

Report

Report to:	Lanarkshire Valuation Joint Board
Date of Meeting:	3 June 2024
Report by:	Assistant Assessor and Electoral Registration Officer

Subject:	Equality Reporting: Employee Information Annual Report – April 2024
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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 2024 for Lanarkshire Valuation Joint Board (LVJB), which is attached as an appendix

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. Lanarkshire Valuation Joint Board must have due regard to the need to eliminate unlawful discrimination, advance equality or opportunity and foster good relations under section 149 of the Equality Act 2010.

As such, LVJB in compliance with the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended 2016, must publish reports on the progress it makes to ensure the equality duty is integral to the exercise of its functions, to ensure better performance of that duty.

3.2. In April 2021, LVJB published the Mainstreaming Equalities Report and Equality Outcomes 2021 to 2025, on the Board's website, in accordance with regulation 3 of The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 as amended 2016.

3.3. An updated Annual Equalities Report Employee Information, which is attached as an appendix, was published on the Boards's website on 30 April 2024. This report includes an update on the actions LVJB have undertaken to deliver on their equality duties, an equal pay statement, gender pay gap analysis and occupation segregation data.

Section 10 within the report details analysis undertaken regards gender pay gap. Over a 3-year period the gender pay gap, of all employees at LVJB, has reduced from 28.06% to 12.83%.

4. Employee Implications

4.1. None.

5. Financial Implications

5.1. None.

6. Climate Change, Sustainability and Environmental Implications

6.1. There are no climate change, sustainability, or environmental implications in terms of the information contained in this report.

7. Other Implications

7.1. There are no implications for risk in terms of the information contained in this report.

8. Equality Impact Assessment and Consultation Arrangements

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

9. Privacy Impact Assessment

9.1. Appropriate security measures have been put in place to protect any personal and sensitive personal information disclosed by employees to enable equality monitoring and reporting.

Jacqueline Dell

Assistant Assessor and Electoral Registration Officer

15 May 2024

Previous References

- ◆ Report to Board 5 June 2023 meeting entitled LVJB's Equality Reporting: Mainstreaming Equalities Report - Equalities Outcomes – Progress and Equalities Report April 2023 "Items for Noting".
- ◆ Report to Board 7 June 2022 meeting entitled LVJB's Equality Reporting: Mainstreaming Equalities Report and Equalities Outcomes 2021 to 2025 "Items for Noting".
- ◆ Report to Board 7 June 2021 meeting entitled LVJB's Equality Reporting: Mainstreaming Equalities Report and Equalities Outcomes 2021 to 2025 "Items for Noting".
- ◆ Report to Board 1 June 2020 meeting entitled LVJB's Equality Report: Employee Information Annual Report 2020 "Items for Noting".
- ◆ Report to Board 3 June 2019 meeting entitled Equality Reporting: Mainstreaming Equalities Report and Annual Equality Outcomes 2017 to 2021 Progress Report 2019 "Items for Noting".
- ◆ Report to Board 4 June 2018 meeting entitled Equality Reporting: Employee Information Annual Report 2018 "Items for Noting".
- ◆ Report to Board 26 June 2017 meeting entitled Equality Reporting: Mainstreaming Equalities Report and Equality Outcomes 2017 to 2021 "Items for Noting".

List of Background Papers

- ◆ LVJB's Employee Information Annual Report April 2024
- ◆ LVJB's Mainstreaming Equalities Report and Equality Outcomes 2021-2025 - April 2021

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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Or visit: <https://www.lanarkshire-vjb.gov.uk> and click 'Equality'

[Equality - Lanarkshire Valuation Joint Board \(lanarkshire-vjb.gov.uk\)](https://www.lanarkshire-vjb.gov.uk)



Lanarkshire Valuation Joint Board

Equality Reporting

Employee Information Annual Report

April 2024

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1. Introduction

Lanarkshire Valuation Joint Board (LVJB) has set itself the aim of ensuring that fairness is a priority for all of the work that it does.

The Mainstreaming Equalities Report is intended to set out how this can be achieved. It will help Lanarkshire Valuation Joint Board (LVJB) meet its legal equality duties of eliminating discrimination, harassment and victimisation, advancing equality of opportunity and fostering good relations.

The report sets out how LVJB will work with others to ensure that the needs of everyone are met when using a service and to eliminate discrimination and harassment and promote positive attitudes across the areas of:

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

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.

The report covers the period April 2021 to April 2025.

This report explains what LVJB is, what it does, the community it serves and how it will meet its commitments. It explains how LVJB will carry out equality and human rights impact assessments across all areas of its work and how it will be accountable to its employees and to those individuals who use its services.

Christine Maxwell
Assessor and Electoral Registration Officer

2. Our Core Purpose and Vision

Core Purpose

To prepare, maintain and update an accurate Valuation Roll, Valuation List (Council Tax) & Electoral Register having regard to statutory requirements.

