

# ANNUAL REPORT ON EQUALITIES SCHEMES 2009

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## 1 PURPOSE OF REPORT

To seek Joint Board approval for the publication of the attached Annual Equalities Report.

## 2 SUMMARY

The Board operates Equalities Policies in respect of Gender, Age, Equal Opportunities, Disability and Race. In terms of the Equality Act 2006 there is a requirement to produce and publish an annual report that provides information that demonstrates our commitment to equalities and the associated monitoring process.

Following approval, the report shall be published and made available on the Board's website.

## 3 RECOMMENDATION

The Board is requested to approve the attached report.

A handwritten signature in black ink that reads "Joan M Hewton". The signature is written in a cursive style with a large initial 'J'.

Joan M Hewton  
ASSESSOR

26 June 2009

# ANNUAL REPORT ON EQUALITIES SCHEMES 2009

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## 1 INTRODUCTION

Lothian Valuation Joint Board is committed to all its equalities policies and as such an annual review has taken place. This report covers Gender, Age, Equal Opportunities, Disability and Race Equality.

## 2 GENDER EQUALITY

The Joint Board has been committed to ensuring that all staff are treated fairly, irrespective of their gender and took measures to ensure that it fully meets the requirements of the Sex Discrimination Act 1975, the Equal Pay Act 1970 and the Equality Act 2006.

### 2.1 Recruitment

Recruitment, progression and promotion is based on relevant criteria only and job application forms contain no reference to gender or any gender related criteria.

### 2.2 Selection

Candidates are selected on the basis of skills and abilities only. Only job related questions are asked of applicants. All successful applicants are subject to pre-employment medical screening irrespective of gender.

### 2.3 Training

Promotion and career development are provided equally for all staff whatever their gender.

### 2.4 Pay & Conditions of Service

Pay scales within the Joint Board are not gender related and incremental pay progression is based on staff ability.

### 2.5 /...

## **2.5 Dignity at Work**

Gender abuse, name calling/derogatory jokes, unacceptable or unwanted behaviour etc are serious disciplinary offences and will be dealt with under the Joint Board's Disciplinary Procedure. To date we have had no reported incidents.

## **2.6 Retirement, Voluntary Early Retirement & Voluntary Redundancy**

It is recognised that staff may seek to retire at an earlier age. Consent for early retirement is based on entirely relevant criteria. Within the Joint Board it is acceptable for staff to apply to work beyond the normal retirement age of 65. Requests considered are based on entirely relevant criteria, which does not include gender.

## **3 AGE DISCRIMINATION**

The Joint Board has been and will continue to be committed to ensure that staff and customers are treated fairly irrespective of their age and will ensure that it continues to fully meet the requirements of the Employment Equality (Age) Regulations 2006.

### **3.1 Recruitment**

Recruitment, progression and promotion do not include age or age related criteria. Adverts contain no reference to age and person specifications focus on the requirements of the job. Age related details are separated from application forms via the equal opportunities monitoring form. All applications for positions within the Joint Board are monitored by age group.

### **3.2 Selection**

Candidates for employment are selected on the basis of skills and abilities and interviewers are trained to ensure that they do not discriminate against particular groups. Job related questions only are asked of job applicants. All successful applicants are subject to a pre-employment health examination irrespective of their age.

### **3.3 Training & Development**

Career development opportunities are available for all staff irrespective of their age. Procedures, which relate to performance, re-grading and awarding of increments apply to all staff irrespective of their age.

### **3.4 Pay & Conditions of Service**

Incremental pay progression and other service-based awards are an acknowledgement of the increasing experience and loyalty of staff and as a result pay scales are not age related.

### **3.5 /....**

### **3.5 Dignity at Work**

Any age related abuse will be dealt with under the Joint Board's Disciplinary Procedure but to date no incidents have been reported.

### **3.6 Voluntary Early Retirement & Redundancy Pay**

Any voluntary redundancy schemes are now based on objective criteria unless it may be justified under the relative regulations.

### **3.6 Retirement**

The normal retirement age for Joint Board staff is 65 although they may request an earlier retiral date.

