



Lanarkshire Valuation Joint Board

Equality Reporting

Employee Information Annual Report

April 2016

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1. Introduction

LVJB's Equality and Diversity policy commits that everyone has the right to be treated with dignity and respect. This does not simply mean treating everybody the same as clearly we are all different and do have different needs. What it is about is being fair and providing equality of opportunity to everyone. This includes our employees.

We are committed to ensuring that employment opportunities are accessible and receptive to the values and the diversity of needs within the community. We shall aim to prevent - as well as eliminate - any form of discrimination that occurs in the workplace and ensure that all employees receive the appropriate training and development.

The Annual report provides, for each protected characteristic, information on the composition of LVJB's workforce, the recruitment, development and retention of employees and the steps taken to better perform the equality duty.

The protected characteristics are:

- age,
- disability,
- gender,
- gender reassignment,
- marriage and civil partnership (eliminating unlawful discrimination in employment),
- pregnancy and maternity,
- race,
- religion and belief,
- sexual orientation.

The report covers the period April 2015 to 31 March 2016.

David Combe

Assistant Assessor and Electoral Registration Officer

2. Our Mission and Vision

Mission

As an independent Local Government organisation, Lanarkshire Valuation Joint Board's mission is to deliver equitable, customer focussed, professional valuation and electoral services to all stakeholders.

Vision

Our vision is to deliver quality, efficient services to all service users, ensuring completeness and accuracy in the work which we undertake.

In order that we fulfil our Mission and achieve our Vision we will:-

- Ensure that our services are delivered in accordance with all statutory requirements
- Plan service development and delivery in accordance with the principles of efficient government and continuous improvement
- Undertake customer care surveys to assist us in improving our service delivery
- Recognise our employees as both stakeholders and our most important asset
- Take individual and collective responsibility for the services provided by LVJB
- Encourage innovation and recognise achievement within the organisation
- Monitor and report performance levels to stakeholders
- Integrate Equalities issues into all aspects of our service provision
- Build on our achievements to date

3. About Lanarkshire Valuation Joint Board (LVJB)

Lanarkshire Valuation Joint Board was established as part of the 1996 reorganisation of local government in terms of The Valuation Joint Boards (Scotland) Order 1995 and is vested with the functions of the valuation authorities of North and South Lanarkshire Councils. With the agreement of the two Councils, the Board also has responsibility for the Electoral Registration function for Lanarkshire.

The Board comprises of 16 elected local Councillors who are appointed by the constituent Councils with each Council nominating 8 members.

Who We Are and What We Do

Detailed information is available on our website www.lanarkshire-vjb.gov.uk under site map, downloads, LVJB information "Who We Are".

4. Our Equal Opportunities Policy and Strategy

LVJB's policy on equal opportunities sets out its responsibilities and commitments with regard to promoting equality and diversity and combating discrimination. It covers LVJB's role both as an employer and service provider.

The policy's objectives contain the following broad commitment:

'We are committed to achieving equal opportunities in all our activities and responsibilities. This means ensuring that services, facilities and employment opportunities are accessible and receptive to the values and the diversity of needs within the community.

In meeting this commitment, we shall aim to prevent - as well as eliminate - any form of discrimination that occurs in the workplace, in service delivery or within the community. We also aim to provide good quality services which users (and potential users) can access freely without prejudice, discrimination and / or harassment.'

'Equal Opportunities' means the prevention, elimination or regulation of discrimination between persons on the grounds of sex or marital status, or racial grounds, or on grounds of disability, age, sexual orientation, language or social origin, or of other personal attributes, including beliefs or opinions such as religious beliefs or political opinions.

Summary of Policy Objectives

Legal Requirements

We will comply with legal requirements and other relevant documentation such as codes of practice and good practice guidelines.

We will comply with the Equality Act 2010 general duty of public authorities to pay due regard to the need to eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations across the range of protected characteristics: Age, Disability, Gender, Gender Reassignment, Marriage and Civil partnership, Pregnancy and Maternity, Race, Religion or Belief and Sexual Orientation. We will comply with the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.

Best Value

We will incorporate equality matters into Best Value strategies that comprise three main aspects: Sound Governance, Performance Measuring and Monitoring and Continuous Improvement.

