



Lanarkshire Valuation Joint Board

Mainstreaming Equalities Report

Equality Outcomes

2017 – 2021

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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 vision 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 2017 to April 2021

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.

Gary Bennett
Assessor and Electoral Registration Officer

2. Our Mission and Vision

Mission

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

Vision

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

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

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

3. About Lanarkshire Valuation Joint Board (LVJB)

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

The Board comprises of 16 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 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 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.

Best Value

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

Policy and Procedures

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

Employment

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

Service Accessibility

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

Contractors

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

Monitoring

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

Communications and Publicity

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

Employee Development

We will ensure that all employees receive appropriate equal opportunities training; such training will be incorporated into a broad range of training methods, 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 2015 population estimates published by the National Records of Scotland.

a) Population Estimates 2015

Council Area	All people	Females	%	Males	%
North Lanarkshire	338,260	174,656	51.63	163,604	48.37
South Lanarkshire	316,230	163,831	51.81	152,399	48.19
Total	654,490	338,487	51.72	316,003	48.28

b) Population Estimates of 16 to 29 year olds

Council Area	Females Aged 16 to 29	Males Aged 16 to 29
North Lanarkshire	28,915	29,414
South Lanarkshire	25,122	25,368
Total	54,037	54,782

c) Population Estimates of those over 60

Council Area	Population	Females aged 60 and over	Males aged 60 and over
North Lanarkshire	338,260	41,536	33,544
South Lanarkshire	316,230	43,207	35,068
Total	654,490	84,743	68,612

22.2% are aged 60 and over in North Lanarkshire and 24.8% are aged 60 or over in South Lanarkshire.

d) Percentage of Population over 15 on the Electoral Register

Electoral Register	Population over 15 years old	Electorate	% of Population on the Register
North Lanarkshire	275,129	254,100	92.36%
South Lanarkshire	261,203	246,220	94.26%
Total	536,332	500,320	93.29%

e) Register of Electors (including attainers) as at 1 December 2016

Electoral Register	Electors	Attainers (14/15 yr olds)	16/17 yr olds
North Lanarkshire	254,100	1,013	5,014
South Lanarkshire	246,220	1,056	4,736
	500,320	2,069	9,750

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	21.08	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 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 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. 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.
- Availability of language line interpreting services.
- ReadSpeaker software is available on our website, making it more accessible.

Service Delivery

- Customer Care questionnaires were reviewed 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.
- Provided all newly recruited employees with a comprehensive induction programme clearly defining the terms and conditions under which they are being employed and making them aware of their rights and responsibilities under the Equality and Diversity Policy.
- SLC incorporated equality and diversity issues as part of core learning and development programmes – to which LVJB employees at all levels have access.
- Implemented a “Dignity at Work Policy”, which was developed in conjunction with SLC and the trade unions.
- Incorporated equality and diversity considerations into 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.

9. 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.

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

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 competency 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 2017 shows a pay gap of 32.28% with the average hourly rate of male employees £19.92 and the average hourly rate of female employees £13.49. Within the valuation service the gap is 11.10% and within clerical/administration the gap is -16.22%. Of the total number of employees within LVJB there are 34.29% male employees in valuation and 20.00% 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 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.

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 12 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 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 2016 the minimum hourly rate was increased to £8.44.

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. Thus a 0 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.

a) All Employees pay gap analysis

Male	Female	Average Male hourly rate	Average Female hourly rate	Pay gap (%)
32	38	£19.92	£13.49	32.28%

b) Excluding Grade 5 and above pay gap analysis

Male	Female	Average Male hourly rate	Average Female hourly rate	Pay gap (%)
27	38	£17.07	£13.49	20.97%

c) Valuation Employees pay gap analysis (excluding the management team)

Male	Female	Average Male hourly rate	Average Female hourly rate	Pay gap (%)
24	14	£16.75	£14.89	11.10%

d) Administration Employees pay gap analysis (excluding the management team)

Male	Female	Average Male hourly rate	Average Female hourly rate	Pay gap (%)
*	23	£10.42	£12.11	-16.22%

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

e) All Employees pay gap analysis by Grade

Grade	Male	Female	Average Male hourly rate	Average Female hourly rate	Pay Gap (%)
1	4	11	£10.00	£9.81	1.90%
2	8	18	£11.47	£12.19	-6.28%
3	11	6	£19.86	£18.49	6.90%
4	4	3	£23.41	£24.84	-6.11%
5	4	0	£33.44	£0.00	0.00%
CO	1	0	£59.98	£0.00	0.00%

