



EQUALITIES ACT 2010

Mainstreaming Report

Update 2015

Reporting on Equalities Outcomes

1 INTRODUCTION

During 2013/14 the Board published its Mainstreaming Report in accordance with the requirements of the Equalities Act 2010 and the Equalities Act 2010 (Specific Duties) (Scotland) regulations.

One element of the Mainstreaming Report was to indicate specific outcomes which the Board would strive to achieve.

This report provides information on the progress that has been made towards achieving these outcomes.

2 EQUALITIES OUTCOMES

The outcomes are:-

- To improve data collection across the protected characteristics for LVJB employees;
- To raise awareness of Equalities requirements with employees so as to improve service delivery and their interaction with each other;
- 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.

3 TO IMPROVE DATA COLLECTION ACROSS THE PROTECTED CHARACTERISTICS FOR LVJB EMPLOYEES

Attached as Appendix A is a Workforce Diversity Report for Lothian Valuation Joint Board.

This report provides considerable improvement on data collection and information previously available.

Information is provided, against the protected characteristics, under the headings overall workforce diversity, representation at occupational levels, recruitment, leavers, training, work patterns, pregnancy and maternity leave, grievance and fair treatment, sickness absence and equal pay.

The report includes summarised information with full statistical information attached as appendices.

In advance of compilation of the Diversity Report staff were asked to complete a voluntary questionnaire reflecting the protected characteristics. A 75% return was achieved and a further issue to temporary staff later in 2014 achieved a 54% return. While efforts shall be made to improve these return rates at future questionnaire issues management is grateful to all staff who/...

- 3/ who made returns. This level of participation allows the Diversity Report to be provided with a high degree of confidence.

Where further outcomes and objectives have been identified these are noted within the report.

4 TO RAISE AWARENESS OF EQUALITIES REQUIREMENTS WITH EMPLOYEES SO AS TO IMPROVE SERVICE DELIVERY AND THEIR INTERACTION WITH EACH OTHER

Attached as Appendix B is the text of an information pack that has been issued to staff.

As a means of increasing staff awareness to equality issues this information pack has been provided via the staff intranet. This allows for a more interactive and contemporary display of the information.

Staff are accustomed to accessing the intranet site for information and updates across a wide range of workplace issues and activities.

The Information Pack aims to provide a broad over-view of the general and specific duties required under the Equalities Act. It then seeks to engage with staff in the context of their work activities and the roles they play in service delivery.

The Board undertakes a range of activities, or delivers its services differently, in order to suit certain sectors of its target population. For example engagement with young people over electoral registration is undertaken in a direct and specific fashion rather than expecting the generality of standard publicity to be sufficient. Also a direct approach has been taken to delivery of the electoral service to residents of care homes and similar residences.

While these are specific activities initiated as part of an overall strategy the Information Pack is aimed at introducing and encouraging staff to consider equality issues as part of their everyday activity and thereby “mainstream” equalities.

We shall continue to use the intranet to provide staff with information and encourage the exchange of ideas and experiences.

5 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

Work on this outcome is ongoing.

Appendix C provides maps which show locational information for groups of electorate that are deemed part of the minority grouping where a general level of under-registration exists.

The/...

- 5/ The purpose is to commence the process of building layers of information across a range of criteria that provide definition to the population of the Lothian area.

At this stage the information gives a background to staff of certain characteristics that exist within the Lothian area and helps increase awareness to assist with service delivery.

Contact shall take place with the constituent authorities of the Board who can assist with creating additional layers of information. This shall be collated and presented to staff as part of the ongoing process of increasing equalities awareness.

6 FURTHER ACTIVITY AND REPORTING

A further staff questionnaire shall be issued during 2015 and subsequent years. The information gathered shall add to the depth of the Workforce Diversity Report and allow for more meaningful year on year comparative analysis.

Interaction with the staff shall continue with the primary aim of mainstreaming equalities into everyday activities and service delivery.

Work shall continue on profiling the Lothian population based on Census and local authority information. This shall information shall be provided to staff in an accessible fashion to assist with the mainstreaming objective, and shall also be used to develop targeted equality strategies for service delivery.