Vision

Our vision is to deliver quality in the work which we undertake, provide efficient services to all service users, and ensure completeness and accuracy of the Electoral Register, Valuation Rolls and the Valuation (Council Tax) Lists.

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 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 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 and 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 protect 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, 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.

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, 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. North and South Lanarkshire's Community

The following information sets out how the community of North and South Lanarkshire is made up. This information has been taken from the 2011 census and 2021 population estimates published by the National Records of Scotland.

a) Population Estimates 2021

Council Area	All people	Females	%	Males	%
North Lanarkshire	341,400	176,071	51.57	165,329	48.43
South Lanarkshire	322,630	166,268	51.54	156,362	48.46
Total	664,030	342,339	51.55	321,691	48.45

b) Population Estimates of 16 to 29 year olds

Council Area	Females Aged 16 to 29	Males Aged 16 to 29
North Lanarkshire	28,006	29,020
South Lanarkshire	24,270	25,215
Total	52,276	54,235

c) Population Estimates of those over 60

Council Area	Population	Females aged 60 and over	Males aged 60 and over
North Lanarkshire	341,400	45,340	37,284
South Lanarkshire	322,630	47,622	39,875
Total	664,030	92,962	77,159

24.2% are aged 60 and over in North Lanarkshire and 27.12% are aged 60 or over in South Lanarkshire.

d) Percentage of Population over 14 on the Electoral Register

Electoral Register	Total Population	Electorate	No of Electors	% of Electorate on the Register
North Lanarkshire	341,400	287,974	263,510	91.50
South Lanarkshire	322,630	274,070	258,142	94.19
Total	664,030	562,014	521,652	92.81

e) Register of Electors (including attainers) as at 1 December 2023

Electoral Register	No of Electors	Attainers (14/15 yr olds)	16/17 yr olds
North Lanarkshire	262,426	1,358	3,182
South Lanarkshire	258,861	1,388	3,414
	521,287	2,746	6,596

f) North Lanarkshire Population by Ethnic Group 2011 Census

Ethnic Group	Numbers	% all
White Scottish	313,356	92.79%
Other White British	7,892	2.34%
White Irish	4,394	1.30%
White Gypsy/Traveller	205	0.06%
White Polish	3,009	0.89%
Other White	1,823	0.54%
Mixed or Multiple Ethnic Groups	708	0.21%
Indian	997	0.30%
Pakistani	3,003	0.89%
Bangladeshi	42	0.01%
Chinese	898	0.27%
Other Asian	445	0.13%
African	523	0.15%
Caribbean or Black	171	0.05%
African Other	9	0.00%
Other ethnic groups	252	0.07%
	337,727	100.00%

g) South Lanarkshire Population by Ethnic Group 2011 Census

Ethnic Group	Numbers	% all
White Scottish	287,491	91.60%
Other White British	12,068	3.85%
White Irish	3,187	1.02%
White Gypsy/Traveller	203	0.06%
White Polish	1,140	0.36%
Other White	2,536	0.81%
Mixed or Multiple Ethnic Groups	779	0.25%
Indian	1,344	0.43%
Pakistani	2,117	0.67%
Bangladeshi	93	0.03%
Chinese	1,012	0.32%
Other Asian	590	0.19%
African	637	0.20%
Caribbean or Black	207	0.07%
African Other	27	0.01%
Other ethnic groups	399	0.13%
	313,830	100.00%

** National Records of Scotland: Scotland's Census Output Prospectus*

Health and Caring 2011 Census

The 2011 Census shows the numbers of the local population with a limiting long term illness*.

h) North and South Lanarkshire Population with Limiting Long-Term Illness

Council Area	All people	With a limiting long-term illness	%	Without a limiting long-term illness	%
North Lanarkshire	337,727	72,191	21.38	265,536	78.62
South Lanarkshire	313,830	65,192	20.77	248,638	79.23
Total	651,557	137,383	21.09	514,174	78.92

*Limiting long-term illness covers any long-term illness, health problem or disability which limits daily activities or work a person can do, including problems that are due to old age.

6. 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 meaning of the terminology ***Foster good relations is 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 (every 2 years) and publish an equal pay statement (every 4 years) as the threshold has been reduced to public sector organisations with over 20 employees from the previous 150 employees. This information was last published in April 2021 and April 2019 and is available on our website www.lanarkshire-vjb.gov.uk.

Specific Employment Duty

- Gather and use employee information.
- Publish gender pay gap information (every 2 years).
- Publish statements on equal pay (every 4 years).

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.

7. Equality and Human Rights Impact assessment

At the heart of our commitment to address issues relating to equality and diversity is the process of Equality and Human Rights impact assessment. As an organisation, LVJB wants all our employees to work together to deliver the best possible services. It's therefore essential that we test our policies and procedures to ensure they promote fairness and do not discriminate against any members of the public or employee.

