

# Report

Report to:	<b>Lanarkshire Valuation Joint Board</b>
Date of Meeting:	<b>4 June 2018</b>
Report by:	<b>Assessor and Electoral Registration Officer</b>

Subject:	<b>Equality Reporting: Employee Information Annual Report 2017/2018</b>
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## **1. Purpose of Report**

1.1. The purpose of the report is to:-

- ◆ Present to members of the Joint Board, the Equality Report: Employee Information Annual Report 2017/2018 for Lanarkshire Valuation Joint Board (LVJB), which is attached.

## **2. Recommendation(s)**

2.1. The Board is asked to approve the following recommendation(s):-

- (1) that the content of the report be noted.

## **3. Background**

3.1. In April 2017, LVJB published the Mainstreaming Equalities Report and Equality Outcomes in accordance with Regulation 3 of The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 and 2016 for the period 2017 to 2021.

3.2. In accordance with section 6 of The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 and 2016, LVJB, as a listed authority, has a duty to gather and use employee information on the composition of its employees and the recruitment, development and retention of employees. The attached report provides a breakdown of the information gathered. The report will be published on the Board's website.

## **4. Employee Implications**

4.1. None.

## **5. Financial Implications**

5.1. None.

## **6. Other Implications.**

6.1. There are no implications for risk or sustainability in terms of the information contained in this report.

## **7. Equality Impact Assessment and Consultation Arrangements**

7.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.

7.2. There is no requirement for consultation in respect of this report.

## **8. Privacy Impact Assessment**

8.1. Measures have been put in place to protect any personal and sensitive personal information disclosed by employees to enable equality monitoring and reporting.

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Assessor and Electoral Registration Officer**

17 May 2018

### **Previous References**

Report to Board 1 June 2017 meeting titled Equality Reporting: Mainstreaming Equalities Report and Equality Outcomes 2017 to 2021 “Items for Noting”.

Report to Board 1 June 2016 meeting titled Equality Reporting: Employee Information Annual Report 2016 “Items for Noting”.

Report to Board 1 June 2015 meeting titled Equality Reporting: Annual Report and Mainstreaming Equalities Progress Report 2015 “Items for Noting”.

Report to Board 2 June 2014 meeting titled Equality Reporting: Employee Information Annual Report under section 6 “Items for Noting”.

Report to Board 3 June 2013 meeting titled “Progress Report” under section 5.1 “Other Matters”.

### **List of Background Papers**

LVJB’s Mainstreaming Equalities Report & Equality Outcomes Report 2017 to 2021.

LVJB’s Employee Information Annual Report 2016.

LVJB’s Mainstreaming Equalities Progress Report & Annual Equality Report 2015.

LVJB’s Mainstreaming Equalities Report & Equalities Outcomes 2013-2017.

### **Contact for Further Information**

If you require further information, please contact:-

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# Lanarkshire Valuation Joint Board

Equality Reporting

Employee Information Annual Report

April 2018

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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 2017 to 31 March 2018.

## **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 members 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](http://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. 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 look to 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 and the Equality Act 2010 (Specific Duties) (Scotland) Amendment Regulations 2016.

#### **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. 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 our equal Opportunities Policy; such contractors and suppliers may 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 our 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, as well as both general and specific training courses. Equal Opportunity Training has been built into the induction process.

## **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. 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 which underpin this report are summarised below. The intention of the outcomes we have developed is to ensure fairness across all of the protected characteristics of age, disability, gender, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

### 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.

The terminology **Foster good relations** means to tackle prejudice/promote understanding.

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

The purpose of the specific duties is to help those local authorities listed in the Regulations in their performance of the general equality duty.

Lanarkshire Valuation Joint Board is required to produce and deliver a set of equality outcomes to comply with the Public Sector Equality Duty under Section 149 of the Equality Act 2010 and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.

#### Specific Duties (Scotland)

- report on mainstreaming the equality duty
- publish equality outcomes and report progress
- assess and review policies and practices
- consider award criteria and conditions in relation to public procurement
- publish in a manner that is accessible

## **The Equality Act 2010 (Specific Duties) (Scotland) Amendment Regulations 2016**

Lanarkshire Valuation Joint Board is required to report on gender pay gap and publish an equal pay statement as the threshold has been reduced to public sector organisations with over 20 employees from the previous 150 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 80 employees it will not publish all of this information as there may be a risk that individuals could be identified by the data.