Policy and Procedures

We will integrate equality considerations into all mainstream Joint Board activities, at both policy and procedural levels, to avoid the marginalisation of equal opportunities.

Employment

We will aim to ensure that the workplace is free from any discrimination or harassment, and all incidents of discrimination or harassment will be tackled promptly. To assist in achieving this aim, equal opportunity standards will be integrated into employee Job Profiles as core elements of job competency.

Service Accessibility

We will assess the extent to which public services are accessible, including the assessment of premises, facilities and methods of providing information. Appropriate remedial actions will be taken, wherever practical, to make services accessible.

Contractors

We will encourage contractors and suppliers of goods and services to adhere to this Policy; such contractors and suppliers will be requested to provide details of their equal opportunities policies as part of the agreement of the contractual process.

Monitoring

We will develop a variety of means to assess the effectiveness of Equal Opportunities Policy in practice; this will include monitoring of "double discrimination," for example, where discrimination occurs on more than one ground. All equal opportunities information which is monitored will be reported to LVJB's management team.

Communications and Publicity

We will ensure that all Joint Board communications promote images that reflect the full diversity of cultural needs and aspirations of North and South Lanarkshire communities. We shall also promote both staff and public awareness of Equal Opportunities issues through participation in publicity campaigns and the production of a range of publicity/information materials.

Employee Development

We will ensure that all employees receive appropriate equal opportunities training; such training will be incorporated into a broad range of training methods such as Induction, as well as both general and specific training courses.

Complaints

We will deal timeously with all complaints concerning equal opportunities and ensure that such complaints are addressed; complaints will be regularly monitored by number, type and outcome.

Policy Review

We will review the Equal Opportunities Policy on a regular basis and carry out a formal review annually. Principles of participation will apply to this process to ensure that staff, citizens and communities are consulted in this review. This review will assess how effectively the objectives of Policy are being implemented into practice.

5. Our Equality Duties

The general and specific equalities duties are summarised below.

The Public Sector Equality Duty

The Equality Act 2010

- Section 149 of the Equality Act 2010 (the public sector equality duty-known as the general equality duty)
- The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012

The Equality Act replaces the previous public sector equality duties, the Race Equality Duty introduced in 2002, the Disability Equality Duty (2006) and the Gender Equality Duty (2007).

Public Sector Equality Duty (General Equality Duty)

The public sector general equality duty came into force on 5 April 2011. In summary, those subject to the equality duty must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

Foster good relations *Tackle prejudice/promote understanding*

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012

Lanarkshire Valuation Joint Board is required annually to gather and use employee information to better perform the equality duty. The information must include the composition of our workforce and the recruitment, development and retention of employees.

Specific Employment Duty

- gather and use employee information
- publish gender pay gap information
- publish statements on equal pay

Monitoring under the Employment Duty is undertaken by LVJB however as LVJB has less than 100 employees it will not publish all of this information as there may be a risk that individuals could be identified by the data. The requirement to publish gender pay gap information and statement on equal pay only applies to public sector organisation with over 150 employees.

6. What we have done so far in Employment

- Put in place non-discriminatory recruitment practices.
- Committed to the Double Tick ✓✓ standard of guaranteeing interviews to those that consider themselves disabled if their skills meet the essential criteria of a job.
- Provided all newly recruited employees with a comprehensive induction programme clearly defining the terms and conditions under which they are being employed and making them aware of their rights and responsibilities under the Equality and Diversity Policy.
- SLC incorporated equality and diversity issues as part of core learning and development programmes – to which LVJB employees at all levels have access.
- Implemented a “Dignity at Work Policy”, which was developed in conjunction with SLC and the trade unions.
- Incorporated equality and diversity considerations into our “Employee Code of Conduct”.
- Introduced the promotion of equality and diversity as a core competence for all employees and measured performance through an annual Performance Development Review process and 6 month interim review.
- Implemented family friendly policies allowing employees to help achieve a work life balance.
- Ensured that there are effective support mechanisms in place for disabled employees in LVJB and take account of disability related illnesses when dealing with maximising absence
- Encourage attendance by LVJB employees to the employee networks of: Disability Matters, Ethnicity Matters, Caring Matters and LGBT Matters

7. Equal Pay

Job Evaluation

The Equality Act 2010 defines a job evaluation scheme as a study undertaken to evaluate the jobs being done ‘in terms of the demands made on a person by reference to factors such as effort, skill and decision making’.

