



2021 Equalities Mainstreaming Report

Contents

1.0	Introduction	3
2.0	Equalities Outcomes	3
3.0	The Elector Definition Map.....	3
4.0	To Review and Refresh Staff Awareness of the Equalities Duties	4
4.1	Review of Data and Information.....	4
4.2	Staff Recruitment and Selection	4
4.3	Training and Development.....	4
4.4	Policies and Procedures	5
4.5	Equality Impact Assessment Template	5
5.0	To Identify and Engage with Partner Organisations who can assist with the aim of providing service delivery in an equal fashion including those reflecting the protected characteristics.....	5
6.0	Gender Pay Gap Information	5
7.0	Equal Pay Statement.....	6
8.0	Summary and 2017/2022 Outcomes	6
	Appendix 1: Workforce Profile.....	7
	Appendix 2: Workforce Profile by Pay Band	10
	Appendix 3: Equality Impact Assessment	12

1.0 Introduction

The aim of this Mainstreaming Report is to provide an update on the progress being made in respect of the 2017/2022 outcomes.

In addition, a statistical analysis taken as at March 2021 is provided in the Appendices to illustrate the distribution of protected characteristics within our operations.

2.0 Equalities Outcomes

The 2017/2022 outcomes are:

- To further enhance the Elector Definition Map in order to support the outcome to improve knowledge of the equality profile of the population of the LVJB area, allowing a more attentive service to those with communication and support needs to be developed.
- To review and refresh staff awareness of the Equalities duties, seeking to encourage engagement as how best to identify and target groups in order to more effectively deliver services.
- To identify and engage with partner organisations who can assist with the aim of providing service delivery in an equal fashion including those reflecting the protected characteristics.

3.0 The Elector Definition Map

Maintenance and development of the Elector Definition Map continues with the aim of including relevant information to reflect the population diversity in our area. This allows identification of Electoral Registration engagement opportunities, and following further development, opportunities in respect of the Valuation Roll and Council Tax functions. The EDM currently includes, on a Council ward basis, and where appropriate, yearly movement information on;

- Ward description
- Electorate numbers
- Numbers of Postal Voters
- Numbers of Overseas electors
- Number of EU Citizens
- Number of properties
- Level of canvass return
- Number of void properties
- Number of student properties
- Number of properties by number of electors residing
- Community Council
- Location of High Schools
- School pupil registration levels
- Location of Care establishments
- SIMD information
- Council Office information
- Local elected representatives
- Information on recent election events

Moving forward we shall continue to add relevant information to the EDM expanding it to include detail on Council Tax and the Valuation Roll thereby enhancing the picture that provides definition to a particular area in terms of the services provided. This allows a focus to be created on delivery of these services in a manner that best suits the characteristics of any particular area. One of the next steps is to make the EDM publicly available via the LVJB web site allowing comment and feedback which shall also add focus on its further development. Publication date is expected to be June/July 2021.

4.0 To Review and Refresh Staff Awareness of the Equalities Duties

A new HR Manager was appointed in January 2021. This appointment comes with a faithful commitment to deliver a range of initiatives that promote equality of opportunity and embrace diversity across LVJB and to tackle any inequalities or discrimination.

4.1 Review of Data and Information

LVJB continues to collect and monitor equality data in relation to the staff population. In March 2021, all staff were encouraged to respond (anonymously) to a survey to collect accurate data on age, race, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, sexual orientation, religion or belief, gender and contractual status for each staff member within the staff population. A response rate of 75% was achieved indicating an understanding and acknowledgment of the importance surrounding Equalities. LVJB continue to reinforce to staff the importance of their continued participation with this data collection and to improve the return rate.

This information, along with data we already hold in our existing HR database is displayed in Appendix 1 and Appendix 2.

A new HR database is currently being introduced. As part of the implementation, we are committed to investigating how this system may be utilised to ensure that staff records hold accurate data around the protected characteristics. Furthermore, consideration will be given as to suitable mechanisms to allow staff members to update their own sensitive information on record.

4.2 Staff Recruitment and Selection

HR are committed to finding improved ways to record sensitive equality and diversity information provided by job applicants that will, in turn, lend itself to monitoring and action where appropriate to ensure that no inequalities or discrimination exists in the process for selecting new employees.