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

f) Valuation Employees pay gap analysis by grade

Grade	Male	Female	Average Male hourly rate	Average Female hourly rate	Pay Gap (%)
1	3	4	£9.96	£9.96	0.00%
2	7	5	£11.57	£11.71	-1.21%
3	11	3	£19.86	£20.45	-2.97%
4	3	2	£24.23	£24.36	-0.54%
5	0	0	£0.00	£0.00	0.00%
CO	0	0	£0.00	£0.00	0.00%

Analysis by grade and valuation service area demonstrates there are no pay gaps greater or less than 5%.

g) Administration Employees pay gap analysis by grade

Grade	Male	Female	Average Male hourly rate	Average Female hourly rate	Pay Gap (%)
1	*	7	£10.10	£9.73	3.66%
2	*	13	£10.73	£12.37	-15.28%
3	0	3	£0.00	£16.54	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.*

Analysis by grade and administration service area demonstrates there is a minus pay gap within grade 2 greater than minus 5%.

h) Management Team Employees pay gap analysis by grade

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	*	*	*	*	-6.11%
5	4	0	£33.44	£0.00	0.00%
CO	1	0	£59.98	£0.00	0.00%

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

i) Employees pay gap analysis by Disability

Non Disabled (excludes not declared)	Declared Disabled	Average Non Disabled hourly rate	Average Disabled hourly rate	Pay Gap (%)
68	*	£14.10	£13.43	4.75%

j) Employees pay gap analysis by Ethnicity

White	Minority Ethnic	Average White hourly rate	Average Minority hourly rate	Pay Gap (%)
70	0	£16.43	£0.00	0.00%

11. Occupational Segregation:

There are 32.86% females employed within the clerical admin section and 2.86% males. Within the valuation section there are 34.29% males and 20.00% females.

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

a) Occupational segregation by gender, ethnicity and disabled by Grade

Grade	Female	Male	White	Minority Ethnic	Disabled	Non Disabled (excludes not declared)
1	15.71%	5.72%	19.40%	0.00%	2.94%	29.41%
2	25.71%	11.43%	38.81%	0.00%	0.00%	41.18%
3	8.58%	15.71%	23.88%	0.00%	2.94%	14.71%
4	4.29%	5.72%	10.45%	0.00%	0.00%	5.88%
5	0.00%	5.71%	5.97%	0.00%	0.00%	2.94%
CO	0.00%	1.43%	1.49%	0.00%	0.00%	0.00%
Total	54.29%	45.71%	100.00%	0.00%	5.88%	94.12%

b) Occupational segregation by Service Area

Grade	Admin		Valuation		Management	
	Female	Male	Female	Male	Female	Male
1	10.00%	1.43%	5.71%	4.29%	0.00%	0.00%
2	18.57%	1.43%	7.14%	10.00%	0.00%	0.00%
3	4.29%	0.00%	4.29%	15.71%	0.00%	0.00%
4	0.00%	0.00%	2.86%	4.29%	1.43%	1.43%
5	0.00%	0.00%	0.00%	0.00%	0.00%	5.70%
CO	0.00%	0.00%	0.00%	0.00%	0.00%	1.43%
Total	32.86%	2.86%	20.00%	34.29%	1.43%	8.56%

c) Occupational segregation of Part Time Employees by Grade and Gender

Grade	Female	Male
1	25.00%	0.00%
2	31.25%	0.00%
3	25.00%	12.50%
4	18.75%	6.25%
Total	81.25%	18.75%

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

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.

12. 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 and this continues. 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 2017 by Age, Disability, Gender, Ethnic Group is detailed in the tables below.

a) Percentage of Employees by Age Band as at 1 April 2017

Age Band	Percentage
Under 21	0.00%
21-29	20.00%
30-39	18.57%
40-49	17.14%
50-59	31.43%
60-65	10.00%
over 65	2.86%

b) Percentage of Employees by Age Band and Grade as at 1 April 2017

Age Band	1	2	3	4	5	CO	Total
under 21	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
21-29	8.57%	11.42%	0.00%	0.00%	0.00%	0.00%	19.99%
30-39	7.14%	7.14%	4.29%	1.43%	0.00%	0.00%	20.00%
40-49	0.00%	8.57%	8.57%	1.43%	1.43%	0.00%	20.00%
50-59	4.29%	8.57%	8.57%	7.14%	2.86%	1.43%	32.86%
60-65	0.00%	1.43%	2.86%	0.00%	1.43%	0.00%	5.72%
over 65	1.43%	0.00%	0.00%	0.00%	0.00%	0.00%	1.43%
Total	21.43%	37.13%	24.29%	10.00%	5.72%	1.43%	100.00%