Impact assessments ensure that we do not discriminate and that we take every opportunity to promote equality, diversity and good relations across all local communities. An impact assessment checks if a proposed policy is fit for purpose. It ensures that equality and human rights matters are properly considered as part of its development.

The impact assessment process anticipates what the effect will be when our proposed policy is put in place. It considers the effect on all communities and our employees, making sure that, as far as possible, any negative effects are minimised or eliminated and that we make the most of opportunities for promoting equality and diversity.

The impact assessment extends to monitoring the actual effects of a policy not just the written word. This means we can take action if the policy is having or is likely to have a negative impact on any group or individual.

Impact assessment is an ongoing process that LVJB is committed to using.

8. What have we done so far?

Through our previous Race, Disability, Gender and Single Equality Schemes we have already achieved many things that have made a difference to the way in which LVJB does its business and to the lives of those who live and work in our community. This work has continued and some of these achievements are shown below:

Leadership:

- Incorporated Equality and Diversity principles into our Service Plan.
- Ensured that all employees involved in interviewing are trained so that selection is made on an objective basis.
- Put policies and processes in place to ensure that the workplace is free from any discrimination or harassment.
- Participate in South Lanarkshire Council's (SLC) Corporate Equality and Diversity Working Group, with representation from LVJB and each SLC Resource and joint trades unions.
- Identified an Equality and Diversity champion at management level in LVJB to promote these issues within LVJB.
- LVJB has a named Diversity Liaison officer to look after all Equality and Diversity issues for individual employees and to act as a point of contact for advice and support to managers.
- Identified opportunities to ensure equality and diversity issues are promoted within the development of strategic plans.
- Ensured that front line employees understand statutory duties and are competent to deliver services in accordance with LVJB's equality and diversity commitments.
- Incorporated Equality and Diversity as a standing item on Management Team Meeting agendas.
- Incorporated a section on Equality and Diversity in all Joint Board committee reports to ensure that members are aware of the issues.

Accessibility

- Provided information in appropriate formats such as Braille, large print, audio tape, DVD and British Sign Language.
- Provided Interpretation, translation services including service provision standards.
- ReadSpeaker software is available on our website, making it more accessible.
- Availability of language line interpreting services.

Service Delivery

- Customer Care questionnaires continue to include an equality profile of service users to analyse customer satisfaction levels.

- Provision of the facility to confirm registration using web, text and telephone during the annual electoral registration canvass.
- Conducting electoral registration personal canvass for non responding households providing assistance in completing the registration forms.
- Provided training for managers and employees in Equality and Diversity issues to help them undertake impact assessment of policies.
- Required contractors and suppliers to provide details of their equal opportunities policies as part of the agreement of contract process.
- Improved our complaints system to make sure we deal with discrimination and report our progress to the Board regularly.

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 and to offer reasonable adjustments where appropriate.
- 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 continued application of the “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.
- Continue to include the promotion of equality and respecting diversity as a core behaviour for all employees and measure 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.

9. Equal Pay Statement (Gender, Race and Disability)

A listed authority is required to publish its statement on equal pay every four years, 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.

The equal pay statement sets out our approach to pursuing equality in pay across all our employees.

We published our equal pay statement and pay gap information in April 2019. A copy is available on our website under www.lanarkshire-vjb.gov.uk/downloads/30/equality. Our pay gap information was published again in April 2021.

In line with our commitment to achieve equal opportunities for all staff, the organisation supports the principle that all employees should receive equal pay for the same or like work or work rated as equivalent or of equal value. We will apply appropriate resources to achieving equal pay.

Equal Pay Policy Objectives:

- We will identify any unfair, unjust or unlawful practices that impact upon pay and take appropriate remedial action.
- Ensure that pay arrangements remain free from bias.

Equal Pay Policy Actions:

- Equality and Diversity will continue to be a standing item on the monthly management team agenda.
- LVJB's Administration Manager will be responsible for conducting an equal pay audit and monitor pay regularly.
- Continue to participate in SLC's "delivering a fairer future" initiative which is a positive action programme designed to ensure barriers to career progression are eliminated. The programme seeks, among other things, to encourage recruitment into non traditional roles for men and women.
- Continue monitoring of training and development to ensure there is no bias towards gender, race or disability.
- Continue to monitor return to work of those on maternity leave.
- Equality and Diversity is a core required behaviour within the performance and development process and employees will continue to receive relevant equalities training.
- Continue to ensure flexible working is not a barrier to promotion or career development.
- Ensure where practicable there is a gender split on recruitment panels for all posts and provide training to managers on identifying and addressing gender bias.
- Continue to use the approved job evaluation scheme when reviewing the grade of existing posts or when establishing grades for new posts.

