

ANNUAL REPORT ON EQUALITIES 2011

24 June 2011

1 INTRODUCTION

The Equality Act 2010 has, since 1 October 2010, consolidated all the previous anti discrimination laws (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Equality (Sexual Orientation) Regulations 2003 and Employment Equality (Age) Regulations 2006), which are now repealed (with the exception of Schedules 6 and 8 to the Employment Equality (Age) Regulations 2006 which remain in force).

2. GENERAL PRINCIPLES

- 2.1 The Joint Board will not knowingly commit any act of direct discrimination against an individual (except in the case of direct age discrimination).
- 2.2 The Joint Board will not adopt any policies, procedures, rules or practices that could put people who share a particular protected characteristic at a disadvantage (known as indirect discrimination).
- 2.3 The Joint Board will not victimise staff or stakeholders who have complained, or whom they know intend to complain, that they have suffered discrimination, nor those who have assisted others in making complaints.

3. PROTECTED CHARACTERISTICS

The Equality Act defines what are called “protected characteristics” ie grounds on which discrimination is unlawful. The protected characteristics are:-

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

4. ACTIONS/INITIATIVES

4.1 Revaluation Notices

Contact was made with the Interpretation & Translation Service and advice taken to ascertain their recommendation for the most suitable logo and foreign languages to use in Revaluation Notices. There is now included a standard statement and logo asking stakeholders to get in touch if they are unable to read their Notice. The Interpretation and Translation Service have been provided with a copy of the Notice and will translate it into any of the five listed languages free of charge. Any other translations which may be required will be chargeable to the Joint Board.

Consideration is now being given to include the translation logo on electoral canvass forms.

4.2 Electoral Registration – Schools

Lists of attainers were obtained from the Education department of West Lothian Council; 206 letters and voter registration forms were issued and 54 returned. School lists of 16, 17 and 18 year olds were then obtained from Edinburgh, Midlothian and East Lothian Councils and each pupil issued with a letter and voter registration form. 229 Edinburgh pupils, 83 East Lothian pupils and 55 Midlothian pupils were registered. The Corporate Communications staff of Edinburgh Council contacted a number of schools to see if they would be interested in speaker attending from the Joint Board to discuss electoral registration, thereafter as part of a Democracy Week staff visited Balerno and Broughton High Schools.

4.3 Electoral Registration – Colleges & Universities

Staff visited Stevenson and Telford Colleges and registration posters were issued to West Lothian College, Oatridge Agricultural College, Jewell & Esk Valley College, Queen Margaret University, Herriot Watt University, Edinburgh Napier University and Newbattle Abbey College. Edinburgh University were supplied with voter registration forms and 107 students were registered. Contact has been made with the National Union of Students and student associations requesting that we work with them to encourage as many students as possible to register.

4.4 Electoral Registration – Information Stands

Display stands and electoral registration staff provided elector information at the following venues during February and March 2010:-

- Central Library, Edinburgh
- Penicuik Centre, Penicuik
- Royal Infirmary of Edinburgh
- West Lothian Civic Centre
- Waverley Court, Edinburgh
- John Muir House, Haddington
- /....

4.4/

- Brunton Hall, Musselburgh
- Telford College, Edinburgh
- Stevenson College, Edinburgh
- Almondvale Shopping Centre, Livingston
- Civic Centre, Livingston
- Milan Group (Senior Welfare Organisation for Asian People) at the Portalee Centre, Edinburgh

4.5 Electoral Registration – Carers Organisations

The following organisations have been contacted with a view to encouraging the distribution of posters and provision of electoral registration advice to carers and those they care for.

- MENCOPP (Minority Ethnic Carers of Older People)
- Help the Aged/Age Concern
- Care for Carers, Edinburgh Carers of East Lothian
- Carers of West Lothian
- Vocal, Edinburgh
- Vocal, South Edinburgh

4.6 Electoral Registration – Homeless Organisations

The following homeless organisations were contacted; Edinburgh Cyrenians, Cyrenians Farm Community, Bethany Christian Trust, Newlands Supported Accommodation Project, Blackburn Homeless Unit, Quentin Homeless Unit, East Lothian Council Housing Department, Midlothian Council Housing Section and the City of Edinburgh Council's Services for Communities. All of the organisations mentioned were issued with posters for display and the Housing Options & Access Manager with the City of Edinburgh Council also distributed an advice sheet to all staff who deals with homeless people.

4.7 Electoral Registration – Advertising

The Joint Board advertised on radio Forth 1 & Forth 2. Advertisements were played over three, one week periods and in total 57 commercials were broadcast and it is estimated that they reached 710,000 adults. Advertising was also placed in bus shelters throughout Lothian; 6 in Edinburgh, 2 in West Lothian, and 1 each in Midlothian and West Lothian.

