



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

**Single Equality Scheme
Annual Progress Report 2011**

Single Equality Scheme

Introduction

The Equality Act 2010 has, since 1st October 2010, consolidated all the previous Equalities legislation: (Sex Discrimination Act 1975, Equal Pay Act 1970, Race Relations Act 1976, Disability Discrimination Act 1995, Employment Equality (Religion or Belief) Regulations 2003, Employment Equality (Sexual Orientation) Regulations 2003 and Employment Equality (Age) Regulations 2006), which are now repealed (with the exception of Schedules 6 and 8 to the Employment Equality (Age) Regulations 2006 which remain in force.

The 2010 Act defines the 8 protected characteristics of Age, Disability, Gender reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Gender, and Sexual Orientation. Discrimination on these grounds is unlawful.

Notwithstanding the neutral functions of the Valuation Joint Board, the promotion of opportunity and the elimination of inequality is a process to which I am personally committed. This has required changes to our operations in recent years and will require further actions in the years to come. This report covers all the above strands, details the progress made to date and highlights the way forward.

The Board now has a single Equality Scheme. This Annual Report is the first step in developing a single joined up approach for all strands of Equality.

David C. Thomson
Assessor and Electoral Registration Officer
Dunbartonshire and Argyll & Bute Valuation Joint Board

March 2012

Achievements in the year to December 2011

1. Making sure the Single Equality Scheme works

- Equalities Champion continues to promote all equalities issues to all stakeholders including staff
- The published Valuation Joint Board approved Scheme is available to all staff for their consideration
- Issues are highlighted regularly at Management Team meetings and managers' responsibilities highlighted
- Appropriateness of service to stakeholders considered via the monitoring available
- Scheme published on the DAB-VJB website at <http://www.dab-vjb.gov.uk/equalities/>
- Monitoring statistics are produced and published both within this report and on the website.

2. Identifying relevant functions and policies

- All VJB Policies are being examined to ensure that they do not contain any barriers to the promotion of equality
- New policies are Impact Assessed to ensure that they do not contain any barriers to the promotion of equality

3. Assessing and consulting on the likely impact of policies to remove any adverse impact

- Monitoring forms are issued to a random sample of all stakeholders under the VJB Customer Consultation Policy and the returns collated . All relevant comments are examined by a member of the management team
- Any complaints received are monitored for equalities issues
- Impact assessments are carried out for all relevant new policies

4. Communicating the results of assessment and monitoring

- Results are communicated to management team and staff
- Results are published on website at <http://www.dab-vjb.gov.uk/equalities/>
- Monitoring forms are issued to a random sample of all stakeholders under the VJB Customer Consultation Policy and the returns collated and analysed. All relevant comments examined by a member of the management team. Results reported to the Management Team and the Joint Board and outcomes are referred to in the Assessor's Annual Report.
- DAB-VJB website has been developed to be informative on all diversity and equality issues

5. Employment

- Monitoring forms are issued to, and the returns collated for:
- the current staff profile is examined by race, disability, gender and age
- job applicants and recruitments are monitored by race, disability and gender as are promotions.

- staff promotions are monitored by race, disability and gender.
- staff salaries are monitored by race, disability and gender
- job leavers; be they resignations, retirements or redundancies are monitored by race, disability and gender.
- all training is monitored by race, disability and gender.
- temporary short term staff ie canvassers are monitored by race, disability and gender and age

Barriers to employment of a more balanced staff are considered by the Management Team and specifically considered when going through employment procedures

6. Training Staff

- Training is delivered to members of staff in both offices by a senior manager to include all aspects of equality
- Refresher training for the use of the LanguageLine interpretation service continues to be carried out annually

The VJB will continue to take improvement actions to ensure equal opportunity for all. Actions for year to December 2012 will include.

- Have due regard to eliminate unlawful treatment
- Have due regard to advance equality of opportunity by having due regard to
 - removing or minimising disadvantage
 - meeting the needs of particular groups that are different from the needs of others
 - encouraging participation

- Have due regard to foster good relations – tackle prejudice, promote understanding
- Through the management team the VJB will ensure that equalities issues remain to the fore and that all staff remain committed to ensure that equality neutral delivery of services is maintained
- Equality Targets will be reconsidered under the Equality Act 2010 and amended as necessary
- The VJB will continue to provide support to staff regardless of their relevant protected characteristic and will also ensure that the VJB is properly carrying out its functions on a neutral basis.
- Training of staff will continue with accent on the early awareness of the Single Equality Scheme in the induction procedures.
- The Dignity at Work Policy will continue to assist in ensuring that any breaches of the legislation any form will continue to be a serious disciplinary offence and will be dealt as such under the Board’s new Discipline and Grievance procedures.
- Continue to monitor personnel as in the current year
- Issue full equality monitoring forms as part of the Customer Satisfaction Procedures
- Continue to include Equality Impact Assessments in the development of new policies
- Continue to provide foreign language services
- DAB-VJB buildings to be monitored to ensure continued DDA accessibility and the VJB will continue to provide support to disabled staff and will encourage staff to “self declare” disabilities to assist in this.
- All aspects of the Public Sector Equality Duty under the 2010 Act will be considered on an ongoing basis and as legislation comes into force.
- Prepare for the publishing of outcomes on 30th April 2013

EQUAL OPPORTUNITIES

The Joint Board will ensure that equality opportunity for all in the employment process. The merits and abilities of potential new staff and staff applying for promoted posts will be considered at the interview and selection stage.

All application forms are regularly monitored to ensure that they request no information which is contrary to the equalities requirements. Forms do not ask for race, age or gender but do request notification of disability.