Generally, the three main reasons for a gender pay gap within organisations are: occupational segregation, lack of flexible working and/or discrimination. Occupational segregation can be described in two ways. Firstly, horizontal segregation describes the position where men and women are concentrated in particular types of occupation and secondly, vertical segregation which describes the concentration of men and women into different levels of work for example at the top or bottom pay grades in an organisation.

The gender pay gap audit at 1 April 2021 shows a pay gap of 28.06% with the average hourly rate of male employees £22.24 and the average hourly rate of female employees £16.00. Within the valuation service the pay gap is 3.68% and within clerical/administration the pay gap is -15.89%. Of the total number of employees within LVJB there are 25.00% male employees in valuation and 23.53% female employees in valuation. An analysis by grade within valuation shows there is not a pay gap greater than 0%.

The gender pay gap for the organisation of 28.06% can be explained by the fact that there are proportionately more female staff at lower pay grades within the clerical administration section of the organisation. The gender pay gap has decreased from the April 2021 figure to 12.83% in April 2024.

A full statistical analysis of gender pay gaps using employees average hourly earnings rate by grade was undertaken and the details are available under section 10 gender pay gap analysis on page 17.

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.

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 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 behaviours, 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

LVJB over the last five years has implemented measures to ensure relevant employees have benefited from the Living Wage. In 2023 the minimum hourly rate was increased to £12.15.

10. Gender Pay Gap Analysis

Equal Pay audit: to identify any pay gaps a breakdown of hourly rate by grades has been analysed across the organisation. The information presented below outlines the full pay gap analysis.

The gender pay gap is calculated by dividing the average (mean) hourly earnings of female employees by the average (mean) hourly earnings of male employees, showing this as a percentage and subtracting the figure from 100 percent. A 0.00 percent figure would indicate that for a particular category, there is no gender pay gap. Where women have higher average (mean) hourly earnings than men, the data are shown as a minus figure.

All Employees pay gap analysis 2021

Male	Female	Average Male hourly rate	Average Female hourly rate	Pay gap (%)
27	41	£22.24	£16.00	28.06%

All Employees pay gap analysis 2023

Male	Female	Average Male hourly rate	Average Female hourly rate	Pay gap (%)
27	35	£22.03	£16.47	25.24%

All Employees pay gap analysis 2024

Male	Female	Average Male hourly rate	Average Female hourly rate	Pay gap (%)
24	33	£21.90	£19.09	12.83%

Excluding Grade 5 and above pay gap analysis 2021

Male	Female	Average Male hourly rate	Average Female hourly rate	Pay gap (%)
22	41	£17.51	£16.00	8.62%

Excluding Grade 5 and above pay gap analysis 2023

Male	Female	Average Male hourly rate	Average Female hourly rate	Pay gap (%)
23	34	£17.79	£15.75	11.47%

Excluding Grade 5 and above pay gap analysis 2024

Male	Female	Average Male hourly rate	Average Female hourly rate	Pay gap (%)
21	32	£18.11	£16.94	6.46%

Management Team pay gap analysis 2021

Male	Female	Average Male hourly rate	Average Female hourly rate	Pay gap (%)
6	2	£39.90	£26.47	33.66%

Management Team pay gap analysis 2023

Male	Female	Average Male hourly rate	Average Female hourly rate	Pay gap (%)
4	3	£46.45	£31.19	32.85%

Management Team pay gap analysis 2024

Male	Female	Average Male hourly rate	Average Female hourly rate	Pay gap (%)
3	4	£48.04	£36.19	24.67%

Valuation Employees pay gap analysis (excludes management team) 2021

Male	Female	Average Male hourly rate	Average Female hourly rate	Pay gap (%)
16	17	£18.44	£17.76	3.68%

Valuation Employees pay gap analysis (excludes management team) 2023

Male	Female	Average Male hourly rate	Average Female hourly rate	Pay gap (%)
17	12	£19.50	£14.91	23.54%

Valuation Employees pay gap analysis (excludes management team) 2024

Male	Female	Average Male hourly rate	Average Female hourly rate	Pay gap (%)
15	10	£19.71	£17.69	10.25%

Administration Employees pay gap analysis (excludes management team) 2021

Male	Female	Average Male hourly rate	Average Female hourly rate	Pay gap (%)
4	23	£11.96	£13.86	-15.89%

Administration Employees pay gap analysis (excludes management team) 2023

Male	Female	Average Male hourly rate	Average Female hourly rate	Pay gap (%)
6	18	£12.93	£14.89	-15.16%

Administration Employees pay gap analysis (excludes management team) 2024

Male	Female	Average Male hourly rate	Average Female hourly rate	Pay gap (%)
6	19	£14.15	£16.23	-14.70%

