



# **Central Scotland Valuation Joint Board**

## **Equalities Report**

**April 2013**

# **Introduction**

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

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

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

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

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

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

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

# **Central Scotland Valuation Joint Board**

## **Public Sector Equality Duties**

### **Part 1**

## **Mainstreaming the Equality Duty**

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

### **1.0 The Board**

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

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

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

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

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

The Assessor and Electoral Registration Officer currently has a total of 51 members of staff working for him which translates into a full time equivalent of 48.6 staff to assist in carrying out these statutory functions. In view of the relatively small size of the organisation support is provided to the Board in the areas of Human Resources, Legal Services & Financial Management, by Clackmannanshire Council.

## 1.0 Equality Duties

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

The nine main pieces of legislation that have merged are;

- ***Equal Pay Act 1970***
- ***Sex Discrimination Act 1975***
- ***Race Relations Act 1976***
- ***Disability Discrimination Act 1995***
- ***Employment Equality (Religion or Belief) Regulations 2003***
- ***Employment Equality (Sexual Orientation) Regulations 2003***
- ***Employment Equality (Age) Regulations 2006***
- ***Equality Act 2006***
- ***Equality Act (Sexual Orientation) Regulations 2007***

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

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

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

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

The Act sets out nine protected characteristics which are:

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

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

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

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

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

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

- ***Duty to report progress on mainstreaming the Equality Duty.***
- ***Duty to publish equality outcomes and report progress.***
- ***Duty to Equality Impact Assess Policies and Practices.***
- ***Duty to gather and use employee information.***
- ***Duty to publish gender pay gap information.*** (Central Scotland Valuation Joint Board has less than 150 employees and is therefore not subject to this duty).
- ***Duty to publish statements on equal pay.*** (Central Scotland Valuation Joint Board has less than 150 employees and is therefore not subject to this duty).
- ***Duty to consider award criteria in relation to public procurement.***
- ***Duty to publish required information in a manner which is accessible.***
- ***Duty to consider other matters.***

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

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

### **Top Down Involvement**

Equality of treatment is a fundamental right and the Assessor and ERO has taken steps to ensure that a culture of equality is embedded in the organisation. A top down approach has been adopted and equality is a standing item on the agenda for discussion at the Assessor's Management Team meetings. Any issues relating to equality matters are discussed in full and thereafter information is cascaded down from the Management Team meetings via individual team 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***
- ***Flexi-Time Scheme***
- ***Grievances***
- ***Health and Safety***
- ***Job Sharing***
- ***Maternity, Adoption and Paternity Leave and Pay***
- ***Anti Harassment Policy***
- ***Retirement Framework***
- ***Special Leave***
- ***Training and Development***
- ***Travelling and Subsistence***
- ***Lone Working***

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 Service Plan is a standing item on the agenda of the Assessor's' Management Team meetings. The Plan is therefore under constant review and monitoring. Any changes made are relayed to all staff via team briefings and the subsequent posting of Minutes on the Board's 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 has been provided in the past to staff.

Notwithstanding the above the Board recognises that additional equality training is required for all staff and this will be undertaken in-house.

## **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 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)).

## **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. All staff have received training in the use of language line. Staff visiting properties are issued with guides to the translation services that are available

## **Correspondence**

A review has been undertaken of the size and type of font in which letters and other correspondence is issued by the Board. 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.

## **Suggestions Box**

For some time now all staff have had access to a Suggestions Box and are encouraged to make suggestions that could improve the provision of our service to our customers and the working practices and environment of our staff.

The Suggestions Box is checked on a regular basis and each suggestion is discussed by the Management Team and the appropriate action taken.

## **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.

## **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.

## **Forth Valley Equalities Group**

The Depute Assessor who is responsible for equality and diversity issues is a member of the Forth Valley Equalities Group which is a multi agency partnership including each of the three constituent Councils, NHS Forth Valley, Central Scotland Police, Central Scotland Fire and Rescue, Forth Valley College and Central Scotland Valuation Joint Board. Any issues raised as a result of attendance at the group are reported to the Management Team.

### **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 is also currently working on implementing the Scottish Public Services Ombudsman Model Complaints Procedure, where equalities issues form an integral part.

### **Customer Feedback Survey**

The Board has issued customer feedback survey forms which requested users of the service to comment upon aspects of the service they have received. Each of these forms also asked for details of the gender, disability, racial and ethnic origin of the customer. Customer feedback forms are being reviewed with a view to issuing on a more regular basis.

The equalities monitoring questionnaire is also currently being reviewed.