c) Percentage of Employees by Gender as at 1 April 2017

Gender	Percentage
Female	54.29%
Male	45.71%

d) Percentage of Employees by Grade and Gender as at 1 April 2017

Grade	Female	Male
Grade 1	15.71%	5.72%
Grade 2	25.71%	11.43%
Grade 3	8.58%	15.71%
Grade 4	4.29%	5.71%
Grade 5	0.00%	5.71%
CO	0.00%	1.43%
Total	54.29%	45.71%

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 2017

Employee Category	Female	Male
Clerical/Administration	32.86%	2.86%
Valuation	20.00%	34.29%
Management	1.43%	4.28%
Senior Management	0.00%	4.28%
Total	54.29%	45.71%

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
White	
Scottish	90.00%
Other British	5.71%
Irish	1.43%
Other White	0%
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	2.86%
Total	100.00%

g) Percentage of Employees by Full/Part Time as at 1 April 2017

Gender	Full Time	Part Time
Female	35.71%	18.57%
Male	41.43%	4.29%
Total	77.14%	22.86%

h) Percentage of Employees by Disability as at 1 April 2017

Disabled	Not Disabled	Not Declared
2.90%	46.38%	50.72%

i) Returning to work after pregnancy

For the period April 2016 to April 2017 no females were on maternity leave.

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.

13. 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 2016 to 31 March 2017

Female	63.08%
Male	36.92%
Total	100.00%
Disabled	2.34%
Not Disclosed	36.45%
Not Disabled	61.21%
Total	100.00%
White-Scottish	97.66%
Not Disclosed	2.34%
Total	100.00%
Under 21	0.47%
21-29 years	37.85%
30-39 years	26.17%
40-49 years	18.22%
50-59 years	15.42%
60-65 years	1.87%
over 65 years	0.00%
Total	100.00%

b) Recruitment and Retention monitoring

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

Recruitment Monitoring: Analysis of Gender, Disability, Ethnicity and Age for the period 1 April 2016 to 31 March 2017

Applicants	Applied	Interviewed	Appointed
Male	71.82%	43.75%	46.15%
Female	28.18%	56.25%	53.85%
Disabled	1.82%	3.13%	0.00%
Aged under 50 years	93.64%	87.50%	84.62%
Aged over 50 year	5.45%	12.50%	15.38%
Black/Ethnic Minority	2.73%	0.00%	0.00%
White	96.36%	100.00%	100.00%
Total Monitoring Forms Completed: Applied/Interviewed/Appointed	110	32	13

The % of applicants is split over each category: 71.82% of the 110 applicants who applied were male and 43.75% of the 32 applicants interviewed were male. 28.18 % of the 110 applicants who applied were female and 56.25% of the 32 applicants interviewed were female.

Retention Monitoring: Analysis of Exit Interviews by Gender, Disability, Ethnicity and Age for the period 1 April 2016 to 31 March 2017.

Female	33.33%
Male	66.67%
Total	100%
Disabled	0.00%
Not Disabled	50.00%
Not Disclosed	50.00%
Total	100%
Black/Ethnic Minority	0.00%
White	100%
Total	100%
Under 21	0.00%
21-29 years	0.00%
30-39 years	66.67%
40-49 years	16.67%
50-59 years	16.67%
60-65 years	0.00%
over 65 years	0.00%
Total	100%

b) Recruitment and Retention monitoring continued

Reason For leaving

Career Development	33.33%
Caring Responsibilities	0.00%
Moving Outwith Area	0.00%
Not Disclosed	66.67%
Total	100.00%

14. How we will achieve our objectives

The aim of mainstreaming equalities is to build on the achievements of our previous equality schemes and to provide new outcomes to which both employees and of LVJB and members of the community can be a part of. To do this we will focus our outcomes on the following key principles

- **Accessing** – provide services in ways that mean everyone can and does have the right to use them.
- **Informing** – ensure that everyone has access to information, in a format that suits their needs, on LVJB services.
- **Involving** – talk to groups and individuals on a one to one basis and use views and opinions to inform decision making and shape service delivery.
- **Promoting** – ensure that individuals are treated equally and given the opportunity to have full access to services.