### **3.7 Extension of Contract**

Requests by employees to work beyond their normal retirement age are given consideration based on the specialised skills, project involvement and other staff absences.

### **3.8 Absence Management**

Monitoring of absences is applied to all staff working within the Joint Board. The process as such, is applied across all age groups.

## **4 EQUAL OPPORTUNITIES**

The Joint Board recognises the need for the promotion of equal access to all employment opportunities. Therefore, the merits and abilities of potential applicants are considered at the interview and selection stage. No irrelevant criterion is therefore permitted for consideration.

### **4.1 Employment Procedures & Practices**

The Joint Board continues to promote equal employment opportunities when employing new staff or promoting existing staff. Application forms are regularly reviewed and therefore do not request any unnecessary information. Selection is based on an applicant's ability to undertake the duties of the relative positions on offer.

### **4.2 Training & Development**

Training for Joint Board staff is undertaken across the board, relative to the positions members of staff occupy including the requirements of their current posts.

### **4.3 /....**

### **4.3 Grievance & Discipline**

All staff grievance, disciplinary and related matters are dealt with in a fair and equitable manner to all staff and during 2008 one female member of staff was disciplined.

### **4.4 Flexible Working for Staff**

The Flexible Work Options Policy came into effect on March 2005. To date the Joint Board has accommodated a large number of requests from staff for part-time, job share and compressed working. At present there are approximately 37% of staff on patterns other than a normal 5-day working week.

## **5 DISABILITY EQUALITY**

### **5.1 Making Sure the Scheme Works**

The Joint Board's published scheme is available on the staff Intranet and website. Equalities have been added as a standing item on the agenda's for the Joint Board's Management Group and Joint Consultative Committee. All current policies have been examined to ensure they do not contain barriers to the promotion of disability equality.

### **5.2 Access to Buildings, Functions & Services**

The Joint Board offices have an induction loop at reception, an accessible entrance, lifts to all floors and disabled toilets/showers. We have made every effort to ensure our website is as accessible by as many people as possible. This website has been tested for compatibility with the latest versions of the most popular stand-alone browsers, including Microsoft Internet Explorer, Mozilla Firefox and Opera. They are all free to download. Correspondence can be provided in any size font and translation/tape can be provided on many policies, documents and forms, on request. A small number of requests have been received and provided.

### **5.3 Employment**

Applications from prospective employees who are disabled and meet the relative job criteria will continue to be interviewed for vacant posts within the Joint Board. At present we have three registered disabled members of staff.

### **5.4 Actions**

Highlighting awareness of the Disability Policy will continue and it has been added to our new start induction programme. The Joint Board will continue its support to disabled staff by making reasonable adjustments to their working environment. Various adjustments have been made to accommodate the varying levels of disability within the Joint Board. We have installed a minicom, a vibrating paging device connected to the fire bell for a deaf employee and/....

5.4/ and a large screen with associated software to enhance display for a visually impaired employee. Specialist seating has been provided in accordance with the recommendations of the Joint Board's Occupational Health provider as have adaptations to staff members work stations, as required.

## **6 RACE EQUALITY**

### **6.1 Commitment**

The Joint Board will continue to ensure compliance with all relevant legal provisions and good practice guidelines concerning issues of race. We continue to be committed to tackling racism, any form of aggravation, harassment and discrimination, either direct or indirect, on the grounds of race.

### **6.2 Accessibility**

The Joint Board continues to review the services provided to ensure they meet the needs of the community. All documentation can be translated into various languages, on request. Language Line provides an interpretation service and in 2008 there were 6 Polish and 1 Urdu telephone translations undertaken.

### **6.3 Monitoring**

We will continue to monitor our employees by ethnic origin, salary grade and training. We also collect data in relation to recruitment in respect of race. To date, we have had no reported anti-social incidents involving racial harassment to date but will continue to monitor and take relative action should any occur.

