

# ANNUAL REPORT ON EQUALITIES SCHEMES 2010

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## 1 INTRODUCTION

Lothian Valuation Joint Board is committed to all its equalities policies and as such an annual review has taken place for 2009. This report covers Gender, Age, Equal Opportunities, Disability and Race Equality.

## 2 GENDER EQUALITY

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

### 2.1 Recruitment

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

### 2.2 Selection

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

### 2.3 Training

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

### 2.4 Pay & Conditions of Service

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

### 2.5 Dignity at Work

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

### 2.6 /....

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

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

## **3 AGE DISCRIMINATION**

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

### **3.1 Recruitment**

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

### **3.2 Selection**

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

### **3.3 Training & Development**

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

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

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

### **3.5 Dignity at Work**

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

### **3.6 /....**

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

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

### **3.7 Retirement**

The normal retirement age for Joint Board staff is 65 although requests for an earlier or later retiral date can be considered.

### **3.8 Absence Management**

Monitoring of absences is applied to all staff across all age groups working within the Joint Board.

## **4 EQUAL OPPORTUNITIES**

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

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

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

### **4.2 Training & Development**

Training for Joint Board staff is undertaken across the organisation to ensure all staff meet the requirements of their current posts. Training requirements are considered in terms of Best Value and reflect trainee contracts, Performance Review and Development reports and any career development identified.

### **4.3 Grievance & Discipline**

All staff grievance, disciplinary and related matters are dealt with in a fair and equitable manner. During 2009 one member of staff was dismissed.

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

The Flexible Work Options Policy came into effect 5 years ago. To date the Joint Board has accommodated a large number of requests from staff for part-time, job share and compressed working. At present there are approximately 41% of staff on patterns other than a normal 5-day working week.

## **5 DISABILITY EQUALITY**

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

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

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

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

### **5.3 Employment**

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

### **5.4 Actions**

Highlighting awareness of the Disability Policy will continue and has been added to our new start induction programme. The Joint Board will continue its support to disabled staff by making reasonable adjustments to their working environment. Various adjustments have been made to accommodate the varying levels of disability of staff within the Joint Board. We have installed a minicom, a vibrating paging device connected to the fire bell for a deaf employee and a large screen with associated software to enhance display for a visually impaired employee. Specialist seating has been provided in accordance with the recommendations of the Joint Board's Occupational Health provider as have adaptations to staff members work stations, as required or requested.

## **6 RACE EQUALITY**

### **6.1 Commitment**

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

### **6.2 /...**

## **6.2 Accessibility**

The Joint Board continues to review the services provided to ensure they meet the needs of the community. All documentation can be translated into various languages, on request. Language Line provides an interpretation service and in 2009 there were 12 Polish, 3 Arabic and 1 Cantonese telephone translations undertaken.

## **6.3 Monitoring**

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

## **6.4 Communication**

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

## **6.5 Employee Development**

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

## **7 MINORITY GROUPS**

### **7.1 Participation in Local Events**

To ensure continued support and participation in the local community, Joint Board staff attended a homelessness event in the Lanthorn Community Education Complex, Livingston; an event at Strathbrock Partnership Centre in Broxburn as part of West Lothian's diversity week; staff arranged for voter registration forms to be handed out the Scottish Country Dance Event which involved persons with disabilities in the audience and performing; the West Lothian Disability AGM; a Multi-Cultural event in Broxburn; and provided voter registration forms to staff assisting with the Rock Trust (project for 16 to 25 year olds experiencing homelessness or feel socially isolated).