## **6. What have we done so far in Employment?**

### **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.
- Provide 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.
- Incorporated SLC equality and diversity materials 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 SLC’s “Employee Code of Conduct” as adopted by LVJB.
- 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**

### **Equal Pay Statement (Gender, Race and Disability)**

A listed authority is required to publish its statement on equal pay, which must specify its policy on equal pay as regards women and men; people who are disabled and those who are not; and people who fall into a minority racial group and those who do not. It is also required to publish information on occupational segregation, which is the concentration in particular grades and in particular occupations of women and men; people who are disabled and those who are not; and people who fall into a minority racial group and those who do not.

We published our equal pay statement and pay gap information in April 2017. A copy is available on our website under Policies [www.lanarkshire-vjb.gov.uk/downloads/file/386/mainstreaming\\_equalities\\_report\\_and\\_equality\\_outcomes\\_apr\\_2017](http://www.lanarkshire-vjb.gov.uk/downloads/file/386/mainstreaming_equalities_report_and_equality_outcomes_apr_2017). Pay gap information will be published again in April 2019.

### **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 job evaluation undertaken by trained evaluators which involves making assessments about the relative nature and content of the jobs. The evaluation of jobs is used to determine the rate of the job and is published for employees to view on the SLC intranet site, which LVJB staff have access to.

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.

### **Job Families**

LVJB has job families which are broad groupings 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, the posts link into the Competence Initiative process whereby career progression can be identified within and outwith the broad bands.

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**

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**

LVJB over the last five years has implemented measures to ensure relevant employees have benefited from the Living Wage. In 2017 the minimum hourly rate was increased to £8.74.

**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.

**9. Workforce Profile as at 1 April 2018 by Age, Disability, Gender, Ethnic Group is detailed in the tables below.**

**a) Percentage of Employees by Age Band as at 1 April 2018**

<b>Age Band</b>	<b>Percentage</b>
Under 21	1.49%
21-29	22.39%
30-39	14.93%
40-49	13.43%
50-59	37.31%
60-65	8.96%
over 65	1.49%
<b>Total</b>	<b>100.00%</b>

**b) Percentage of Employees by Age Band and Grade as at 1 April 2018**

<b>Age Band</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>CO</b>	<b>Total</b>
under 21	1.49%	0.00%	0.00%	0.00%	0.00%	0.00%	<b>1.49%</b>
21-29	10.45%	11.94%	0.00%	0.00%	0.00%	0.00%	<b>22.39%</b>
30-39	7.47%	7.47%	0.00%	0.00%	0.00%	0.00%	<b>14.93%</b>
40-49	0.00%	2.99%	7.46%	1.49%	1.49%	0.00%	<b>13.43%</b>
50-59	4.48%	7.46%	13.43%	7.46%	2.99%	1.49%	<b>37.31%</b>
60-65	0.00%	1.49%	4.49%	1.49%	1.49%	0.00%	<b>8.96%</b>
over 65	1.49%	0.00%	0.00%	0.00%	0.00%	0.00%	<b>1.49%</b>
<b>Total</b>	<b>25.38%</b>	<b>31.35%</b>	<b>25.38%</b>	<b>10.44%</b>	<b>5.97%</b>	<b>1.49%</b>	<b>100.00%</b>

**c) Percentage of Employees by Gender as at 1 April 2018**

<b>Gender</b>	<b>Percentage</b>
Female	61.19%
Male	38.81%
<b>Total</b>	<b>100.00%</b>

**d) Percentage of Employees by Grade and Gender as at 1 April 2018**

<b>Grade</b>	<b>Female</b>	<b>Male</b>
Grade 1	19.40%	5.97%
Grade 2	22.39%	8.96%
Grade 3	13.43%	11.94%
Grade 4	5.97%	4.48%
Grade 5	0.00%	5.71%
CO	0.00%	1.49%
<b>Total</b>	<b>61.19%</b>	<b>38.81%</b>

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

e) Percentage of Employees by Category as at 1 April 2018

Employee Category	Female	Male
Clerical/Administration	35.82%	2.99%
Valuation	22.38%	26.86%
Management	2.99%	4.48%
Senior Management	0.00%	4.48%
<b>Total</b>	<b>61.19%</b>	<b>38.81%</b>

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.

f) Percentage of Employees by Ethnic Group (2011 census categories)