### **6.4 Communication**

The Race Equality policy is available to staff on our local Intranet and is included in the staff induction process for new staff. All equality policies are also available on the Joint Board's Internet site [www.lothian-vjb.gov.uk](http://www.lothian-vjb.gov.uk)

### **6.5 Employee Development**

The induction programme for new employees includes training and awareness of the race equality policy within the Joint Board.

### **6.6 Participation in Local Events**

To ensure continued support and participation in local events the Joint Board took a stall at the Edinburgh Mela, Scotland's leading celebration of cultural diversity through the arts. The event took place in August 2008 and was deemed a success due to the large number of enquiries over the weekend of the festival. Promotion of the service provided by the Joint Board is undertaken in conjunction with Radio Ramadan.

7 /....

## 7 CONCLUSION

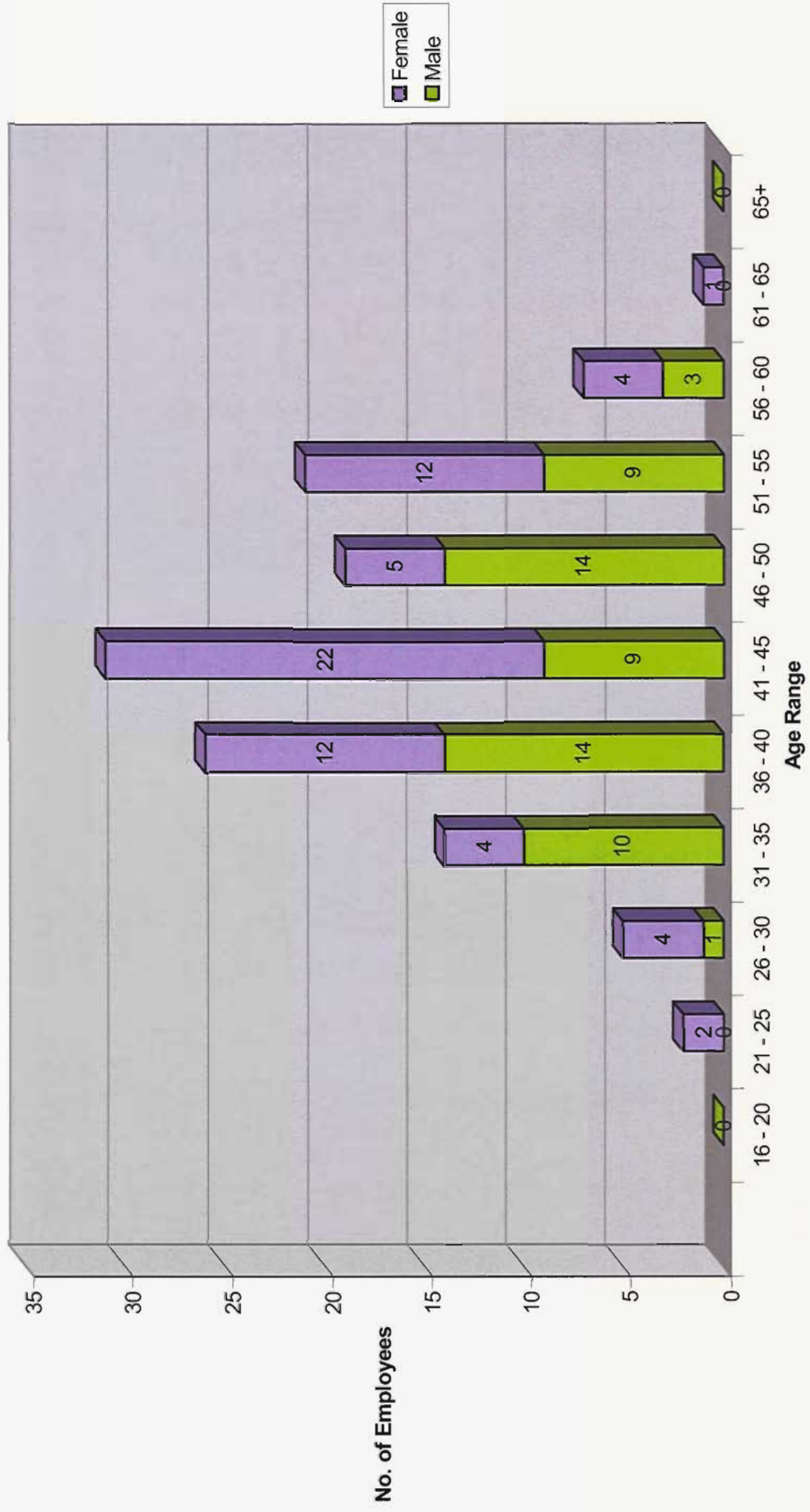
Lothian Valuation Joint Board continues to promote equality for all staff and stakeholders and is committed to ensuring that all its equalities policies are adhered to and our services are accessible to all.