4.8 Electoral Registration – Citizenship Ceremonies

Joint Board staff have attended Citizenship Ceremonies during 2010 and 125 electors have been added to the register as a result.

5. ACCESS TO BUILDINGS, FUNCTIONS & SERVICES

5.1 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.

6. CONCLUSION

Lothian Valuation Joint Board continues to promote equality for all staff and stakeholders and is committed to ensuring that the Equalities Policy is adhered to. It is our mission to ensure our services are accessible to all, by continually investigating any opportunities to promote the services that are provided on behalf of the constituent councils.

Joan M Hewton
Assessor & Electoral Registration Officer

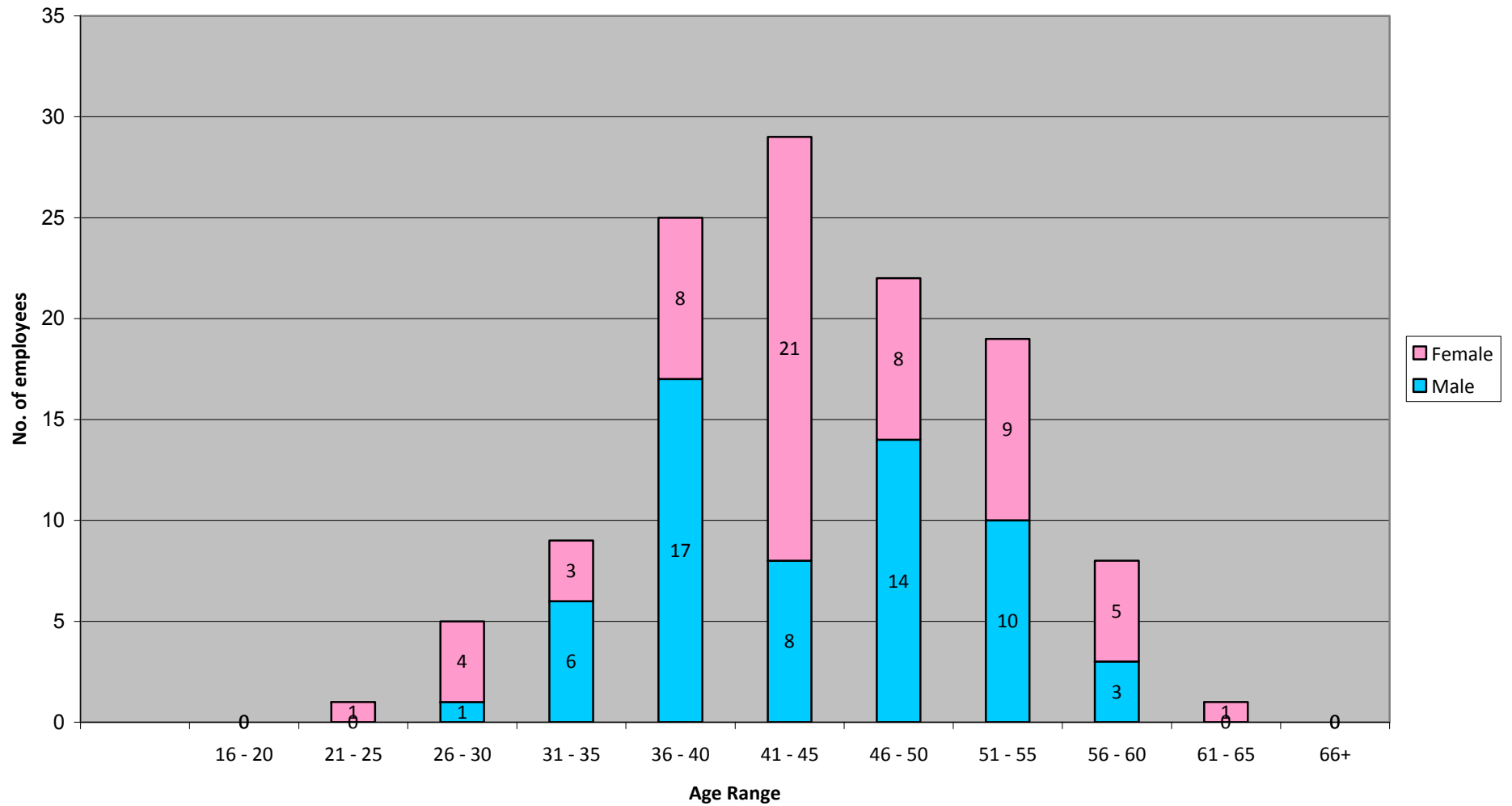
24 June 2011

APPENDICES

1. Employees Age
2. LVJB Training
3. LVJB Salaries
4. Working Patterns/Flexible Working in LVJB
5. Applicants in 2010
6. Applications received and Successful Candidates
7. LVJB Leavers
8. LVJB Employees by Ethnic Origin, Gender and Disability