Training is allocated on the basis of needs for the post and complies with equalities requirements.

Disciplinary and Grievance Procedures will be applied in a fair and consistent way.

A scheme of Flexible Working is in place for staff. This has resulted in job sharing, compressed hours, reduced hours and flexible retirement ensuring that staff requirements to ensure a work life balance for staff.

Conclusion

Dunbartonshire and Argyll and Bute Valuation Joint Board continues to encourage equality for all stakeholders and staff and ensures that all its equalities policies are adhered to and its services are accessible to all.

APPENDICES.....

APPENDICES

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- 2 Applicants
- 3 Recruitment
- 4 Promotion
- 5 Leavers
- 6 Disciplinary
- 7 Training
- 8 Salaries
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- 10 Temporary Canvassers

Appendix 1

Staff Profile		No. of staff*	%age
Race	White	67	100%
	Mixed	0	0%
	Asian	0	0%
	Black	0	0%
	Other	0	0%
Disability	Disabled	2	3%
	Able bodied	65	97%
Sex	Female	42	63%
	Male	25	37%
TOTAL NUMBER OF STAFF		67	

Appendix 2

Job Applicants		Number of applicants	Short Leeted	Interviewed	Offered Post
Race	White				
	Mixed				
	Asian				
	Black				
	Other				
Disability	Disabled				
	Able bodied				
Sex	Female				
	Male				
TOTALS					

There were no new posts or applicants in 2011

Appendix 3

Recruitment		Number of staff	Starters	
			No.	%age
Race	White	67		
	Mixed	0		
	Asian	0		
	Black	0		
	Other	0		
Disability	Disabled	2		
	Able bodied	65		
Sex	Female	40		
	Male	27		
TOTALS		67		

There was no recruitment in 2011

Appendix 4

Staff Promotion		Number of applicants	Short Listed	Interviewed	Offered Post	%age
Race	White					
	Mixed					
	Asian					
	Black					
	Other					
Disability	Disabled					
	Able bodied					
Sex	Female					
	Male					
TOTALS						

There were no staff promotions in 2011

Appendix 5

Leavers		Number of staff	Resignation		Retiral		Redundancy	
			No.	%age	No.	%age	No.	%age
Race	White	67					2	100%
	Mixed	0						
	Asian	0						
	Black	0						
	Other	0						
Disability	Disabled	2						
	Able bodied	65					2	100%
Sex	Female	40					2	100%
	Male	27						
TOTALS		67					2	2.99%

APPENDIX 6

Disciplinary		No. of staff*	%age
Race	White		
	Mixed		
	Asian		
	Black		
	Other		
Disability	Disabled		
	Able bodied		
Sex	Female		
	Male		
TOTAL NUMBER OF STAFF			

There were no staff disciplined in 2011

Appendix 7

Staff Training		Number of staff	Training requested		Training complete		Training ongoing		Training not started	
			No.	%age	No.	%age	No.	%age	No.	%age
Race	White	67	249	100.00%	167	100.00%	58	100.00%	24	100.00%
	Mixed									
	Asian									
	Black									
	Other									
Disability	Disabled	2	12	4.82%	5	2.99%	4	6.90%	3	12.50%
	Able bodied	65	237	95.18%	162	97.01%	54	93.10%	21	87.50%
Sex	Female	42	143	57.43%	94	56.29%	31	53.45%	18	75.00%
	Male	25	106	42.57%	73	43.71%	27	46.55%	6	25.00%
TOTAL NUMBER OF STAFF		67								

Appendix 8

Staff Salaries		Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Chief Off 80%	Chief Officer
Race	White		1	23	6	6	13	3	8	2	1	2		1	1
	Mixed														
	Asian														
	Black														
	Other														
Disability	Disabled			1						1					
	Able bodied		1	22	6	6	13	3	8	1	1	2		1	1
Sex	Female			19	6	4	7	1	4		1				
	Male		1	4		2	6	2	4	2		2		1	1
Salaries		Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Chief Off 80%	Chief Officer
Race	White		1.49%	34.33%	8.96%	8.96%	19.40%	4.48%	11.94%	2.99%	1.49%	2.99%		1.49%	1.49%
	Mixed														
	Asian														
	Black														
	Other														
Disability	Disabled			1.49%						1.49%					
	Able bodied		1.49%	32.84%	8.96%	8.96%	19.40%	4.48%	11.94%	1.49%	1.49%	2.99%		1.49%	1.49%
Sex	Female			28.36%	8.96%	5.97%	10.45%	1.49%	5.97%		1.49%				
	Male		1.49%	5.97%		2.99%	8.96%	2.99%	5.97%	2.99%		2.99%		1.49%	1.49%

Appendix 9

Staff Age	Male	%age	Female	%age	All	%age
0-19						
20-29	2	8.00%	9	21.43%	11	16.42%
30-39	5	20.00%	11	26.19%	16	23.88%
40-49	9	36.00%	11	26.19%	20	29.85%
50-59	7	28.00%	10	23.81%	17	25.37%
60-69	2	8.00%	1	2.38%	3	4.48%
70+						
All	25		42		67	

APPENDIX 10

Temporary Canvassers		No. of applicants	Short Leeted	Interviewed	Offered Post
Race	White	27	27		27
	Mixed				
	Asian				
	Black				
	Other				
Disability	Disabled	1	1		1
	Able bodied	26	26		26
Sex	Female	15	15		15
	Male	12	12		12

Temporary Canvassers		
Age	16-24	
	25-29	2
	30-39	3
	40-49	11
	50-59	9
	60-74	2