4.3 Training and Development

It is recognised that there is a difference between having a diverse workforce and staff understanding their equality duties.

HR, the Training Framework Group and the Corporate Leadership team will work to identify and put in place arrangements to enhance the provision of training for staff around equality and diversity, to promote positive attitudes to equality issues.

The requirement for mandatory training across the organisation will be considered, aligned to roles and responsibilities, for example, participating in an interview panel in a decision-making role.

Consideration will be given to the offering of training during induction of new employees and what development should be provided prior to the end of a successful probation period. Part of the induction process must include an appreciation of the equality duties laid upon the organisation.

A range of training methods will be considered and analysed, such as e-learning modules and face to face training as required.

4.4 Policies and Procedures

The Equality Policy is due to be reviewed imminently, along with associated policies with linkages to equality.

4.5 Equality Impact Assessment Template

An Equality Impact Assessment template was created in February 2021 for use across LVJB wherever appropriate as a final step before a policy, procedure, initiative or similar is approved and launched to ensure that it is fairly and equitably inclusive for all stakeholders and doesn't discriminate against any particular group of staff, either intentionally or unintentionally. A copy of the EQIA template is attached as Appendix 3.

5.0 To Identify and Engage with Partner Organisations who can assist with the aim of providing service delivery in an equal fashion including those reflecting the protected characteristics

The Board has continued to consider the way in which it delivers elements of its statutory services. This, in conjunction with increasing awareness of equality issues, has allowed further development of target specific activities.

Our Electoral Data Manager has responsibility for the engagement process with stakeholders within Lothian in respect of the Electoral Registration service. This role shall be extended to include both the Valuation Roll and Council tax service in due course. This post supports the service delivery process across a range of different and diverse stakeholder groups within the community.

Links have been forged with organisations such as the Edinburgh and Lothian Regional Equality Council, ReAct (Refugee Action Scotland) and Edinburgh University Students Association to enable a collaborative approach to the production and dissemination of information.

The Electoral Data Manager regularly forms a team of staff through which to carry out activities. In so doing the understanding of the importance of service provision in an equal fashion to all our stakeholders is enhanced within the organisation.

6.0 Gender Pay Gap Information

LVJB has 48 male employees with an average hourly rate of pay of £19.98 and 56 female employees with an average hourly pay of £16.87

The mean (average) gender pay gap is therefore: $(19.98 - 16.67) / 19.98 \times 100 = 16.57\%$. The gender pay gap has closed by 2.29% since the 2019 Equality Mainstreaming Report was published.

7.0 Equal Pay Statement

Lothian Valuation Joint Board is committed to the principle that all employees should receive equal pay for doing equal work, or work of equal value, regardless of age, race, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, sexual orientation, religion or belief, gender or contractual status.

Taking account of the above principle LVJB will operate a pay and benefits system which is transparent, based on objective criteria, and free from bias.

LVJB aims to eliminate any bias in our pay and remuneration systems and understands that equal pay between men and women is a legal right in accordance with the Equality Act 2010.

The policies and procedures associated with pay and remuneration at LVJB have been developed to ensure they are fairly and consistently applied to all staff.

As an employer LVJB will continuously strive to treat all staff equally as individuals, free from any prejudice or other bias, and will take action to eliminate any form of discrimination it encounters.

Through these actions, LVJB will aim to avoid unfair discrimination in its pay and benefits system and reward fairly the skills, knowledge and competences of all employees.

We will continue to use a job evaluation scheme to measure the relative value of all jobs in our pay and grading structures within an overall framework that is sector-consistent, transparent and fair. In support of this commitment to equality in pay, LVJB will:

- Eliminate any unfair, unjust or unlawful practices, which affect pay.
- Take appropriate remedial action if necessary.
- Undertake regular equal pay reviews in line with appropriate guidance.
- Undertake consultation with recognised trade unions on the outcome of any reviews.
- Inform employees of how these practices work and how their own pay is determined.
- Monitor pay statistics annually.