15. Outcomes and involvement

At the heart of producing our mainstreaming equality report has been involvement of those who both deliver our services and those who use them. In line with the above key principles, the following are outcomes that have been developed in partnership with employees, representative groups and members of the public. By setting out to achieve these aims LVJB will offer equal access to the services we provide to the community.

1. Provide Equal Access to the Electoral Registration Process
2. Social Inclusion/Deprivation: Impact on Credit Rating through Non Registration
3. Provide Equal Access to the Valuation Appeal Process
4. Provide Equal Access to Absent Voting Methods
5. Monitor Customer Satisfaction on all service areas by the protected characteristics

The initial Plan covered the four year period from 2013 to 2017 and progress was reported on in 2015 together with annual mainstreaming reports.

16. 2013 to 2017 Equality Outcomes Report:

Outcome 1 - Provide Equal Access to the Electoral Registration Process

a) Under registration of Young People and Students (aged 17-24)

- Provided alternative methods of voting through the use of the on-line registration via the UK government website www.gov.uk/register-to-vote
- Provide telephone assistance to electors to guide them through the registration process and offered the option to complete their registration for them over the telephone.
- Published the availability of the UK government on-line registration service on our website and in voter registration forms issued.
- In conjunction with Glasgow City Council Electoral Registration Officer we placed a TV and radio advert during canvass periods 2015 and 2016 to encourage registration of all eligible electors.
- Placed an advert on registering to vote within the South Lanarkshire Council Reporter which was distributed annually to all households within the area.
- Set up an awareness activity at local schools in February 2015, to encourage registration of young people. Participated in the Electoral Commission ReadyToVote toolkit to encourage 15-17 year olds in Scotland to register to vote for the 2016 Scottish Parliamentary Election.
- To maximise the registration of 14, 15, 16 and 17 year olds, during the 2015 and 2016 annual canvass we obtained information from educational establishments throughout North Lanarkshire and South Lanarkshire.
- As a result of the work undertaken during the 2016 annual canvass along with the targeted public awareness campaigns 9,750 electorate aged 16 and 17 were registered on the Scottish Parliamentary Register and 2,069 attainers (14/15) at 1 December 2016.
- There was an increase of 43.52% in the number of 16/17 year olds in the published Scottish Parliamentary register in 2015 compared to the published Scottish Parliamentary register of 1 December 2016.
- We produced a short guide on the Household Voter Registration Canvass in 2015 and distributed via NLC/SLC gypsy/travellers liaison officer.

b) Under registration of black and minority people (BME), EU nationals and Commonwealth Citizens

- Continued to provide the option of interpreting and translation services.
- A personal canvass was carried out in 2015 and 2016 to households where electors did not respond to voter registration forms. The canvassers carried language translation booklets covering languages of commonwealth countries, British overseas territories and European Union Member states.

- On the 1 December 2016 there were 1.85% of electors whose nationality was other than the United Kingdom. The 2011 census data for national identity other than the United Kingdom was 1.7% for NLC area and 1.8% for SLC area.
- Improve the production of statistical reports on our Electoral Service IT Systems ensuring relevant statistical data was available to conduct analysis by nationality for comparison to census data.

c) Under registration of People with learning Difficulties/Physical Disabilities

- Personal canvass was carried out for non responding households enabling face to face assistance in completing the annual canvass voter registration forms.
- Guidance notes on the registration process were issued to Care Homes and Residential Homes. In December 2016 there was an 87.16% response rate.
- Provided alternative methods of voting through the use of on-line registration via the UK government website www.gov.uk/register-to-vote. This information is published on our website and on all household enquiry forms and invitations to register forms issued.
- Provided telephone assistance to electors to guide them through the registration process and offer the option to complete their registration.
- The number of electors voting by post increased from 63,291 on the 27 February 2015 to 76,509 on the 1 December 2016 which is a 17.28% increase.
- Provided a link on our website to the accessible Electoral Commission website www.aboutmyvote.co.uk and the accessible UK government website www.gov.uk/register-to-vote for electors to use to register to vote.

d) Under registration of Residents in Homes of Multiple Occupancy (students, care homes, hostels)

- Provided alternative methods of voting through the use of on-line registration via the UK government website www.gov.uk/register-to-vote. This information is published on our website and on all voter registration forms issued.
- Dedicated team made personal visits to establishments to maximise registration.

Outcome 2 - Social Inclusion/Deprivation: Impact upon Credit Rating through Non Registration

- In October 2013 a personal canvass was conducted of 28,115 households with no registered electors which included 8,142 households that were classified as social rented households (28.95%). The overall response rate was 6,816 (24.24%).
- A personal canvass which includes social rented households is conducted each year to households with no registered electors. In addition individual registration forms are issued where there is a change in tenant or occupier. In September 2016 a personal canvass was conducted of 24,477 households with no registered electors.