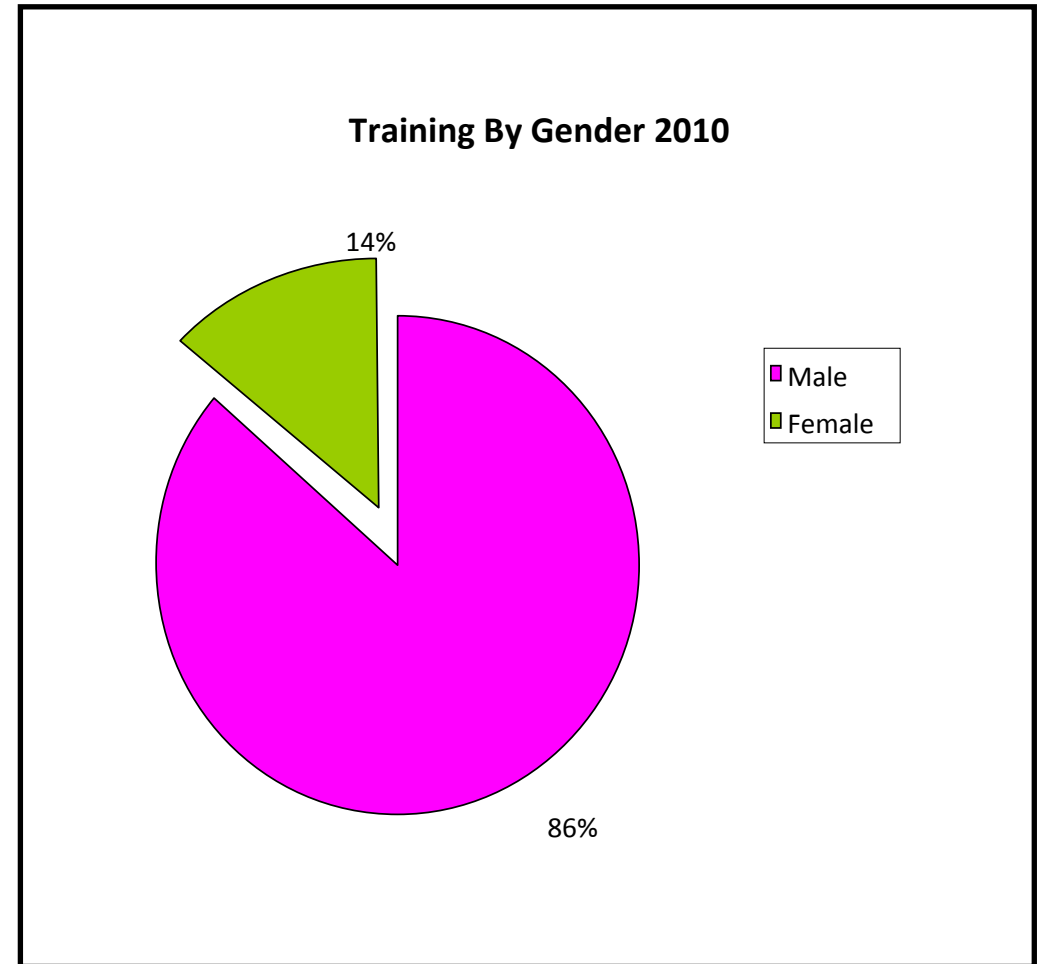
Appendix 1

LVJB Employee Age Range 2010



Appendix 2

TRAINING BY AGE 2010 All LVJB Employees		
Age Categories	Training Days	
	M	F
16 - 20	0	0
21 - 25	0	0
26 - 30	0	0
31 - 35	2	0
36 - 40	4	1
41 - 45	6	1
46 - 50	5	1
51 - 55	2	0
56 - 60	0	0
61 - 65	0	0
65+	0	0
Total:	19	3