LVJB adopted South Lanarkshire Council’s Competence Initiative Grading Scheme which includes a job evaluation undertaken by trained evaluators which involves making assessments about the relative nature and content of the jobs. This factor evaluation of jobs is used to determine the rate of the job and published for employees to view on the SLC intranet site.

LVJB job grades operate on the basis of broad bands. Where an employee is placed within the grade depends on the employee’s personal competence assessed using the Performance and Development Review process.

Equal Pay Claims: No claims for equal pay have been made to LVJB.

Job families

LVJB has job families which is a broad grouping of posts that are related either by similarity of tasks performed or transferability of knowledge and skills from one occupation to another. By using job families, these posts link into the Competence Initiative process whereby career progression can be identified both within and out-with the broad band. Job families will identify career paths, promotion opportunities, career enhancement opportunities and new opportunities for development.

Performance and Development Review (PDR) Process

The annual and six monthly interim PDR process facilitate communication between the employee and their line manager, allowing for discussion of performance, assessment of competence, training requirements and career development. The process also provides managers with a framework to follow when setting individual key work objectives and the link to job families ensures they have agreed competencies for managing team and individual performance.

Progression Guidelines

The LVJB grades operate within broad bands for example grade 1 has 4 levels each reflecting difference in tasks undertaken. Following job evaluation which determines the grade for the job, individual placing within the grade is dependent upon the employees' personal competence, tasks undertaken and business need.

Living Wage

Over the last four years LVJB implemented measures to ensure relevant employees have benefited from the Living Wage and in addition received a minimum of £250 per annum (pro rata) for those earning less than £21,000 (pro rata). As at 1 April 2015, 26 employees benefited from the living wage increase (80.77% of which were women).

8. Employee Information

LVJB gathers and uses information on the composition of its workforce, recruitment, development and retention of employees to better perform the general equality duty.

In October 2012 an employee verification exercise to capture relevant monitoring information across all the protected characteristics was carried out.

The information is used to ensure that LVJB has fair and open recruitment practices, that employees are given fair access to learning and development and promotion opportunities.

Workforce Profile as at 1 April 2016 by Age, Disability, Gender, Ethnic Group is detailed in the tables below.

a) Percentage of Employees by Age Band as at 1 April 2016

Age Band	Percentage
Under 21	2.99%
21-29	11.94%
30-39	22.39%
40-49	29.84%
50-59	26.87%
60-65	5.97%
over 65	0.00%

b) Percentage of Employees by Gender as at 1 April 2016

Gender	Percentage
Female	52.94%
Male	47.06%

c) Percentage of Employees by Grade and Gender as at 1 April 2016

Grade	Female	Male
Grade 1	19.40%	2.99%
Grade 2	22.38%	5.97%
Grade 3	8.96%	22.39%
Grade 4	4.48%	5.97%
Grade 5	0%	5.97%
Executive Director	0%	1.49%
Total	55.22%	44.78%

Disability and ethnic group are excluded due to the organisation having less than 100 employees and therefore the possibility of identifying individual's sensitive personal data.

d) Percentage of Employees by Category as at 1 April 2016

Employee Category	Female	Male
Clerical/Administration	38.80%	2.99%
Management	1.49%	4.48%
Senior Management	0.00%	4.48%
Valuation	14.93%	32.83%
Total	55.22%	44.78%

The percentage of males employed within the clerical/administration category of employees is lower and the percentage of females is lower in the valuation category. LVJB participates in the "Delivering a Fairer Future" initiative by South Lanarkshire Council to encourage recruitment into non-traditional roles for men and women.

e) Percentage of Employees by Ethnic Group as at 1 April 2016
(2011 census categories)