All Employees pay gap analysis by Grade 2021

Grade	Male	Female	Average Male hourly rate	Average Female hourly rate	Pay Gap (%)
1	4	9	£10.54	£10.83	-2.75%
2	8	20	£13.72	£15.02	-9.48%
3	4	7	£19.10	£19.64	-2.83%
4	6	5	£26.14	£27.12	-3.74%
5	4	0	£37.48	£0.00	0.00%
CO	1	0	£65.20	£0.00	0.00%

**Employees salary at senior management level is currently published*

All Employees pay gap analysis by Grade 2023

Grade	Male	Female	Average Male hourly rate	Average Female hourly rate	Pay Gap (%)
1	9	6	£11.77	£12.43	-5.61%
2	6	22	£14.61	£15.02	-2.81%
3	2	4	£22.14	£20.00	9.67%
4	6	2	£28.52	£26.34	7.64%
5	3	1	£38.96	£40.87	-4.90%
CO	1	0	£68.92	£0.00	0.00%

**Employees salary at senior management level is currently published.*

All Employees pay gap analysis by Grade 2024

Grade	Male	Female	Average Male hourly rate	Average Female hourly rate	Pay Gap (%)
1	7	6	£12.99	£13.57	-4.46%
2	8	17	£15.66	£16.33	-4.28%
3	2	6	£20.98	£21.06	-0.38%
4	4	2	£30.60	£28.39	7.22%
5	2	2	£36.65	£44.00	-20.05%
CO	1	0	£71.90	0	0.00%

**Employees salary at senior management level is currently published.*

Valuation Employees pay gap analysis by grade 2021 (Excl Management Team)

Grade	Male	Female	Average Male hourly rate	Average Female hourly rate	Pay Gap (%)
1	2	1	£10.60	£11.29	-6.51%
2	6	9	£13.89	£14.42	-3.82%
3	4	3	£19.10	£20.15	-5.50%
4	5	3	£26.51	£27.55	-3.92%
5	0	0	£0.00	£0.00	0%
CO	0	0	£0.00	£0.00	0%

Valuation Employees pay gap analysis by grade 2023 (Excl Management Team)

Grade	Male	Female	Average Male hourly rate	Average Female hourly rate	Pay Gap (%)
1	5	2	£11.52	£11.26	2.26%
2	4	8	£14.61	£14.56	0.34%
3	4	3	£19.10	£20.15	-5.50%
4	5	3	£26.51	£27.55	-3.92%
5	0	0	£0.00	£0.00	0.00%
CO	0	0	£0.00	£0.00	0.00%

Valuation Employees pay gap analysis by grade 2024 (Excl Management Team)

Grade	Male	Female	Average Male hourly rate	Average Female hourly rate	Pay Gap (%)
1	3	1	£12.44	*	-1.21%
2	6	5	£15.66	£16.08	-2.68%
3	2	4	£20.98	£20.98	0.00%
4	4	0	£30.60	£0.00	0.00%
5	0	0	£0.00	£0.00	0.00%
CO	0	0	£0.00	£0.00	0.00%

**is used where the numbers are low and may identify an individual*

Administration Employees pay gap analysis by grade 2021 (Excl Management Team)

Grade	Male	Female	Average Male hourly rate	Average Female hourly rate	Pay Gap (%)
1	2	8	£10.49	£10.77	-2.67%
2	2	11	£13.23	£14.1	-6.58%
3	0	4	£0.00	£19.26	0.00%
4	0	0	£0.00	£0.00	0.00%
5	0	0	£0.00	£0.00	0.00%
CO	0	0	£0.00	£0.00	0.00%

Administration Employees pay gap analysis by grade 2023 (Excl Management Team)

Grade	Male	Female	Average Male hourly rate	Average Female hourly rate	Pay Gap (%)
1	4	4	£12.08	£12.44	-2.98%
2	2	14	£14.63	£15.29	-4.51%
3	0	2	£0.00	*	0.00%
4	0	0	£0.00	£0.00	0.00%
5	0	0	£0.00	£0.00	0.00%
CO	0	0	£0.00	£0.00	0.00%

**is used where the numbers are low and may identify an individual*

Administration Employees pay gap analysis by grade 2024 (Excl Management Team)

Grade	Male	Female	Average Male hourly rate	Average Female hourly rate	Pay Gap (%)
1	4	5	£13.39	£13.76	-2.76%
2	2	12	£15.66	£16.43	-4.92%
3	0	2	£0.00	*	0.00%
4	0	0	£0.00	£0.00	0.00%
5	0	0	£0.00	£0.00	0.00%
CO	0	0	£0.00	£0.00	0.00%