## APPENDICES

1. Employees Age
2. LVJB Training
3. LVJB Salaries
4. Working Patterns/Flexible Working in LVJB
5. Applicants in 2008
6. Applications received and Successful Candidates
7. LVJB Leavers
8. LVJB Employees by Ethnic Origin, Gender and Disability

# Appendix 1

## LVJB Employee Age Range 2008

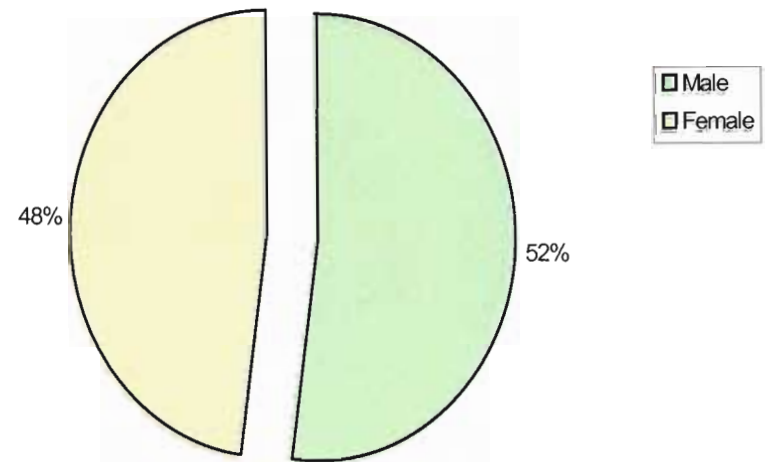




## Appendix 2

| TRAINING BY AGE 2008<br>- All LVJB Employees |               |           |
|--|---------------|-----------|
| Age Categories                               | Training Days |           |
|  | M             | F         |
| 16 - 20                                      | 0             | 0         |
| 21 - 25                                      | 0             | 4         |
| 26 - 30                                      | 1             | 4         |
| 31 - 35                                      | 16            | 6         |
| 36 - 40                                      | 21            | 14        |
| 41 - 45                                      | 14            | 31        |
| 46 - 50                                      | 18            | 5         |
| 51 - 55                                      | 14            | 12        |
| 56 - 60                                      | 5             | 5         |
| 61 - 65                                      | 0             | 1         |
| 65+  | 1             | 0         |
| <b>Total:</b>                                | <b>90</b>     | <b>82</b> |