## **8 CONCLUSION**

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

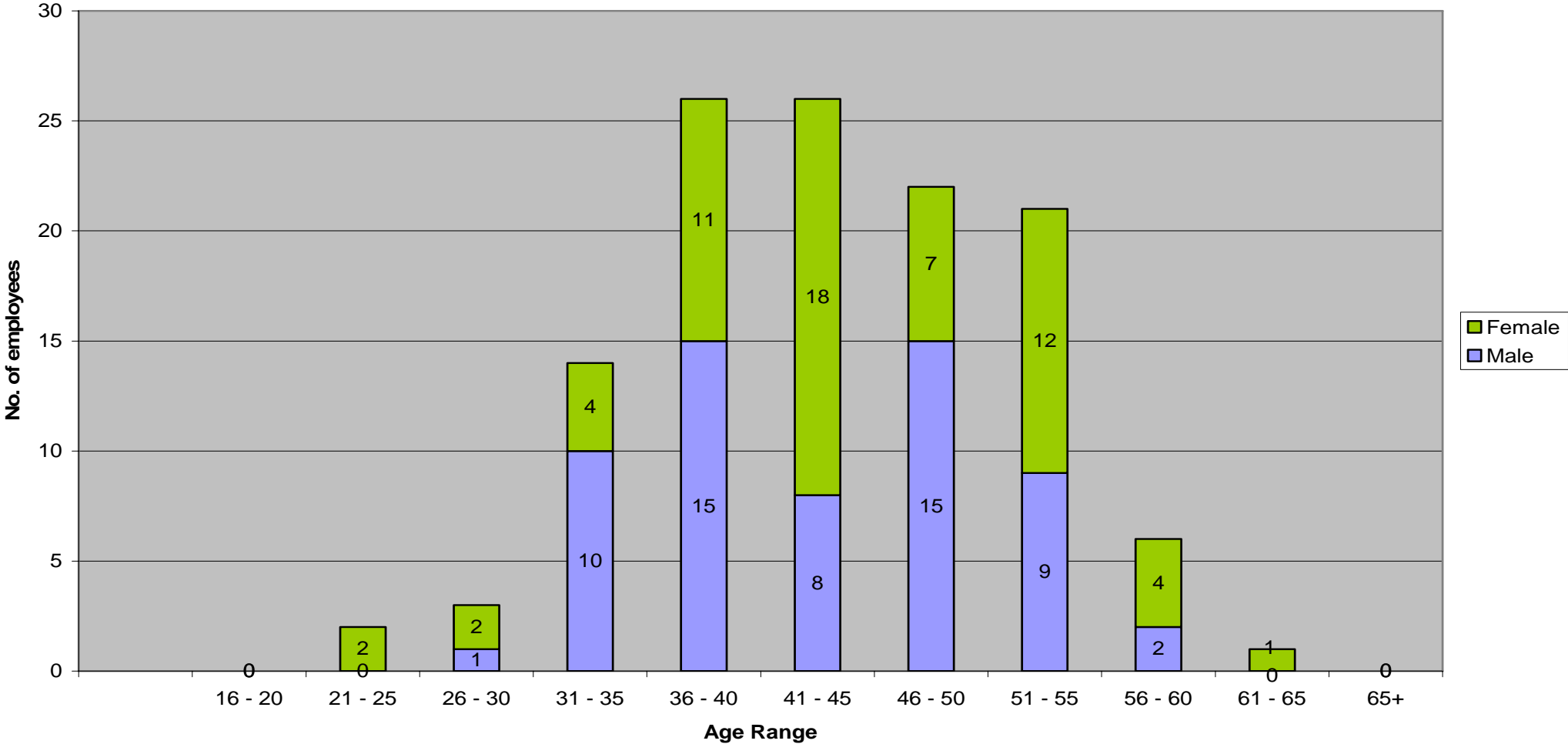
## **APPENDICES/....**

**APPENDICES**

1. Employees Age
2. LVJB Training
3. LVJB Salaries
4. Working Patterns/Flexible Working in LVJB
5. Applicants in 2009
6. Applications received and Successful Candidates
7. LVJB Leavers
8. LVJB Employees by Ethnic Origin, Gender and Disability

# Appendix 1

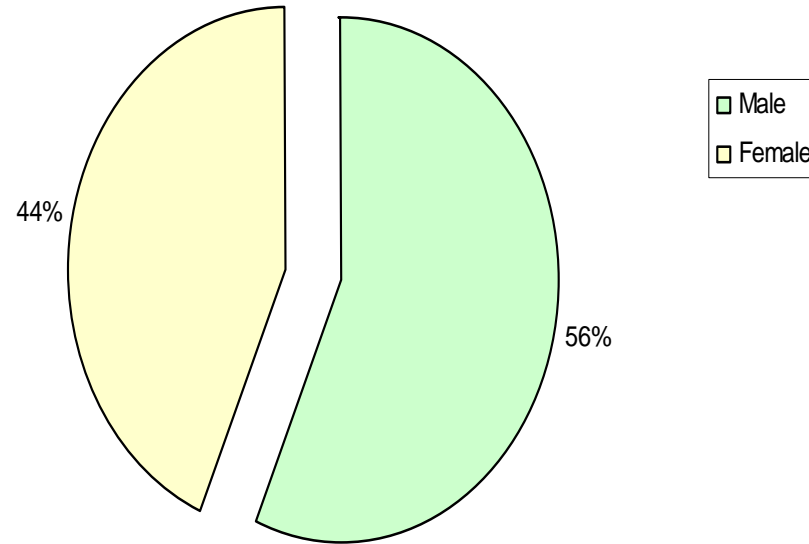
## LVJB Employee Age Range 2009



## Appendix 2

<b>TRAINING BY AGE 2009 - All LVJB Employees</b>		
<b>Age Categories</b>	<b>Training Days</b>	
	<b>M</b>	<b>F</b>
16 - 20	0	0
21 - 25	0	1
26 - 30	1	3
31 - 35	16	8
36 - 40	18	15
41 - 45	17	18
46 - 50	19	7
51 - 55	11	10
56 - 60	3	3
61 - 65	0	1
65+	0	0
<b>Total:</b>	<b>85</b>	<b>66</b>