**is used where the numbers are low and may identify an individual*

Management Team Employees pay gap analysis by grade 2021

Grade	Male	Female	Average Male hourly rate	Average Female hourly rate	Pay Gap (%)
1	0	0	£0.00	£0.00	0.00%
2	0	0	£0.00	£0.00	0.00%
3	0	0	£0.00	£0.00	0.00%
4	1	2	*	*	-8.91%
5	4	0	£37.48	£0.00	0.00%
CO	1	0	£65.20	£0.00	0.00%

**is used where an individual may be identified.*

Management Team Employees pay gap analysis by grade 2023

Grade	Male	Female	Average Male hourly rate	Average Female hourly rate	Pay Gap (%)
1	0	0	£0.00	£0.00	0.00%
2	0	0	£0.00	£0.00	0.00%
3	0	0	£0.00	£0.00	0.00%
4	0	2	£0.00	£26.35	0.00%
5	3	1	£38.96	£40.87	-4.90%
CO	1	0	£68.92	£0.00	0.00%

Management Team Employees pay gap analysis by grade 2024

Grade	Male	Female	Average Male hourly rate	Average Female hourly rate	Pay Gap (%)
1	0	0	£0.00	£0.00	0.00%
2	0	0	£0.00	£0.00	0.00%
3	0	0	£0.00	£0.00	0.00%
4	0	2	£0.00	£28.39	0.00%
5	2	2	£36.65	£44.00	-20.05%
CO	1	0	£71.90	£0.00	0.00%

**is used where the numbers are low and may identify an individual. Employees salary at senior management level is currently published within the annual report.*

Employees pay gap analysis by Disability 2021

Non-Disabled (excludes not declared)	Declared Disabled	Average Non-Disabled hourly rate	Average Disabled hourly rate	Pay Gap (%)
36	3	£16.92	£13.51	20.15%

Employees pay gap analysis by Disability 2023

Non-Disabled (excludes not declared)	Declared Disabled	Average Non- Disabled hourly rate	Average Disabled hourly rate	Pay Gap (%)
30	2	£17.35	£12.68	29.92%

Employees pay gap analysis by Disability 2024

Non-Disabled (excludes not declared)	Declared Disabled	Average Non- Disabled hourly rate	Average Disabled hourly rate	Pay Gap (%)
26	2	£20.52	£13.76	32.94%

Employees pay gap analysis by Ethnicity 2021

White	Minority Ethnic	Average White hourly rate	Average Minority hourly rate	Pay Gap (%)
65	0	£14.66	£0.00	0.00%

Employees pay gap analysis by Ethnicity 2023

White	Minority Ethnic	Average White hourly rate	Average Minority hourly rate	Pay Gap (%)
60	0	£19.09	£0.00	0.00%

2 employees chose not to declare their ethnicity.

Employees pay gap analysis by Ethnicity 2024

White	Minority Ethnic	Average White hourly rate	Average Minority hourly rate	Pay Gap (%)
56	0	£20.39	£0.00	0.00%

1 employee chose not to declare their ethnicity.

Occupational Segregation:

There are 33.33% females employed within the clerical admin section and 10.52% males. Within the valuation section there are 19.33% males and 24.54% females.

The tables below provide a breakdown of the key occupational areas and overall analysis by grade as a percentage of total staff.

Occupational segregation by gender, ethnicity and disabled by Grade 2021

Grade	Female	Male	White	Minority Ethnic	Disabled	Non Disabled (excludes not declared)
1	13.24%	5.88%	16.92%	0.00%	5.13%	20.52%
2	29.41%	11.78%	41.45%	0.00%	0.00%	46.15%
3	10.29%	5.88%	16.92%	0.00%	2.56%	7.69%
4	7.35%	8.82%	16.92%	0.00%	0.00%	12.82%
5	0.00%	5.88%	6.15%	0.00%	0.00%	5.13%
CO	0.00%	1.47%	1.55%	0.00%	0.00%	0.00%
Total	60.29%	39.71%	100.00%	0.00%	7.69%	92.31%

Occupational segregation by gender, ethnicity and disabled by Grade 2023

Grade	Female	Male	White	Minority Ethnic	Disabled	Non-Disabled (excludes not declared)
1	9.68%	14.52%	21.67%	0.00%	6.25%	18.75%
2	35.48%	9.68%	46.67%	0.00%	0.00%	53.13%
3	6.46%	3.23%	10.00%	0.00%	0.00%	9.37%
4	3.22%	9.68%	13.33%	0.00%	0.00%	9.37%
5	1.61%	4.83%	6.67%	0.00%	0.00%	3.13%
CO	0.00%	1.61%	1.66%	0.00%	0.00%	0.00%
Total	56.45%	43.55%	100.00%	0.00%	6.25%	93.75%

Occupational segregation by gender, ethnicity and disabled by Grade 2024

Grade	Female	Male	White	Minority Ethnic	Disabled	Non-Disabled (excludes not declared)
1	10.53%	12.28%	22.81%	0.00%	7.41%	11.11%
2	29.82%	14.04%	43.86%	0.00%	0.00%	51.85%
3	10.53%	23.51%	14.04%	0.00%	0.00%	18.53%
4	3.51%	7.01%	10.53%	0.00%	0.00%	3.70%
5	3.51%	23.51%	7.01%	0.00%	0.00%	3.70%
CO	0.00%	1.75%	1.75%	0.00%	0.00%	3.70%
Total	57.90%	42.10%	100.00%	0.00%	7.41%	92.59%

A significant number of employees at 50.88% have chosen not to declare if they have a disability or not. This impacts upon the analysis of segregation of employees.