Ethnic Group		% all
<b>White</b>	Scottish	85.07%
	Other British	4.48%
	Irish	1.49%
	Other White	0.00%
<b>Mixed or Multiple Ethnic Group</b>	Any Mixed or multiple ethnic groups	0.00%
<b>Asian, Asian Scottish or Asian British</b>	Pakistani, Pakistani Scottish or British	0.00%
	Indian, Indian Scottish or Indian British	0.00%
	Bangladeshi, Bangladeshi Scottish or British	0.00%
	Chinese, Chinese Scottish or British	0.00%
	Other Asian	0.00%
<b>African</b>	African, African Scottish or British or Other	0.00%
<b>Caribbean or Black</b>	Caribbean, Caribbean Scottish or Caribbean British	0.00%
	Black, Black Scottish or Black British	0.00%
	Other Caribbean or Black	0.00%
<b>Other ethnic group</b>	Arab, Arab Scottish or Arab British	0.00%
<b>Not Disclosed</b>	Not Disclosed	8.96%
	<b>Total</b>	<b>100.00%</b>

g) Percentage of Employees by Full/Part Time as at 1 April 2018

Gender	Full Time	Part Time	Total
Female	40.30%	20.89%	61.19%
Male	35.82%	2.99%	38.81%
<b>Total</b>	<b>76.12%</b>	<b>23.88%</b>	<b>100.00</b>

## h) Percentage of Employees by Disability as at 1 April 2018

Disabled	Not Disabled	Not Declared	Total
2.99%	43.28%	53.73%	100.00%

## i) Returning to work after pregnancy

For the period April 2017 to April 2018, two female employees were on maternity leave and one has returned to work.

## j) Returning to work of disabled employees after sick leave relating to their disability

Information is not disclosed for data protection purposes. However, disabled employees have been provided with all relevant supports, adaptations and reasonable adjustments to enable their continued employment.

## k) Grievance and Disciplinary

Information is not disclosed for data protection purposes. Analysis of grievance and disciplinary does not point to any discriminatory practice.

## 10. Recruitment, Development and Retention

### a) Access to Training (Development)

Throughout 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 2017 to 31 March 2018

Female	84.52%
Male	15.48%
<b>Total</b>	<b>100.00%</b>
Disabled	0.92%
Not Disclosed	57.28%
Not Disabled	41.80%
<b>Total</b>	<b>100.00%</b>
White-Scottish	88.24%
White-Other	11.76%
<b>Total</b>	<b>100.00%</b>
Under 21	1.86%
21-29 years	25.08%
30-39 years	7.74%
40-49 years	15.48%
50-59 years	42.41%
60-65 years	6.81%
over 65 years	0.62%
<b>Total</b>	<b>100.00%</b>

## 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 2017 to 31 March 2018

Applicants	Applied	Interviewed	Appointed
Male	30.43%	28.57%	20.00%
Female	69.57%	71.43%	80.00%
Disabled	0.00%	0.00%	0.00%
Aged under 50 years	86.96%	78.57%	80.00%
Aged over 50 year	13.04%	21.43%	20.00%
Black/Ethnic Minority	0.00%	0.00%	0.00%
White	100.00%	100.00%	100.00%
<b>Total Monitoring Forms Completed: Applied/Interviewed/Appointed</b>	<b>23</b>	<b>14</b>	<b>5</b>

The % of applicants is split over each category: 30.43% of the 14 applicants who applied were male and 28.57% of the 14 applicants interviewed were male. 69.57% of the 23 applicants who applied were female and 71.43% of the 14 applicants interviewed were female.

### Retention Monitoring: Analysis of Exit Interviews by Gender, Disability, Ethnicity and Age for the period 1 April 2017 to 31 March 2018.

Female	0.00%
Male	100.00%
<b>Total</b>	<b>100%</b>
Disabled	0.00%
Not Disabled	100.00%
Not Disclosed	0.00%
<b>Total</b>	<b>100%</b>
Black/Ethnic Minority	0.00%
White	100.00%
<b>Total</b>	<b>100%</b>
Under 21	0.00%
21-29 years	14.29%
30-39 years	28.57%
40-49 years	0.00%
50-59 years	14.29%
60-65 years	28.56%
over 65 years	14.29%
<b>Total</b>	<b>100%</b>

### Reason for Leaving

Career Development	42.85%
Caring Responsibilities	0.00%
Retirement	42.86%
Not Disclosed	14.29%
<b>Total</b>	<b>100.00%</b>