8.0 Summary and 2017/2022 Outcomes

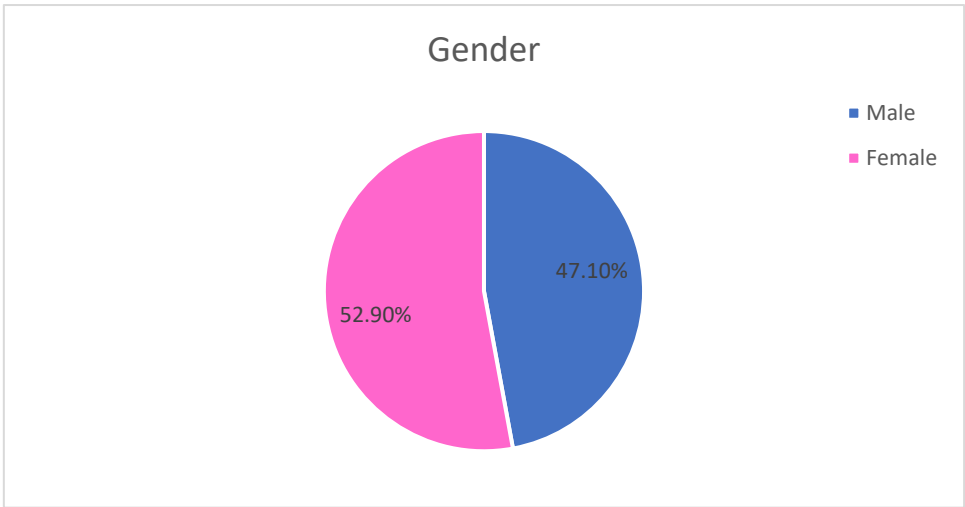
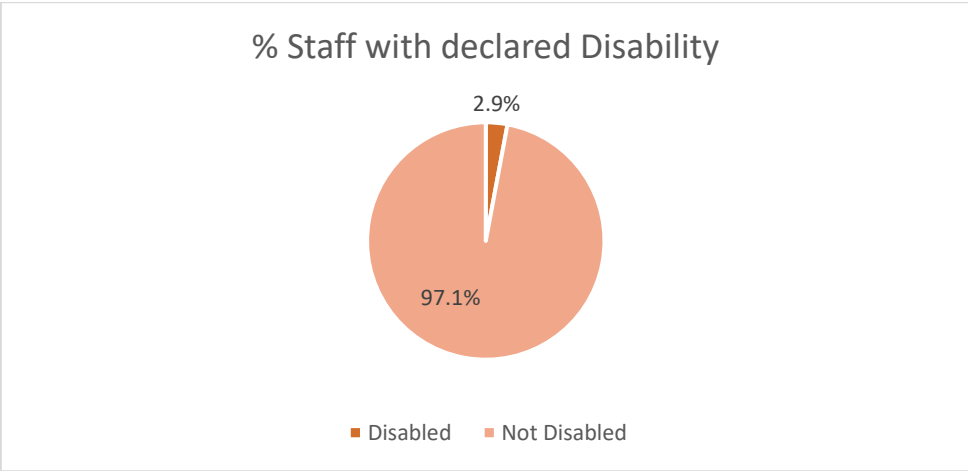
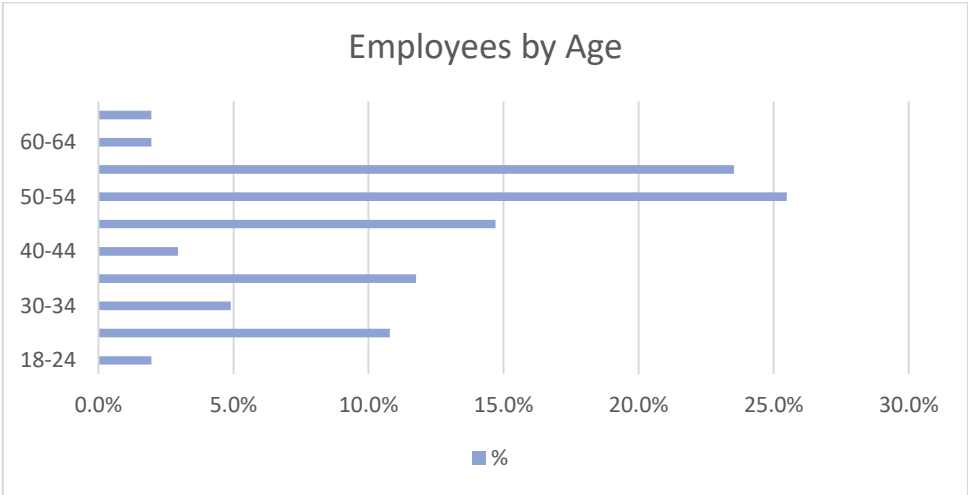
The Board will continue to support mainstreaming equalities throughout the service and monitor progress in relation to the protected characteristics and the specific equality outcomes identified.