Outcome 3 - Provide Equal Access to the Valuation Appeal Process

- Provided the facility for translation and interpreting services for use at the valuation appeal committee on request.

Outcome 4 - Provide Equal Access to Absent Voting Methods/EHMF Indicator

- Translation and interpreting services available on request.
- The number of electors voting by post increased from 63,291 on the 27 February 2015 to 76,509 on the 1 December 2016 which is a 17.28% increase.
- On December 2016 there were 755 absent vote signature waivers. This demonstrates that electors are aware of and are using this option ensuring their continued participation in the electoral process.

Outcome 5 - Monitor Customer Satisfaction on all service areas by the protected characteristics

- Customer care questionnaires and complaints were monitored for equality issues. No issues were reported for the period 2015 to 2017.

Statistical data:

- Electoral Registration Officer 2013 annual canvass outcomes report to the Lanarkshire Valuation Joint Board which is available under the guide to information on our website www.lanarkshire-vjb.gov.uk
- Electoral Statistics are available on the following link: www.nrscotland.gov.uk/statistics-and-data/statistics/statistics-by-theme/electoral-statistics
- Census profile data: www.nrscotland.gov.uk/statistics-and-data

17. Revised Equality Outcomes 2017 to 2021

The following revised Equality Outcomes plan covers the four year period from April 2017 to April 2021. Progress will be reported to LVJB's Management Team annually and regularly monitored by the Administration Manager.

1. Provide Equal Access to the Electoral Registration Process

Qualitative Evidence suggests that certain sub groups of individuals are less likely to be registered to vote

Situation/Problem	Activities/Outputs	Equality Outcomes	General Duty
<p>a) Under registration of Young People and Students (aged 17-24)</p> <p>Inequality Problem Estimates suggest that only 20% gypsy traveller children of secondary age attend school. To increase the number of 16/17 year olds added to the Electoral Register we target attainer lists provided by NLC/SLC. Evidence suggests that only 20% of gypsy traveller 16/17 year olds will be on the list.</p>	<p>Targeted public awareness on how to register to vote within schools/youth groups in North/South Lanarkshire area.</p> <p>Liaise with North Lanarkshire Council (NLC) and South Lanarkshire Council (SLC) to arrange for the issue of appropriate correspondence to 14-17 year olds.</p> <p>Continue to publicise and provide alternative methods of confirming registration such as telephone, text and web.</p> <p>Action: arrange a meeting with the NLC/SLC liaison officer or awareness mailing to provide information on registration process and impact of non registration (liaise with SLC Partnership Meeting).</p>	<p>Increased registration amongst 17-24 year olds (of all characteristics)</p> <p>Young people are more actively engaged in local decision making</p> <p>Increased registration of 16/17 year olds (attainers) and 14/15 year olds.</p> <p>Improve access to continued registration</p> <p>Equality Outcome: improve registration of young gypsy travellers.</p>	<p>Eliminate, Advance and Foster Advance equality of opportunity</p> <p>Foster Good Relations</p>

Situation/Problem	Activities/Outputs	Equality Outcomes	General Duty
<p>b) Under registration of black and minority ethnic people(BME), EU nationals and Commonwealth Citizens</p>	<p>Provide information in guidance notes on who is eligible to vote and face to face service via personal canvass and telephone interpreting.</p> <p>Raise awareness via BME employee forum/BME Groups to advise of registration process and translation service availability.</p> <p>Individuals can register to vote on www.gov.uk/register-to-vote</p> <p>Individual registration forms are available in alternative languages on request and on the Electoral Commission website.</p>	<p>Increased registration in areas where under registration may occur.</p>	<p>Eliminate, Advance and Foster Advance equality of opportunity</p>

Situation/Problem	Activities/Outputs	Equality Outcomes	General Duty
<p>c) Under registration of people with learning difficulties (low literacy)/people with physical disabilities</p>	<p>Registering to vote: provide face to face service via personal canvass and raise awareness of assistance available in completing the registration forms through guidance notes.</p> <p>Absent vote: raise awareness of waiver available for those unable to sign the form.</p> <p>Offer a personal canvass for vulnerable groups who expressed preference for face to face registration.</p> <p>Individuals can register to vote on www.gov.uk/register-to-vote</p>	<p>Increased registration in areas where under registration may occur.</p>	<p>Eliminate, Advance and Foster Advance equality of opportunity</p>

