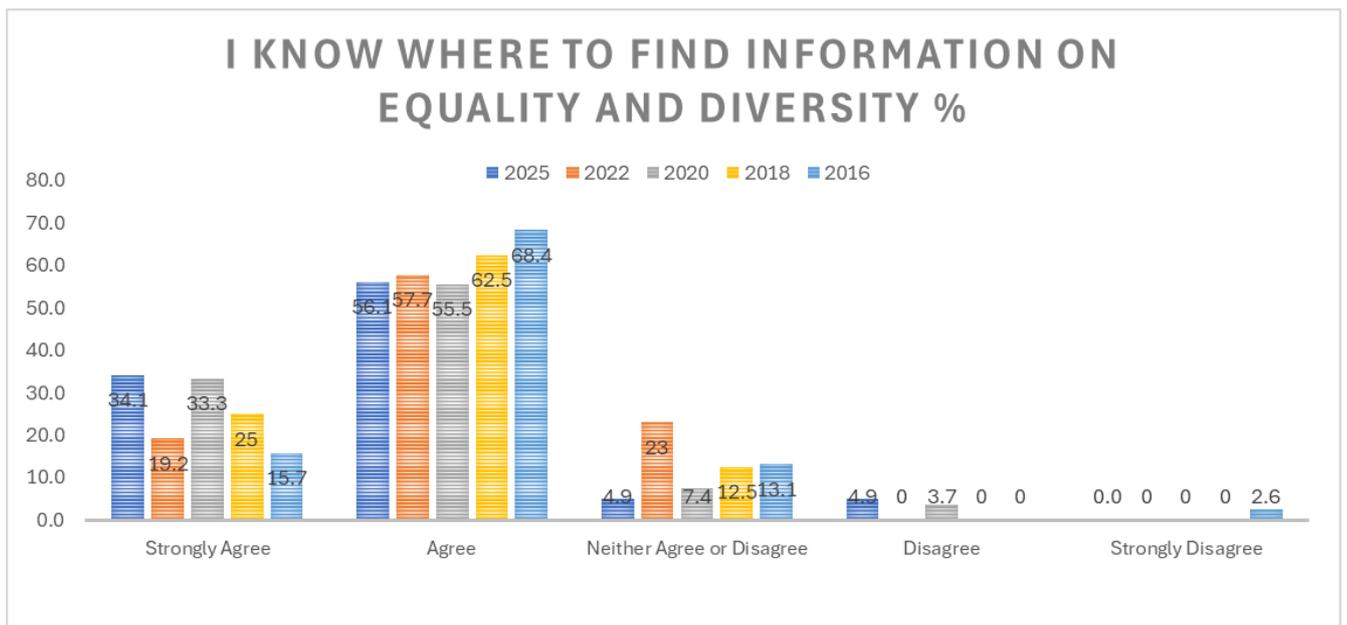
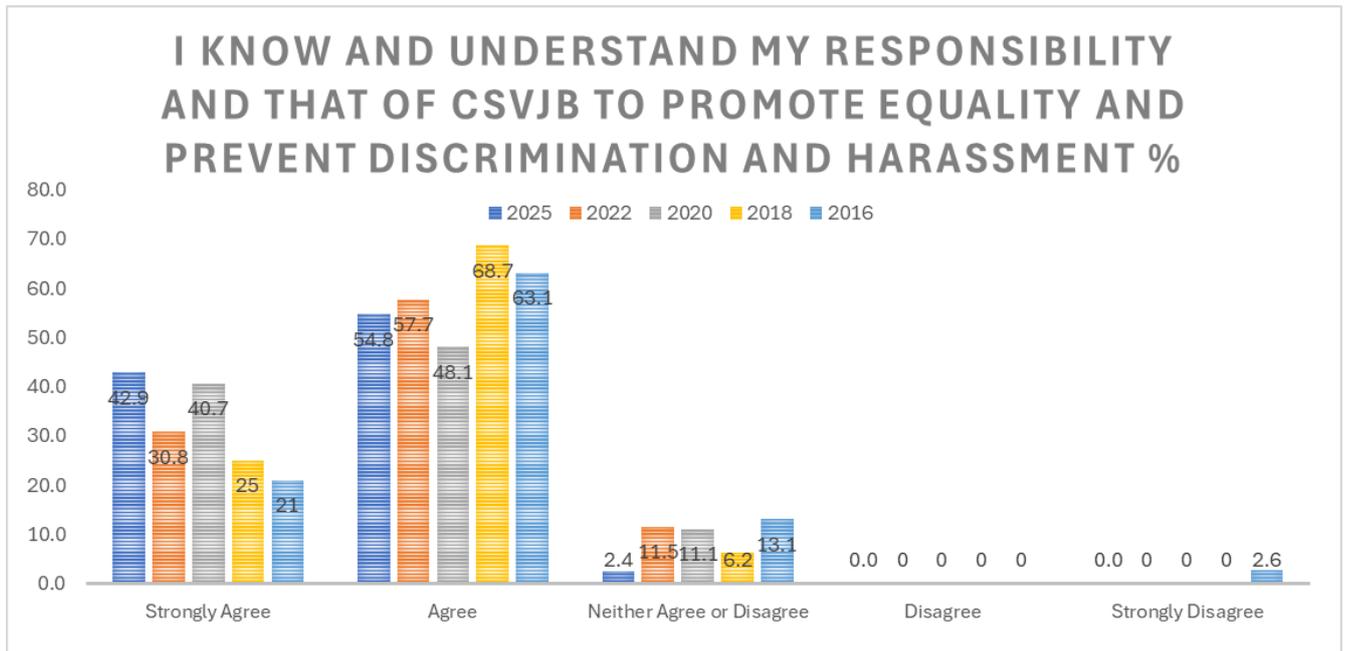
#### Activities

- 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 the induction process and make available information on equalities on the staff intranet.
- The Board will carry out regular equality monitoring.

**Progress**

Progress was reported on staff questionnaire responses to two equalities related questions. These questions have been put to staff in 2016, 2018, 2020, 2022 and 2025. The following graphs represent the responses over time expressed as a percentage.



The results are largely positive where 90% 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
- There is a small increase in the number of staff who disagree that they know where to find information on equality and diversity - we have migrated all staff information to the online SharePoint platform and staff are made 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.

As an organisation the male/female split is now 52/48% in contrast to 63/37% reported previously. Of a total of 52 equalities monitoring forms received in relation to 2022/23 & 2023/24 recruitment applications for both male and female, applications from males were down to 30% from 51% and up for female applications to 69% from 48%. There has been an improvement to the gender profile of the formerly all-male valuation section with new female members of staff joining the service.

Following recent recruitment, the management team is no longer all males. This change will improve the gender pay gap.