The requirements laid upon the Board by the Equalities Act 2010 are regarded with the utmost respect and are used to focus and target elements of service delivery.

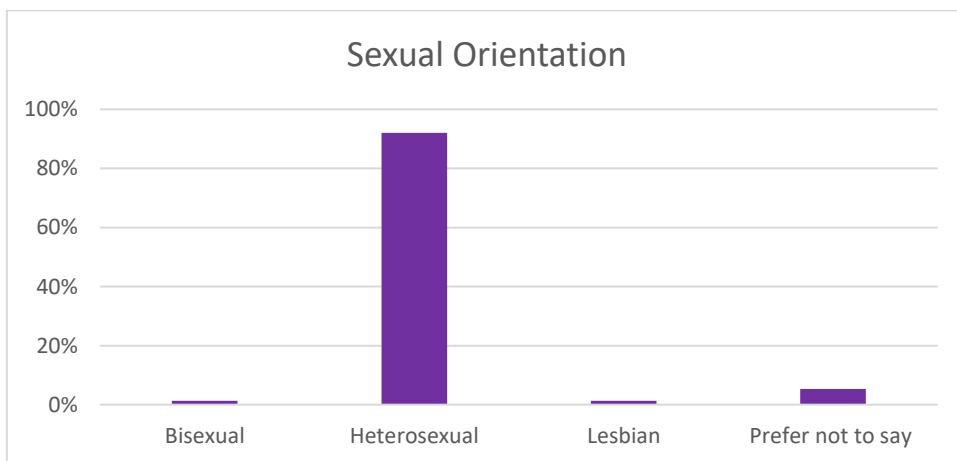
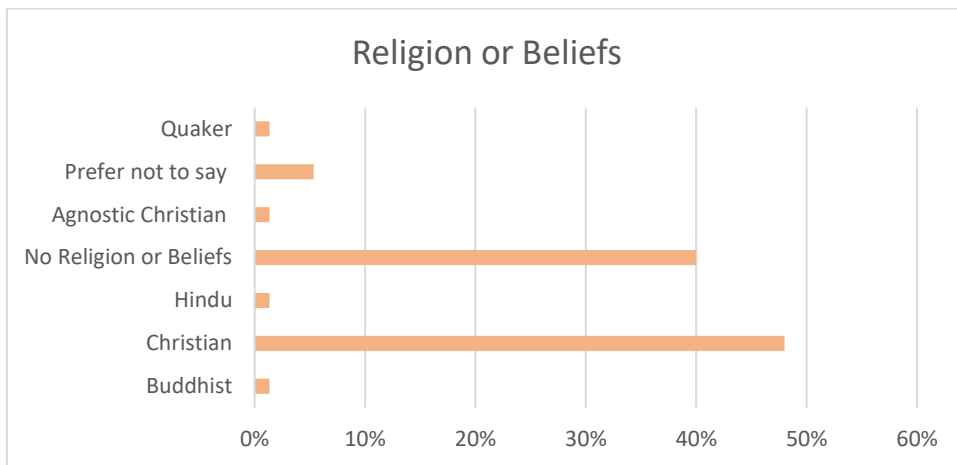
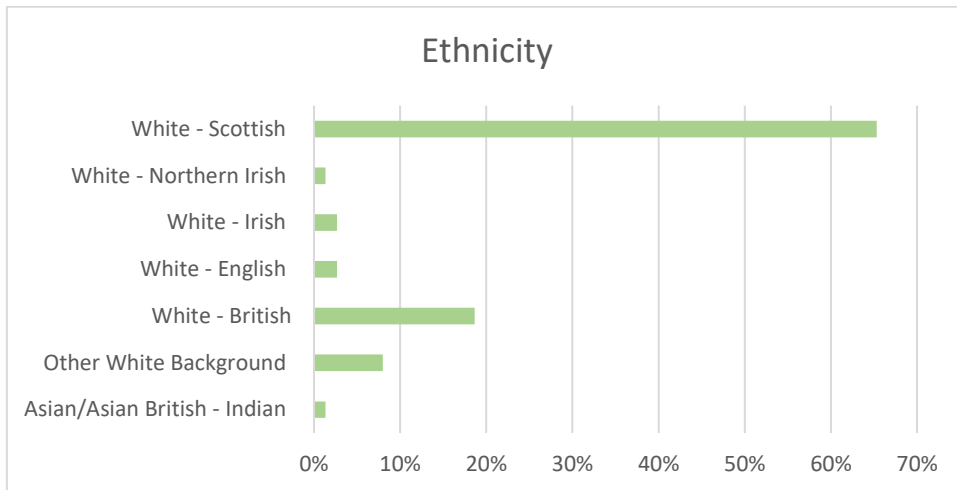
The progress that has been made to date in respect of increasing awareness of Equality requirements both within the organisation and in terms of service delivery is satisfactory however through the 2017/2022 Outcomes we shall endeavour to continue to raise the equalities profile.