Training By Gender - 2008



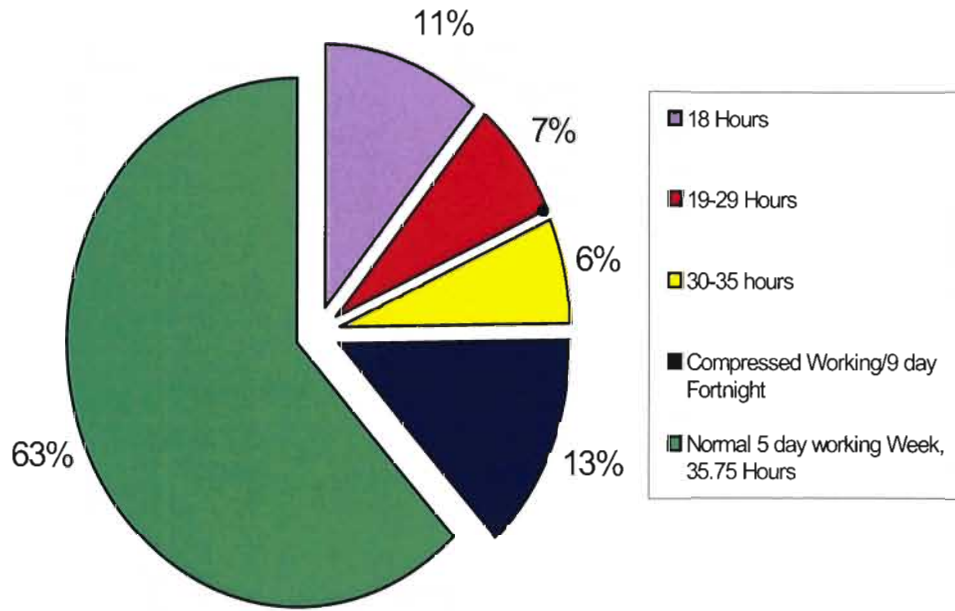
### Appendix 3

| LVJB SALARIES<br>2008 |                |     | £10,000       | £15,000       | £20,000       | £25,000       | £30,000       | £35,000       | £40,000       | £45,000       | £50,000       | £55,000       | £60,000       | £65,000       | £70,000 |
|-----------------------|----------------|-----|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------|
|                       |                |     | to<br>£14,999 | to<br>£19,999 | to<br>£24,999 | to<br>£29,999 | to<br>£34,999 | to<br>£39,999 | to<br>£44,999 | to<br>£49,999 | to<br>£54,999 | to<br>£59,999 | to<br>£64,999 | to<br>£69,999 | 0+      |
| Race                  | White          |     | 0             | 41            | 19            | 18            | 17            | 15            | 4             | 5             | 3             | 0             | 0             | 0             | 3       |
|                       | Mixed          |     |               |               |               |               |               |               |               |               |               |               |               |               |         |
|                       | Asian/Far East |     |               |               |               |               |               |               |               |               |               |               |               |               |         |
|                       | Asian Other    |     |               |               |               |               |               |               |               |               |               |               |               |               |         |
|                       | Black          |     |               |               |               |               |               |               |               |               |               |               |               |               |         |
|                       | Other European |     |               |               |               |               |               |               |               |               |               |               |               |               |         |
|                       | Other          |     |               |               |               |               |               |               |               |               |               |               |               |               |         |
| Disability            | Disabled       |     | 0             | 3             | 1             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0       |
|                       | Able bodied    |     | 0             | 38            | 18            | 18            | 17            | 15            | 4             | 5             | 3             | 0             | 0             | 0             | 3       |
| Gender                | Male           | 60  | 0             | 9             | 4             | 12            | 16            | 9             | 2             | 4             | 2             | 0             | 0             | 0             | 2       |
|                       | Female         | 65  | 0             | 32            | 15            | 6             | 1             | 6             | 2             | 1             | 1             | 0             | 0             | 0             | 1       |
| Total No. of Staff    |                | 125 | 0             | 41            | 19            | 18            | 17            | 15            | 4             | 5             | 3             | 0             | 0             | 0             | 3       |

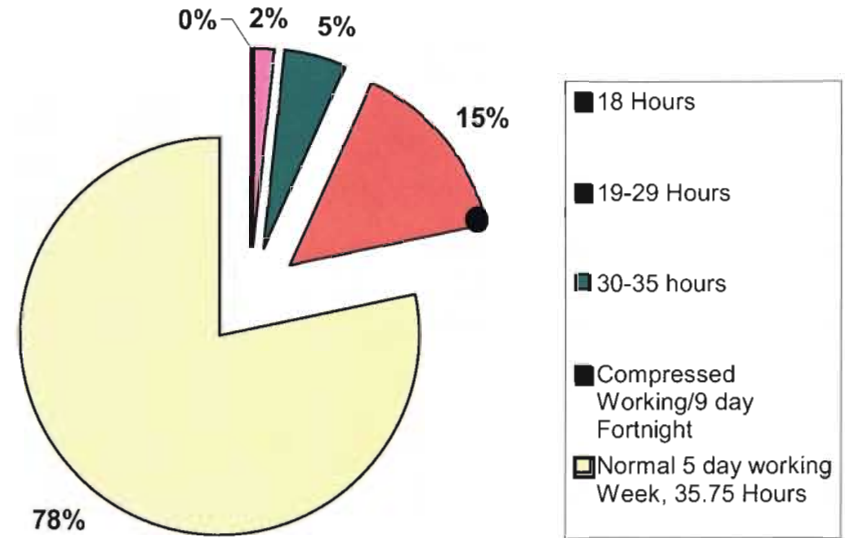
\* Please note: This information is based on full time equivalent salaries for ALL LVJB employees.