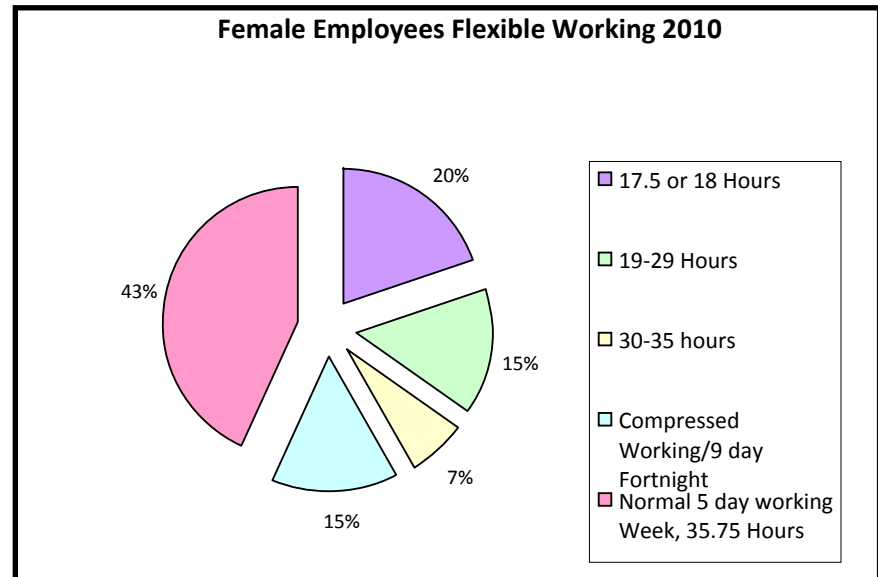
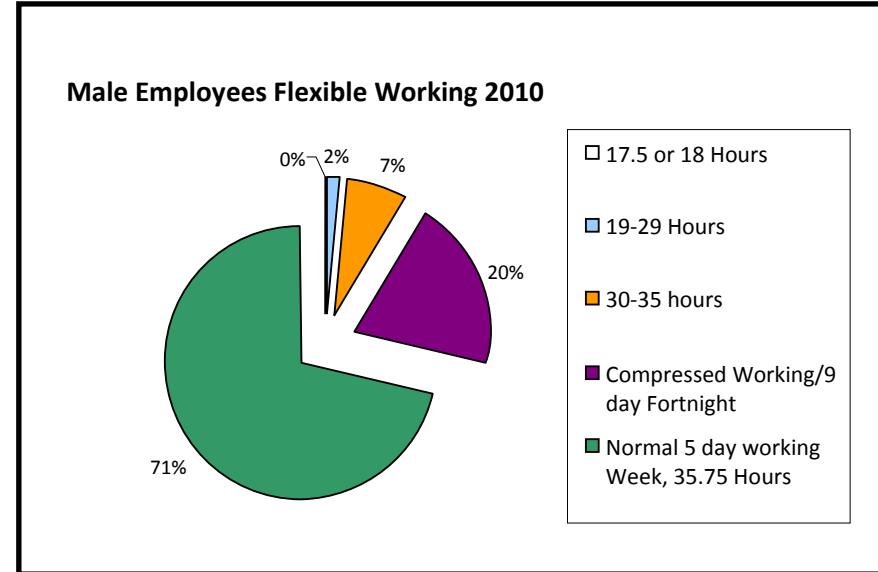
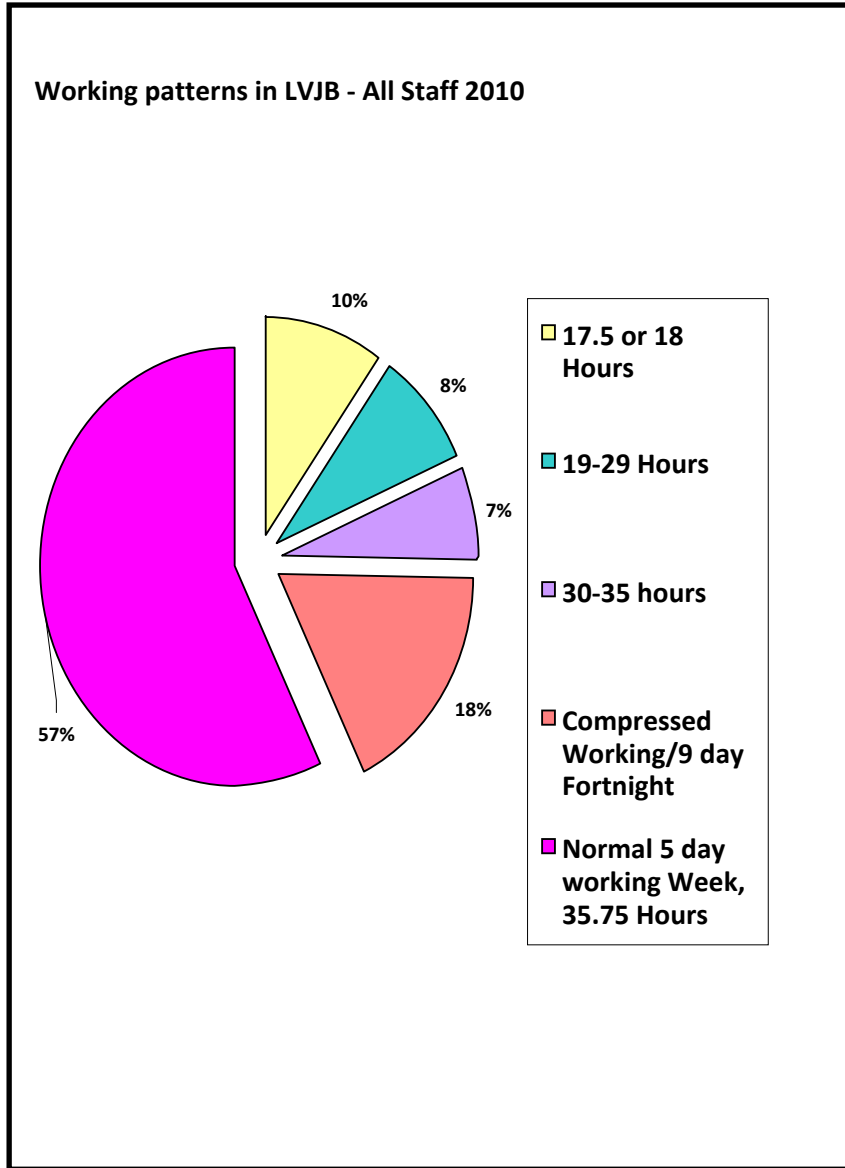