Situation/Problem	Activities/Outputs	Equality Outcomes	General Duty
<p>d) Under registration of residents in homes of multiple occupancy (students, care homes, hostels)</p>	<p>Liaise with relevant Resources within North Lanarkshire Council and South Lanarkshire Council on the provision of information to homeless/special needs units in the community.</p> <p>Dedicated team allocated to deal with establishment and conduct personal visits.</p> <p>Offer a personal canvass for vulnerable groups who expressed preference for face to face registration.</p>	<p>Increased registration</p>	<p>Eliminate, Advance and Foster Advance equality of opportunity</p>

2. Social Inclusion/Deprivation: Impact on Credit Rating through Non Registration

Situation/Problem	Activities/Outputs	Equality Outcomes	General Duty
<p>Potential for lower registration rates in deprived areas of NLC/SLC resulting in impact on obtaining credit as the register is used by the Credit Reference Agencies</p>	<p>Compare multi member ward areas with households that have “No Registered Electors” to deprived areas within NLC/SLC – (refer to SLC performance management and community planning pages (Improve) report on “Deprived Areas in South Lanarkshire”. Target areas with a personal canvass/registration campaign.</p>	<p>Increased registration in areas where under registration may occur.</p>	<p>Eliminate, Advance and Foster Advance equality of opportunity</p>

3. Provide Equal Access to the Valuation Appeal Process

Situation/Problem	Activities/Outputs	Equality Outcomes	General Duty
<p>Potential for BME Community to be unaware of the appeals process/right of appeal and possible language barriers.</p>	<p>Publicise provision of interpreting service for individual appellants when discussing appeal/use of language line telephone interpreting to overcome any language barriers such as when staff are out on survey or appellants visit the office.</p>	<p>Improve knowledge</p>	<p>Eliminate, Advance and Foster Foster Good Relations</p>

4. Provide Equal Access to Absent Voting Methods/EHMF Indicator

Article 29 of the UN Convention on the rights of persons with disabilities on participation in political and public life

Electoral Administration Act 2006 and associated legislation contain measures aimed to make the voting process more accessible for disabled electors.

Situation/Problem	Activities/Outputs	Equality Outcomes	General Duty
<p>The uptake of voting by post or proxy amongst persons with disabilities is unknown.</p>	<p>Information on and documents about the electoral process are continued to be made available in other languages and formats.</p> <p>Electors with a disability may choose to vote by post as an alternative to voting in a polling station. The law allows an Electoral Registration Officer (ERO) to dispense with the requirement for postal vote applicants to provide a signature if the applicant is unable to do so due to a disability.</p>	<p>Improve participation, influence and voice.</p>	<p>Eliminate, Advance and Foster Advance equality of opportunity</p>
<p>Absent Voting levels amongst electors unable to attend at a polling station due to age related issues, childcare or caring responsibilities may be lower than other Electoral Registration Officers (EROs).</p>	<p>Analysis of postal vote uptake across other ERO offices.</p>	<p>Improve participation, influence and voice.</p>	<p>Advance equality of opportunity</p>

5. Monitor Customer Satisfaction on all service areas by the protected characteristics

Situation/Problem	Activities/Outputs	Equality Outcomes	General Duty
<p>Insufficient data on all of the protected characteristics to monitor customer satisfaction of the Electoral Registration, Non Domestic and Council Tax Valuation Service from all of the groups</p>	<p>Increase volume of random sampling of service uptake across all of the protected characteristics to improve evidence base and analyse the data to identify any inequality.</p> <p>Improve equalities monitoring of complaints/satisfaction levels.</p>	<p>Longer term improved service provision.</p>	<p>Eliminate, Advance and Foster Eliminate unlawful discrimination</p>

Statistical Data and Reports used for evidence gathering:

1. Electoral Commission: Understanding Electoral Registration: the extent and nature of non-registration in Britain.
2. Population Data: National Records of Scotland estimates of population of NLC/SLC and Scotland by Age group 2011.
3. Census 2011 data for Scotland.
4. South Lanarkshire Council Performance management and community planning pages (Improve) report on “Deprived Areas in South Lanarkshire” (2009 Scottish Index on Multiple Deprivation). Scottish Government: Scottish Index of Multiple Deprivation 2012 local authority summary for North and South Lanarkshire Council areas.
5. GFK Under-Registered Groups & Individual Electoral Registration – a qualitative study exploring the barriers and levels to electoral registration amongst groups that have traditionally been under-registered