# Appendix 4

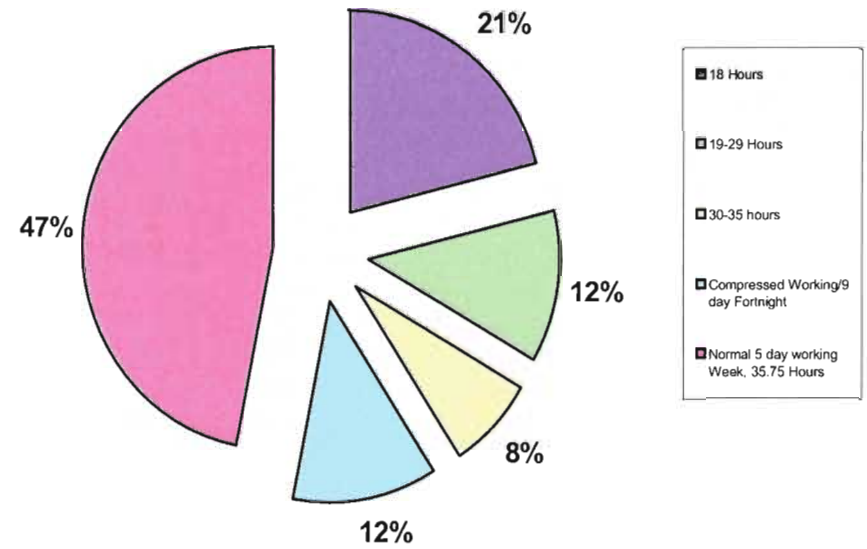
## All LVJB Staff - Flexible Working 2008



## Male Employees Flexible Working 2008



## Female Employees Flexible Working 2008



Appendix 5

| APPLICANTS BY ETHNIC ORIGIN, GENDER AND DISABILITY (2008) |                    |                   |             |              |
|---|--------------------|-------------------|-------------|--------------|
|   | Applicants in 2008 | No. of applicants | Interviewed | Offered post |
| Ethnic Origin   | White              | 139               | 105         | 73           |
|   | Black - African    | 2                 | 2           |              |
|   | Black - Caribbean  |                   |             |              |
|   | Black - Other      | 2                 | 2           | 0            |
|   | Indian             | 1                 | 1           | 0            |
|   | Pakistani          | 1                 | 0           | 0            |
|   | Bangladeshi        |                   |             |              |
|   | Chinese            | 1                 |             |              |
|   | Other              |                   |             |              |
| Disability  | Disabled           | 0                 | 0           | 0            |
|   | Able bodied        | 146               | 110         | 73           |
| Gender  | Male               | 63                | 46          | 28           |
|   | Female             | 83                | 64          | 45           |