### Training By Gender 2009



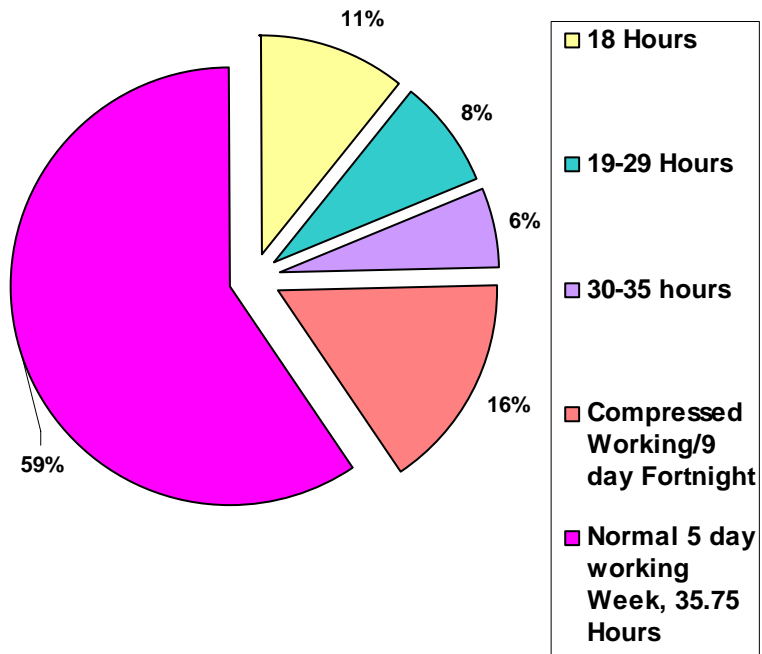
## Appendix 3

<b>LVJB SALARIES 2009</b>			£10,000 to £14,999	£15,000 to £19,999	£20,000 to £24,999	£25,000 to £29,999	£30,000 to £34,999	£35,000 to £39,999	£40,000 to £44,999	£45,000 to £49,999	£50,000 to £54,999	£55,000 to £59,999	£60,000 to £64,999	£65,000 to £69,999	£70,000 +
<b>Race</b>	White		0	35	6	32	12	20	6	5	0	3	0	0	2
	Mixed														
	Asian/Far East														
	Asian Other														
	Black														
	Other European														
	Other														
<b>Disability</b>	Disabled		0	3	0	1	0	0	0	0	0	0	0	0	0
	Able bodied		0	32	6	31	12	20	6	5	0	3	0	0	2
<b>Gender</b>	Male	60	0	8	0	15	10	16	3	4	0	2	0	0	1
	Female	61	0	27	6	17	2	4	3	1	0	1	0	0	1
<b>Total No. of Staff</b>		121	0	35	6	32	12	20	6	5	0	3	0	0	2

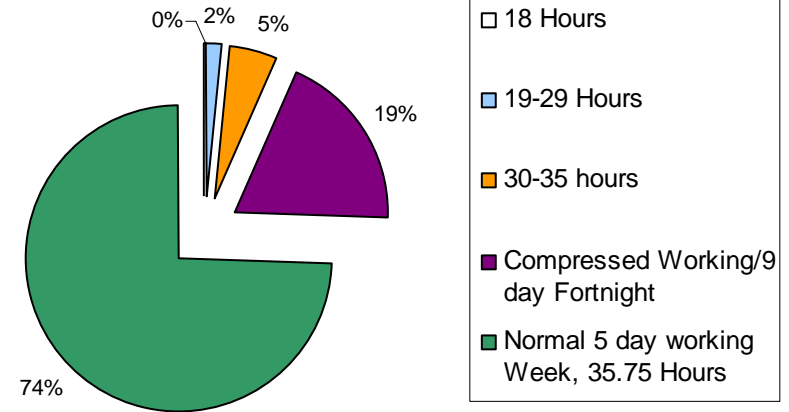
\* Please note: This information is based on full time equivalent salaries for ALL LVJB employees.