Appendix 3

LVJB SALARIES 2010			£10,000 to £14,999	£15,000 to £19,999	£20,000 to £24,999	£25,000 to £29,999	£30,000 to £34,999	£35,000 to £39,999	£40,000 to £44,999	£45,000 to £49,999	£50,000 to £54,999	£55,000 to £59,999	£60,000 to £64,999	£65,000 to £69,999	£70,000 +
Race	White		0	32	7	32	12	20	6	4	1	2	1	0	2
	Mixed														
	Asian/Far East														
	Asian Other														
	Black														
	Other European														
	Other														
Disability	Disabled	3	0	2	0	1	0	0	0	0	0	0	0	0	0
	Able bodied	116	0	30	7	31	12	20	6	4	1	2	1	0	2
Gender	Male	59	0	8	0	15	10	16	3	3	1	1	1	0	1
	Female	60	0	24	7	17	2	4	3	1	0	1	0	0	1
Total No. of Staff		119	0	32	7	32	12	20	6	4	1	2	1	0	2

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

Appendix 4



Appendix 5

APPLICANTS BY ETHNIC ORIGIN, GENDER AND DISABILITY (2010)				
	Applicants in 2010	No. of Applicants	Interviewed	Offered Post
Ethnic Origin	White	174	91	83
	Black - African	5	0	0
	Black - Caribbean			
	Black - Other			
	Indian	3	0	0
	Pakistani			
	Bangladeshi			
	Chinese			
	Other	3	1	1
Disability	Disabled	4	0	0
	Able bodied	181	92	84
Gender	Male	78	43	38
	Female	107	49	46

Appendix 6

APPLICATIONS RECEIVED AND SUCCESSFUL CANDIDATES BY GENDER AND DISABILITY – 2010								
			APPLICANTS			SUCCESSFUL CANDIDATE		
POST TITLE	No of Application Forms Rec'd	No Equal Opps Info Given	Male	Female	No of Applicants with Disability	Male	Female	Disability
Administration Officer	2	0	0	2	0	0	1	0
Divisional Valuer (Acting Up – Maternity Cover)	3	0	3	0	3	1	0	0
Administration Officer (Job Share)	3	0	1	2	1	0	1	0
Temporary Canvassers	175	6	67	102	3	34	44	0
Head of Valuation Services	5	0	4	1	0	1	0	0
Divisional Assessor	1	0	1	0	0	1	0	0
Divisional Valuer	3	0	3	0	0	1	0	0

Appendix 7

LVJB LEAVERS 2010		No. of Leavers	Resignation	Retiral	End of Temporary Contract	Redundancy	Other
Race	White	2	0	2	0	0	0
	Mixed						
	Asian/Far East						
	Asian Other						
	Black						
	Other European						
	Other						
Disability	Disabled	0	0	0	0	0	0
	Able bodied	2	0	2	0	0	0
Gender	Male	0	0	0	0	0	0
	Female	2	0	2	0	0	0

Appendix 8