Occupational segregation by Service Area 2021

	Admin		Valuation		Management	
Grade	Female	Male	Female	Male	Female	Male
1	11.76%	2.94%	1.47%	2.94%	0.00%	0.00%
2	16.18%	2.94%	13.24%	8.82%	0.00%	0.00%
3	5.88%	0.00%	4.41%	5.88%	0.00%	0.00%
4	0.00%	0.00%	4.41%	7.36%	2.94%	1.47%
5	0.00%	0.00%	0.00%	0.00%	0.00%	5.89%
CO	0.00%	0.00%	0.00%	0.00%	0.00%	1.47%
Total	33.82%	5.88%	23.53%	25.00%	2.94%	8.83%

Occupational segregation by Service Area 2023

	Admin		Valuation		Management	
Grade	Female	Male	Female	Male	Female	Male
1	6.45%	6.45%	3.23%	8.06%	0.00%	0.00%
2	22.58%	3.23%	12.89%	6.45%	0.00%	0.00%
3	3.23%	0.00%	3.23%	3.23%	0.00%	0.00%
4	0.00%	0.00%	0.00%	9.68%	3.23%	0.00%
5	0.00%	0.00%	0.00%	0.00%	1.61%	4.84%
CO	0.00%	0.00%	0.00%	0.00%	0.00%	1.61%
Total	32.26%	9.68%	19.35%	27.42%	4.84%	6.45%

Occupational segregation by Service Area 2024

	Admin		Valuation		Management	
Grade	Female	Male	Female	Male	Female	Male
1	8.77%	7.01%	1.75%	5.29%	0.00%	0.00%
2	21.05%	3.51%	8.77%	10.53%	0.00%	0.00%
3	3.51%	0.00%	7.01%	3.51%	0.00%	0.00%
4	0.00%	0.00%	7.01%	0.00%	3.51%	0.00%
5	0.00%	0.00%	0.00%	0.00%	3.51%	3.51%
CO	0.00%	0.00%	0.00%	0.00%	0.00%	1.75%
Total	33.33%	10.52%	24.54%	19.33%	7.02%	5.26%

Occupational segregation of Part Time Employees by Grade and Gender 2021

Grade	Female	Male
1	15.38%	0.00%
2	46.17%	0.00%
3	15.38%	7.69%
4	7.69%	7.69%
Total	84.62%	15.38%

Occupational segregation of Part Time Employees by Grade and Gender 2023

Grade	Female	Male
1	28.57%	0.00%
2	71.43%	0.00%
3	0%	0.00%
4	0%	0.00%
Total	100.00%	0.00%

Occupational segregation of Part Time Employees by Grade and Gender 2024

Grade	Female	Male
1	16.67%	0.00%
2	66.66%	0.00%
3	16.67%	0.00%
4	0.00%	0.00%
Total	100.00%	0.00%

The tables above demonstrates that there is no barrier to females who are part time progressing to higher grade posts.

Joint Board Gender Composition: A number of authorities are required to publish the gender composition of their board members and report on current and planned work for board diversity. LVJB is not a listed authority under the Equality Act 2010 (Specific Duties) (Scotland) Amendment Regulations 2016 and therefore is not required to publish the data on board diversity.

11. Employee Information 2024 (workforce profile)

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 and this has continued each year. 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 2023 by Age, Disability, Gender, Ethnic Group is detailed in the tables below.

Percentage of Employees by Age Band as at 1 April 2024

Age Band	Percentage
Under 21	5.26%
21-29	12.28%
30-39	21.05%
40-49	24.57%
50-59	33.33%
60-65	3.51%
over 65	0.00%
Total	100.00%

Percentage of Employees by Age Band and Grade as at 1 April 2024

Age Band	1	2	3	4	5	CO	Total
under 21	5.26%	0.00%	0.00%	0.00%	0.00%	0.00%	5.26%
21-29	1.75%	3.51%	5.26%	1.75%	0.00%	0.00%	12.27%
30-39	8.77%	12.28%	0.00%	0.00%	0.00%	0.00%	21.05%
40-49	5.26%	10.53%	5.26%	0.00%	3.51%	0.00%	24.56%
50-59	5.26%	14.06%	3.51%	5.26%	3.51%	1.75%	33.35%
60-65	0.00%	0.00%	0.00%	3.51%	0.00%	0.00%	3.51%
over 65	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	26.30%	40.38%	14.03%	10.52%	7.02%	1.75%	100.00%