The Board will publish a fresh mainstreaming report and formally report on the progress made to achieve the equality outcomes by April 2023. Fresh equality outcomes will be identified and reported by April 2023.

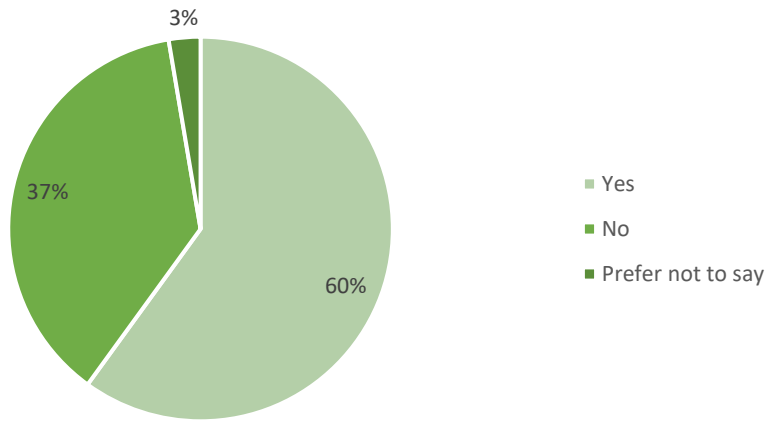
Appendix 1: Workforce Profile



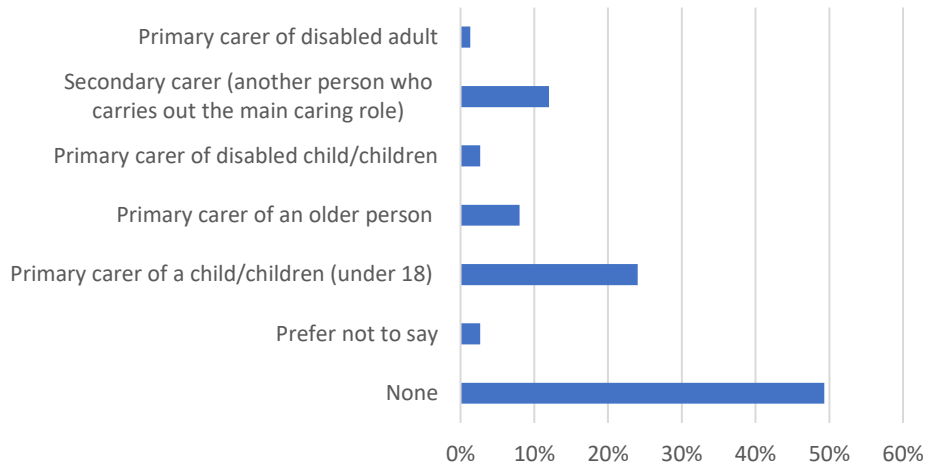
Underrated data extracted from survey data collected in March 2021



Married or Civil Partnership



Caring Responsibilities



Appendix 2: Workforce Profile by Pay Band

(Data extracted from data extracted from survey data collected in March 2021)

Band 1: £10,000 - £19,999 per annum	Band 4: £40,000 - £49,999 per annum
Band 2: £20,000 - £29,999 per annum	Band 5: £50,000 - £59,999 per annum
Band 3: £30,000 - £39,999 per annum	Band 6: £60,000+ per annum