## Appendix 6

### APPLICATIONS RECEIVED AND SUCCESSFUL CANDIDATES BY GENDER AND DISABILITY – 2008

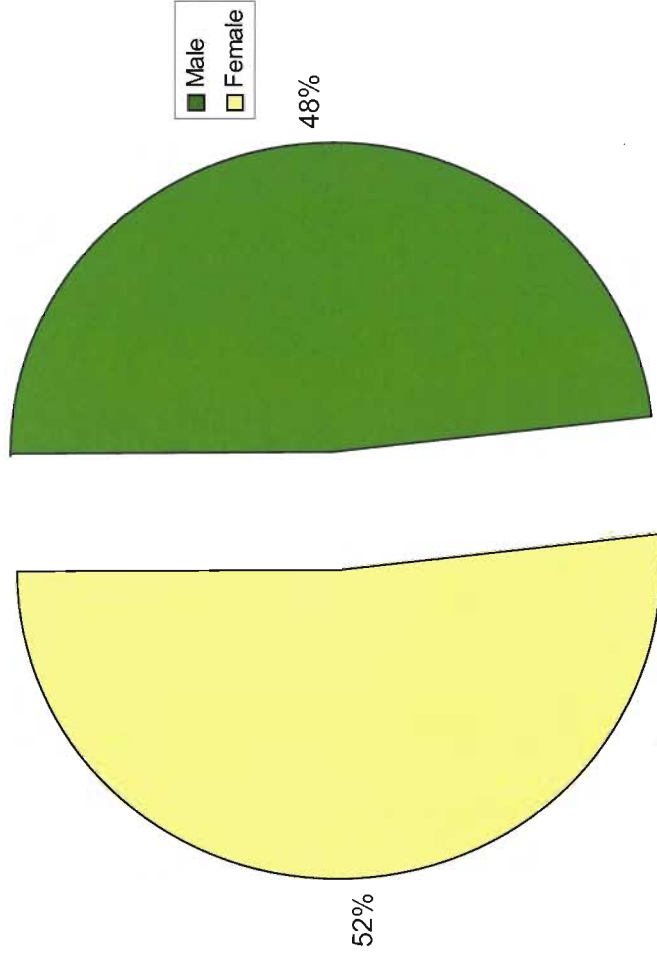
|  |                                | APPLICANTS |        |            | SUCCESSFUL CANDIDATE |        |            |
|--|--------------------------------|------------|--------|------------|----------------------|--------|------------|
| POST TITLE   | No. of Application Forms rec'd | Male       | Female | Disability | Male                 | Female | Disability |
| Canvasser  | 86                             | 32         | 54     | 0          | 24                   | 41     | 0          |
| Divisional Valuer<br>(Acting Up – Maternity Cover) | 2                              | 2          | 0      | 0          | 1                    | 0      | 0          |
| Temporary Clerical Assistants                      | 45                             | 25         | 20     | 0          | 3                    | 1      | 0          |
| Administration Assistant<br>(Job Share)            | 7                              | 3          | 4      | 0          | 0                    | 1      | 0          |
| Valuer (Maternity Cover)                           | 2                              | 1          | 1      | 0          | 0                    | 1      | 0          |
| Personnel and Finance Officer                      | 4                              | 0          | 4      | 0          | 0                    | 1      | 0          |

## Appendix 7

| <b>LVJB LEAVERS<br/>2008</b> |                | <b>No. of<br/>Leavers</b> | <b>Resignation</b> | <b>Retiral</b> | <b>End of<br/>Temporary<br/>Contract</b> | <b>Redundancy</b> | <b>Other</b> |
|------------------------------|----------------|---------------------------|--------------------|----------------|--|-------------------|--------------|
| <b>Race</b>                  | White          | 8                         | 2                  | 2              | 4  | 0                 | 0            |
|                              | Mixed          |                           |                    |                |  |                   |              |
|                              | Asian/Far East |                           |                    |                |  |                   |              |
|                              | Asian Other    |                           |                    |                |  |                   |              |
|                              | Black          |                           |                    |                |  |                   |              |
|                              | Other European |                           |                    |                |  |                   |              |
|                              | Other          |                           |                    |                |  |                   |              |
| <b>Disability</b>            | Disabled       | 0                         | 0                  | 0              | 0  | 0                 | 0            |
|                              | Able bodied    | 8                         | 2                  | 2              | 4  | 0                 | 0            |
| <b>Gender</b>                | Male           | 6                         | 1                  | 1              | 4  | 0                 | 0            |
|                              | Female         | 2                         | 1                  | 1              | 0  | 0                 | 0            |

# Appendix 8

## Employment in LVJB by Gender



## Employee Disability