Percentage of Employees by Gender as at 1 April 2024

Gender	Percentage
Female	57.89%
Male	42.11%
Total	100.00%

Percentage of Employees by Grade and Gender as at 1 April 2024

Grade	Female	Male
Grade 1	10.53%	12.28%
Grade 2	29.81%	14.05%
Grade 3	10.53%	3.51%
Grade 4	3.51%	7.01%
Grade 5	3.51%	3.51%
CO	0.00%	1.75%
Total	57.89%	42.11%

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

Percentage of Employees by Category as at 1 April 2024

Employee Category	Female	Male
Clerical/Administration	33.33%	10.53%
Valuation	17.54%	26.32%
Management	3.51%	3.51%
Senior Management	3.51%	1.75%
Total	57.89%	42.11%

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.

Percentage of Employees by Ethnic Group (2011 census categories)

Ethnic Group		% all
White	Scottish	89.48%
	Other British	3.51%
	Irish	3.51%
	Other White	1.75%
Mixed or Multiple Ethnic Group	Any Mixed or multiple ethnic groups	0/00%
Asian, Asian Scottish or Asian British	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%
African	African, African Scottish or British or Other	0.00%
Caribbean or Black	Caribbean, Caribbean Scottish or Caribbean British	0.00%
	Black, Black Scottish or Black British	0.00%
	Other Caribbean or Black	0.00%
Other ethnic group	Arab, Arab Scottish or Arab British	0.00%
Not Disclosed	Not Disclosed	1.75%
Total		100.00%

a) Percentage of Employees by Full/Part Time and Age as at 1 April 2024

Age Band	Full Time	Part Time	Total
under 21	5.26%	0.00%	5.26%
21-29	10.53%	1.75%	12.28%
30-39	17.55%	3.51%	21.06%
40-49	19.30%	5.26%	24.56%
50-59	31.58%	1.75%	33.33%
60-65	3.51%	0.00%	3.51%
Over 65	0.00%	0.00%	0.00%
Total	87.73%	12.27%	100.00%

b) Percentage of Employees by Full/Part Time by Gender as at 1 April 2024

Gender	Full Time	Part Time	Total
Female	45.61%	12.28%	57.89%
Male	42.11%	0.00%	42.11%
Total	88.70%	11.30%	100.00%

l) Percentage of Employees by Disability as at 1 April 2024

Disabled	Not Disabled	Not Declared	Total
3.51%	45.61%	50.88%	100.00%

Returning to work after pregnancy

For the period April 2023 to April 2024, there are no females on maternity leave.

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.

Grievance and Disciplinary

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

12. 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 2023 to 31 March 2024

Female	76.00%
Male	24.00%
Total	100.00%
Disabled	8.00%
Not Disclosed	54.67%
Not Disabled	37.33%
Total	100.00%
White-Scottish	94.67%
White-Irish	5.33%
Total	100.00%
Under 21	1.33%
21-29 years	18.67%
30-39 years	20.00%
40-49 years	30.67%
50-59 years	29.33%
60-65 years	0.00%
over 65 years	0.00%
Total	100.00%

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.

a) Recruitment Monitoring: Analysis of Gender, Disability, Ethnicity and Age for the period 1 April 2023 to 31 March 2024

Applicants	Applied	Interviewed	Appointed
Male	43.12%	59.38%	33.33%
Female	56.88%	40.62%	66.67%
Not Disclosed	0.00%	0.00%	0.00%
Total	100.00%	100.00%	100.00%
Disabled	4.59%	3.13%	16.67%
Not Disabled	95.41%	96.87%	83.33%
Not Disclosed	0.00%	0.00%	0.00%
Total	100.00%	100.00%	100.00%
Aged under 50 years	88.08%	93.75%	100.00%
Aged over 50 years	9.17%	6.25%	0.00%
Not Disclosed	2.75%	0.00%	0.00%
Total	100.00%	100.00%	100.00%

Recruitment and Retention Monitoring:

Analysis of Employees Who Left LVJB by Gender, Disability, Ethnicity and Age for the period 1 April 2023 to 31 March 2024.

Female	50.00%
Male	50.00%
Total	100.00%
Disabled	0.00%
Not Disabled	25.00%
Not Disclosed	75.00%
Total	100.00%
Black/Ethnic Minority	0.00%
White	100.00%
Total	100.00%
Under 21	0.00%
21-29 years	0.00%
30-39 years	37.50%
40-49 years	12.5%
50-59 years	37.50%
60-65 years	12.5%
over 65 years	0.00%
Total	100.00%