	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Not Declared	Total
Age Range								
25-29 years	0%	8%	4%	0%	0%	0%	0%	12%
30-34 years	3%	0%	1%	0%	0%	0%	0%	4%
35-39 years	1%	3%	4%	1%	1%	0%	1%	12%
40-44 years	0%	0%	4%	1%	0%	0%	0%	5%
45-49 years	3%	4%	3%	4%	3%	0%	0%	16%
50-54 years	1%	12%	3%	3%	1%	4%	3%	27%
55-59 years	4%	11%	3%	1%	0%	1%	0%	20%
60-64 years	0%	0%	0%	1%	0%	0%	0%	1%
65+ years	1%	1%	0%	0%	0%	0%	0%	3%
Total	13%	39%	21%	12%	5%	5%	4%	100%
Religion or Beliefs								
Buddhist	1%	0%	0%	0%	0%	0%	0%	1%
Christian	5%	24%	7%	5%	4%	3%	0%	48%
Hindu	0%	0%	1%	0%	0%	0%	0%	1%
No religion or belief	5%	12%	13%	7%	0%	0%	3%	40%
Other	1%	0%	0%	0%	1%	0%	0%	3%
Prefer not to say	0%	3%	0%	0%	0%	3%	1%	7%
Total	13%	39%	21%	12%	5%	5%	4%	100%
Disability								
No	12%	27%	20%	11%	5%	5%	4%	84%
Prefer not to say	0%	3%	0%	0%	0%	0%	0%	3%
Yes	1%	9%	1%	1%	0%	0%	0%	13%
Total	13%	39%	21%	12%	5%	5%	4%	100%
Gender								
Female	8%	28%	13%	5%	0%	0%	4%	59%
Male	5%	11%	8%	7%	5%	5%	0%	41%
Total	13%	39%	21%	12%	5%	5%	4%	100%
Marital Status or Civil Partnership								
No	5%	16%	11%	3%	1%	0%	1%	37%
Prefer not to say	0%	1%	0%	0%	0%	0%	1%	3%
Yes	8%	21%	11%	9%	4%	5%	1%	60%
Total	13%	39%	21%	12%	5%	5%	4%	100%

	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Not Declared	Total
Ethnicity								
Asian/Asian British - Indian	0%	0%	1%	0%	0%	0%	0%	1%
Other White Background	1%	3%	4%	0%	0%	0%	0%	8%
White - British	3%	8%	3%	3%	1%	1%	0%	19%
White - English	0%	1%	0%	0%	0%	1%	0%	3%
White - Irish	0%	1%	1%	0%	0%	0%	0%	3%
White - Northern Irish	1%	0%	0%	0%	0%	0%	0%	1%
White - Scottish	8%	25%	12%	9%	4%	3%	4%	65%
Total	13%	39%	21%	12%	5%	5%	4%	100%
Sexual Orientation								
Bisexual	0%	1%	0%	0%	0%	0%	0%	1%
Heterosexual	13%	33%	19%	12%	5%	5%	4%	92%
Lesbian	0%	0%	1%	0%	0%	0%	0%	1%
Prefer not to say	0%	4%	1%	0%	0%	0%	0%	6%
Total	13%	39%	21%	12%	5%	5%	4%	100%
Caring Responsibilities								
None	7%	24%	9%	5%	1%	0%	1%	48%
Prefer not to say	0%	3%	1%	0%	0%	0%	0%	4%
Primary carer of a child/children (under 18)	5%	1%	8%	3%	1%	3%	3%	24%
Primary carer of an older person	1%	5%	1%	0%	0%	0%	0%	8%
Primary carer of disabled adult (18 and over)	0%	1%	0%	0%	0%	0%	0%	1%
Primary carer of disabled child/children	0%	0%	0%	1%	0%	1%	0%	3%
Secondary carer (another person who carries out the main caring role)	0%	4%	1%	3%	3%	1%	0%	12%
Total	13%	39%	21%	12%	5%	5%	4%	100%



Equality Impact Assessment

Policy Name:	
Date:	