Ethnic Group		% all
White	Scottish	86.56%
	Other British	8.96%
	Irish	1.49%
	Gypsy Traveller	0%
	Polish	0%
	Other White	0%
Mixed or Multiple Ethnic Group	Any Mixed or multiple ethnic groups	0%
Asian, Asian Scottish or Asian British	Pakistani, Pakistani Scottish or Pakistani British	0%
	Indian, Indian Scottish or Indian British	0%
	Bangladeshi, Bangladeshi Scottish or Bangladeshi British	0%
	Chinese, Chinese Scottish or Chinese British	0%
	Other Asian	0%
African	African, African Scottish or African British	0%
	Other African	0%
Caribbean or Black	Caribbean, Caribbean Scottish or Caribbean British	0%
	Black, Black Scottish or Black British	0%
	Other Caribbean or Black	0%
Other ethnic group	Arab, Arab Scottish or Arab British	0%
	Other ethnic group	0%
Not Disclosed	Not Disclosed	2.99%
		100.00%

f) Percentage of Employees by Full/Part Time as at 1 April 2016

Gender	Full Time	Part Time
Female	37.31%	17.91%
Male	44.78%	0.00%
Total	82.09%	17.91%

g) Percentage of Employees by Disability as at 1 April 2016

Disabled	Not Disabled	Not Declared
2.99%	40.30%	56.72%

h) Returning to work after pregnancy

During the period April 2015 to April 2016 there were 52.86% of females in the workforce, of those 2.70% were on maternity leave. At the end of the maternity leave, the employee decided not to return to work and left the service.

9. Recruitment, Development and Retention

a) Access to Training (Development)

Throughout the LVJB's Personal Development and Review process all employees are given access to learning and development opportunities.

Monitoring of All Training Courses Attended 1 April 2015 to 31 March 2016

Male	63.49%
Female	36.51%
Disabled	33.33%
Not Disclosed	66.67%
Not Disabled	0.00%
White-Scottish	99.47%
Not Disclosed	0.53%
Under 21	2.12%
21-29 years	13.23%
30-39 years	24.34%
40-49 years	36.50%
50-59 years	21.16%
60-65 years	2.65%
over 65 years	0.00%

b) Recruitment and Retention monitoring

Equal Opportunity Monitoring forms are issued to all applicants for vacancies within LVJB. Returns are analysed to identify any areas of disadvantage to those who share a relevant protected characteristic. Voluntary exit interviews are offered to employees leaving LVJB and results analysed.

Recruitment Monitoring: Analysis of Gender, Disability, Ethnicity and Age for the period 1 April 2015 to 31 March 2016

Within the period 1 April 2015 to 31 March 2016 there were six posts filled following recruitment exercises.

The following table is a summary in percentage terms of the analysis of gender, disability, ethnicity and age.

Applicants	Applied	Interviewed	Appointed
Male	27.65%	17.39%	16.67%
Female	72.35%	82.61%	83.33%
Disabled	4.71%	0.00%	0.00%
Aged under 50 years	86.47%	86.96%	83.33%
Aged over 50 year	13.53%	13.04%	16.67%
White	97.65%	95.65%	100%
Black/Ethnic Minority	2.35%	4.35%	0.00%
Total Monitoring Forms Completed: Applied/Interviewed/Appointed	170	23	6

The % of applicants is split over each category: 72.35% (123) of the 170 applicants who applied were women and 82.61% (19) of the 23 applicants interviewed were women. Five out of the six successful applicants appointed (83.33%) were female.

Retention Monitoring: Analysis of Gender, Disability, Ethnicity and Age for the period 1 April 2015 to 31 March 2016.

From 1 April 2015 to 31 March 2016, 5 employees left the organisation and the first table below provides a breakdown in percentages terms of the analysis of gender, disability, ethnicity and age. The second table shows the reason for leaving again expressed in percentage terms.

Female	60.00%
Male	40.00%
Disabled	0.00%
Not Disabled	80.00%
Not Disclosed	20.00%
Black/Ethnic Minority	0.00%
White	100.00%
Under 21	0.00%
21-29 years	60.00%
30-39 years	40.00%
40-49 years	0.00%
50-59 years	0.00%
60-65 years	0.00%
over 65 years	0.00%

Reason For leaving

Career Development	60.00%
Caring Responsibilities	20.00%
Moving Outwith the Area	20.00%