### **Impact Assessment**

The Board adopts, wherever possible, the Human Resources policies, practices and procedures of Clackmannanshire Council. This includes, among others, policies concerning; Anti Harassment, Absence Management, Flexible Retirement, and Maternity and Paternity Leave

The equality impact of the policies and procedures that the Board adopts from Clackmannanshire Council will be assessed by Clackmannanshire Council. Any changes arising from such impact assessment will be reflected by updating the Board's policies, practices and procedures in line with those of Clackmannanshire Council.

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.

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

Data for our workforce has been drawn from our Staff Equalities Monitoring Questionnaire which was issued, returned and analysed between December 2012 and March 2013.

The workforce data used in the following analysis is current as at 1<sup>st</sup> April 2013. However, when considering certain issues such as recruitment and leavers the relevant data is based on the calendar year 2012 which is the latest year where complete data is available and is therefore the most relevant.

The Board currently has a total of 51 members of staff which is adjusted to a full time equivalent of 48.6 when flexible working practices are taken into account.

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

The protected characteristics mentioned above are:

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

## 1.0 WORKFORCE

### 1.1 Profile of Workforce by Gender

<b>WORKFORCE GENDER PROFILE</b>			
<b>Workforce Total</b>	<b>Male</b>	<b>Female</b>	<b>PNTS</b>
51	47%	39%	14%

### 1.2 Profile of Workforce by Age

<b>WORKFORCE AGE PROFILE</b>	
<b>Age Group</b>	<b>Employees</b>
16-24	3.9%
25-29	3.9%
30-34	5.9%
35-39	11.8%
40-44	32.61%
45-49	11.8%
50-54	15.7%
50-59	11.8%
60+	3.9%
<b>PNTS (Prefer Not To Say)</b>	<b>11.8%</b>

The age profile of Board staff is skewed towards those who are in excess of 40. Only 3.9% are in the 16 – 24 age range and only 7.8% are less than 30. The age profile of the staff is an issue discussed further in the Equality Outcomes section

### 1.3 Profile of Workforce by Disability

<b>WORKFORCE DISABILITY PROFILE</b>	
	<b>Male Female</b>
<b>Identified as having a Disability</b>	<b>4%</b>
<b>Identified as not having a Disability</b>	<b>75%</b>
<b>PNTS</b>	<b>21%</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>65%</b>
<b>Not Married</b>	<b>22%</b>
<b>Civil Partnership</b>	<b>0%</b>
<b>PNTS</b>	<b>13%</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>90%</b>
<b>Other</b>	<b>0%</b>
<b>PNTS</b>	<b>10%</b>

<b>WORKFORCE BY ETHNIC GROUP PROFILE</b>		
<b>Ethnic Group</b>		<b>Employees</b>
<b>White</b>	Scottish	<b>84%</b>
	English	<b>6%</b>
	Welsh	<b>0%</b>
	Northern Irish	<b>0%</b>
	Irish	<b>0%</b>
	Other white ethnic group,	<b>2%</b>
<b>Mixed or Multiple Ethnic Group</b>	Any mixed or multiple ethnic groups	<b>0%</b>
<b>Asian, Asian Scottish or Asian British</b>	Pakistani, Pakistani Scottish or Pakistani British	<b>0%</b>
	Indian, Indian Scottish or Indian British	<b>0%</b>

	Bangladeshi, 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>0%</b>
	Other	<b>0%</b>
<b>Caribbean or Black</b>	Caribbean, Caribbean Scottish or Caribbean British	<b>0%</b>
	Black, Black Scottish or Black British	<b>0%</b>
	Other	<b>0%</b>
<b>Other Ethnic Group</b>	Arab, Arab Scottish or Arab British	<b>0%</b>
	Other	<b>0%</b>
	<b>PNTS</b>	<b>14%</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>
Buddhist	0%
Church of Scotland	25%
Roman Catholic	8%
Other Christian	7%
Hindu	0%
Jewish	0%
Muslim	0%
No Religion or Belief	29%
Sikh	0%
Pagan	0%
Other Religion or Belief	2%
PNTS	29%

**1.8 Profile of Workforce By Sexual Orientation**

<b>WORKFORCE SEXUAL ORIENTATION PROFILE</b>	
<b>Sexual Orientation</b>	<b>Employees</b>
Bisexual	0%
Gay	2%
Heterosexual/Straight	71%
Lesbian	0%
Prefer Not to Say	27%

**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>
Grades 1-5	19.61%	43.14%
Grades 6-8	13.73%	3.92%
Grades 9-10	7.84%	1.96%
Grade 11 and above	7.84%	1.96%

## 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>49.02%</b>	<b>3.92%</b>	<b>45.10%</b>
<b>Technical</b>	<b>43.14%</b>	<b>41.18%</b>	<b>1.96%</b>
<b>Management</b>	<b>7.84%</b>	<b>5.88%</b>	<b>1.96%</b>

There is a noticeable gender imbalance between the Administrative and Technical Teams and between low and high paid staff. This is an issue discussed in greater detail in the Equalities Outcomes section.