EQUALITY IMPACT ASSESSMENT TEMPLATE

Approved By	The Assessor, TUs and HR
Date of Approval	March 2021
Owner	HR
Issue & Date	Issue 1: 3 rd March 2021
Identity	Equality Impact Assessment Template
Location of electronic copy	SharePoint
Location of paper copy	HR
Review Frequency	Three Years
Next Review Date	March 2024

Issue	Author	Date	Details of Change
1	Hannah Carruthers	3 rd March 2021	New Template

Equality Impact Assessment

User Guidance:

- An equality impact assessment (EQIA) is a process designed to ensure that a policy, project or scheme does not unlawfully or unintentionally discriminate against any protected characteristic.
- This template uses the term 'policy' to refer to a policy, procedure, strategy, service, framework or other initiative that is being assessed.
- On completion of the policy creation or review, the policy owner should enlist a group (3 or 4 participants recommended) of people to participate in the assessment. Ideally, this group will include stakeholders who may have a particular interest in the policy. The group does not need to be made up exclusively of stakeholders but a cross section staff sample is desirable.
- The group should read the policy individually and then come together to complete the form below.
- Discussion and completion of the form should be used in the decision-making process of launching the policy. Potential conclusions are:
 - No changes required: no differential impacts
 - No changes required: differential impacts justified
 - Adjustments required

Section 1: Policy Information	
Name of Policy:	
Name of person responsible for the EQIA: (normally the policy author/reviewer)	
Who is responsible for approving the policy?	
Names of EQIA Group Members:	
Is this a new or an existing policy?	New <input type="checkbox"/> Existing <input type="checkbox"/>
If this is an existing policy, is there any existing data available about the policy that can be used in this assessment, such as user feedback?	
What is the main aim or purpose of the policy?	
Does this policy have an impact on people?	
Who are the main internal and external stakeholders in relation to the policy? Have they been asked to participate in this EQIA?	

Section 2: Potential Impact on Protected Groups

This section aims to consider what impact the policy may have on each of the groups of protected characteristics.

Protected Group	Is there a differential impact?	
Age	Yes	What is the differential impact? Is there evidence to support this?
	No	What evidence do you have to make this decision?
	Any mitigating factors:	
	Action Required:	
Disability	Yes	What is the differential impact? Is there evidence to support this?
	No	What evidence do you have to make this decision?
	Any mitigating factors:	
	Action Required:	
Gender/Sex	Yes	What is the differential impact? Is there evidence to support this?
	No	What evidence do you have to make this decision?
	Any mitigating factors:	
	Action Required:	
Gender Reassignment	Yes	What is the differential impact? Is there evidence to support this?
	No	What evidence do you have to make this decision?
	Any mitigating factors:	
	Action Required:	

Marriage/Civil Partnership	Yes		What is the differential impact? Is there evidence to support this?
	No		What evidence do you have to make this decision?
	Any mitigating factors:		
	Action Required:		
Pregnancy and Maternity	Yes		What is the differential impact? Is there evidence to support this?
	No		What evidence do you have to make this decision?
	Any mitigating factors:		
	Action Required:		
Race	Yes		What is the differential impact? Is there evidence to support this?
	No		What evidence do you have to make this decision?
	Any mitigating factors:		
	Action Required:		
Religion or Belief	Yes		What is the differential impact? Is there evidence to support this?
	No		What evidence do you have to make this decision?
	Any mitigating factors:		
	Action Required:		

Sexual Orientation	Yes		What is the differential impact? Is there evidence to support this?
	No		What evidence do you have to make this decision?
	Any mitigating factors:		
	Action Required:		
Additional Notes:			

Section 3: Summary and Recommendations	
Are there any risks associated with the policy that may create a differential impact on a particular group?	
If there are risks associated with the policy, could these risks lead to an adverse impact on a protected group/s? Which groups?	
What might happen if the differential impact of the policy is left unaddressed?	
Can any adverse impacts be justified and accepted? For example, on the grounds of promoting opportunity for one protected groups or any other reason?	
Does the policy provide opportunity to eliminate unlawful discrimination; better advance equality of opportunity; and positively affect relations between different groups?	
Recommendations: <ul style="list-style-type: none"> • No changes required: no differential impacts • No changes required: differential impacts justified • Adjustments required 	

Section 4: Sign Off and Declaration	
Date EQIA completed:	
Date for future review:	Three years or when any significant changes are made to the policy.
Name of person responsible for EQIA:	
Signature:	