# Appendix 4

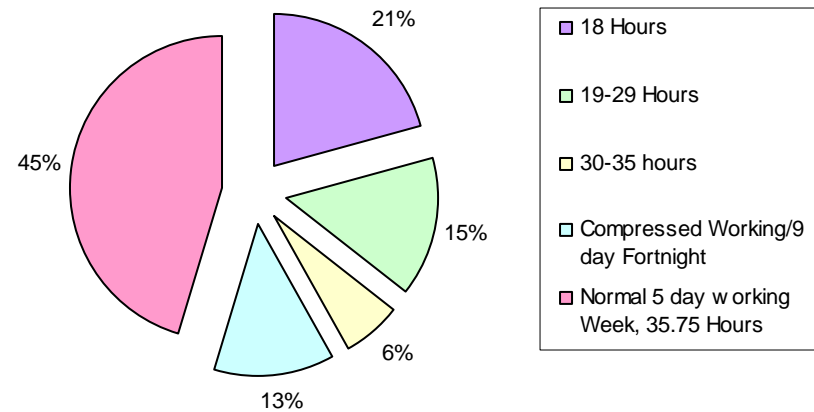
**Working patterns in LVJB - All Staff**



**Male Employees Flexible Working 2009**



**Female Employees Flexible Working 2009**



## Appendix 5

<b>APPLICANTS BY ETHNIC ORIGIN, GENDER AND DISABILITY (2009)</b>				
	<b>Applicants in 2009</b>	<b>No. of applicants</b>	<b>Interviewed</b>	<b>Offered post</b>
<b>Ethnic Origin</b>	<b>White</b>	129	35	8
	<b>Black - African</b>	1	1	
	<b>Black - Caribbean</b>			
	<b>Black - Other</b>			
	<b>Indian</b>	2		
	<b>Pakistani</b>			
	<b>Bangladeshi</b>			
	<b>Chinese</b>			
	<b>Other</b>	2	2	
<b>Disability</b>	<b>Disabled</b>	6	1	0
	<b>Able bodied</b>	128	37	8
<b>Gender</b>	<b>Male</b>	82	24	6
	<b>Female</b>	52	14	2

## Appendix 6

**APPLICATIONS RECEIVED AND SUCCESSFUL CANDIDATES  
BY GENDER AND DISABILITY – 2009**

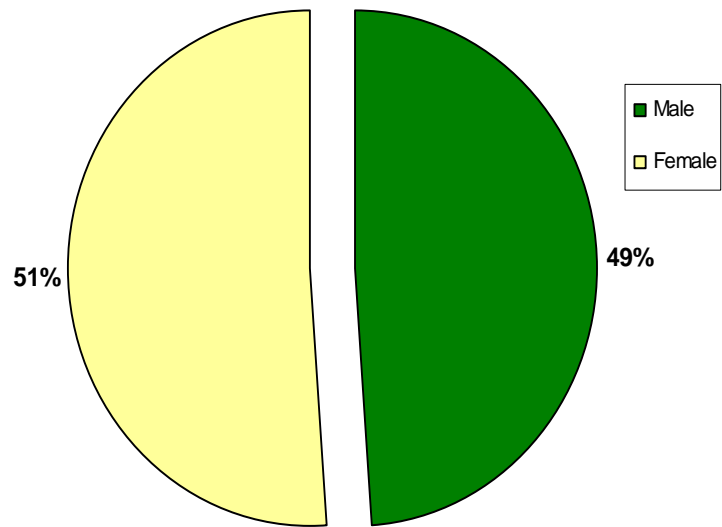
		APPLICANTS			SUCCESSFUL CANDIDATE		
POST TITLE	No. of Application Forms rec'd	Male	Female	Disability	Male	Female	Disability
Admin Officer (Acting Up – Sickness Absence Cover)	4	2	2	1	0	1	0
Temporary Clerical Assistant	104	63	41	5	5	1	0
Valuer	7	6	1	0	1	0	0
Administration Assistant	19	11	8	0	0	8	0

## Appendix 7

<b>LVJB LEAVERS 2009</b>		<b>No. of Leavers</b>	<b>Resignation</b>	<b>Retiral</b>	<b>End of Temporary Contract</b>	<b>Redundancy</b>	<b>Other</b>
<b>Race</b>	White	12	2	1	7	0	2
	Mixed						
	Asian/Far East						
	Asian Other						
	Black						
	Other European						
	Other						
<b>Disability</b>	Disabled	0	0	0	0	0	0
	Able bodied	12	2	1	7	0	2
<b>Gender</b>	Male	7	1	1	5	0	0
	Female	5	1	0	2	0	2

## Appendix 8

### Employment in LVJB by Gender



### Employee Disability