## 2.0 RECRUITMENT & PROMOTION INFORMATION

### 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>60%</b>
<b>Female</b>	<b>40%</b>

### 2.2 Profile of Recruitment by Year of Birth

<b>RECRUITMENT BY YEAR OF BIRTH PROFILE</b>	
<b>Decade of Birth</b>	<b>Percentage of Applications</b>
<b>1990s</b>	<b>15.62%</b>
<b>1980s</b>	<b>37.50%</b>
<b>1970s</b>	<b>17.70%</b>
<b>1960s</b>	<b>16.66%</b>
<b>1950s</b>	<b>11.45%</b>
<b>1940s</b>	<b>0%</b>
<b>PNTS</b>	<b>1%</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>4.2%</b>
<b>Not disabled</b>	<b>95.8%</b>

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

### 2.4 Profile of Recruitment by Marriage

<b>RECRUITMENT BY MARRIAGE PROFILE</b>	
<b>Marital Status</b>	<b>Percentage of Applications</b>
<b>Married</b>	<b>66.66%</b>
<b>Not Married</b>	<b>33.34%</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>95.80%</b>
<b>Other</b>	<b>2.10%</b>
<b>Prefer Not to Say</b>	<b>2.10%</b>

### 3.0 TRAINING

#### 3.1 Profile of Workforce Training by Gender

<b>WORKFORCE TRAINING ATTENDANCE BY GENDER PROFILE</b>				
	<b>Number</b>	<b>% of Total Staff</b>	<b>Number of Courses</b>	<b>% of Courses</b>
<b>Male</b>	<b>17</b>	<b>33.33%</b>	<b>59</b>	<b>71%</b>
<b>Female</b>	<b>8</b>	<b>15.69%</b>	<b>24</b>	<b>29%</b>

#### 3.2 Profile of Workforce Training by Section

<b>Section</b>	<b>No of Staff who received training</b>	<b>No. of Courses attended</b>
<b>Administrative</b>	<b>6</b>	<b>12</b>
<b>Technical</b>	<b>15</b>	<b>38</b>
<b>Management</b>	<b>4</b>	<b>33</b>

#### 3.3 Profile of Workforce Training by Grade

<b>Pay Grade</b>	<b>No of Staff who received training</b>	<b>No. of Courses attended</b>	<b>% of Courses</b>
<b>Grades 1-5</b>	<b>11</b>	<b>22</b>	<b>26%</b>
<b>Grades 6-8</b>	<b>7</b>	<b>13</b>	<b>16%</b>
<b>Grades 9-10</b>	<b>2</b>	<b>7</b>	<b>8%</b>
<b>Grade 11 and above</b>	<b>5</b>	<b>41</b>	<b>49%</b>

#### **4.0 WORKFORCE LEAVERS**

All staff leaving the service are asked to complete an exit questionnaire. As a result of the returned questionnaires it has been confirmed that there are no equality issues with those who left the service during 2012.

#### **5.0 GRIEVANCE & DISCIPLINARY**

These procedures are monitored to ensure any equality issues are identified

#### **6.0 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.

#### **7.0 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.

## **11.0 CONCLUSIONS ON WORKFORCE MONITORING**

Undertaking this analysis has highlighted some issues which the Board needs to consider in the light of its equalities responsibilities.

In the following part of this report two key issues highlighted from the workforce monitoring analysis, namely the lack of young people working for the Board and the gender imbalance between the Administrative and Technical sections, are developed into Equality Outcomes.

# **Central Scotland Valuation Joint Board**

## **Public Sector Equality Duty**

### **PART 3**

## **Equality Outcomes**

## Equality Outcome 1

### To maximise opportunities for young people to enter the workforce

#### Basis

- Youth employment is a key national priority, with the small percentage of employees recruited directly from school identified as a key issue
- Analysis of the Board's work force has identified that none of its employees are under 18 and only 4 percent are aged 18 to 24

#### Activities

- The Board will consult with its partners to identify any steps it can take to assist with increasing young peoples employability
- It will promote the Board as an Employer of choice for young people
- It will expand its work experience provision
- It will review its recruitment advertising procedures to consider use of Twitter and social media sites

#### Success Measures

- An increase in young people being employed by the Board
- An increase in the number of young people taking part in work experience

## Equality Outcome 2

**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 Technical sections there is an issue concerning gender segregation.
- The majority of staff in the Technical Sections are men and the majority of the staff in the Administration Sections are women
- The Technical 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

## **Success Measures**

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