A further report shall be published in two years' time in which final conclusions on the current outcomes shall be provided, and further new equality outcomes shall be indicated.



Workforce Diversity Report

2014

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1 BACKGROUND

This report provides information on the progress that the Lothian Valuation Joint Board has made in respect of one of the Equality Outcomes that was declared in its Equality Mainstreaming Report published in April 2013.

The outcome is stated as:-

Improve data collection across the protected characteristics for LVJB employees.

Lothian Valuation Joint Board (LVJB) is a local public authority organisation providing a range of services to its four constituent local authorities, City of Edinburgh Council, West Lothian Council, East Lothian Council, and Midlothian Council.

The services provided are:-

*The creation and maintenance of the Valuation Roll;
The creation and maintenance of the Council Tax List;
The creation and maintenance of the Electoral Register.*

The first two of these services are crucial elements that allow local authorities to undertake local tax collection, while the third enables all those eligible persons within Lothian to vote at various elections.

LVJB is a small organisation with only 114 permanent staff (104.86 Full Time Equivalents) and currently 21 temporary staff.

All staff are based in our offices at 17A South Gyle Crescent, Edinburgh, EH12 9FL.

Due to fiscal constraints we have for a number of years been in a constant review position in terms of staffing. While the opportunity to review is still taken as circumstances present themselves, there has been a relatively stable position reached in recent years. The outlook however is less promising and renewed pressures to create budget savings are anticipated.

An effective and efficient workforce is our key strength when considering service delivery. An inclusive workplace where staff and stakeholders are treated with dignity and respect is a corner stone of LVJB, this in turn influences and guides the services we deliver.

Under section 149 of the Equality Act 2010 (the Public Sector Equality Duty) and the Equality Act, 2010 Specific Duties Regulations, LVJB is required to publish equality information to demonstrate our compliance with the general equality duty.

The following information is aimed at demonstrating this compliance.

2 LVJB Workforce Diversity

/...

2 LVJB Workforce Diversity

2.1 Introduction

Workforce monitoring data forms part of the information that we collate, monitor, and publish to help us ensure equality considerations are part of our employment policies and practices.

In addition this information and its presentation aims to show progress in terms of one of our stated equality outcomes.

We issued information and forms to all staff based on examples and advice available on www.equalityhumanrights.com

The data shown collected as at 31 January 2014 and further updated in November 2014, covers age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, age, religion or belief, sex and sexual orientation.

The data relates to permanent and temporary staff.

Where possible comparative information from previous years is shown.

This data shall inform us as to any future action we should take to improve our workforce diversity across the protected characteristics.

Declaration Rate

Staff were asked to supply information against the protected characteristics by 31 January 2014. The return rate was 75%.

There was a further analysis undertaken on 17 November for new starts to update information. The return rate was 54%

A further request for information shall be made during 2015 with a view to improving this return rate.

2.2 Interpreting the Data

Please note the following:-

Information is published in accordance with the Data Protection Act 1998 and does not identify individuals;

Where a risk of identification occurs information is not published and to protect anonymity it is redacted and shown by an asterisk;

LVJB has a small workforce (104.86 FTE's) and therefore only small data sets are available. In these circumstances detailed analysis is not possible. Where possible general trends and indicators for improvement are provided.

2.3 Overall Workforce Diversity

During 2014 the LVJB headcount stood at 104.86 FTE's. This compares to 100.11 FTE's in the preceding year.

In addition, during 2014, to meet increased workloads and customer demand brought about by exceptional circumstances, 24 temporary staff were employed on short term one year contracts. The data for these individuals is included in this report.

The workforce diversity profile for LVJB is provided within the Appendices, however in summary:-

47% of the workforce are women, no change from 2013;

2% of our workforce describe themselves as having a disability, a decrease of 2% at the end of 2013;

1% of our workforce are from ethnic minority groups, no change from 2013;

15% of our workforce are aged under 34 and 1% are aged over 65;

44% of our workforce declared a religion or belief, no information available for previous year;

1% of our workforce declared they are lesbian, gay or bisexual, no information available for previous year;

55% of our workforce are married or in a civil partnership, compared to 60% in the previous year; and

39% of staff have caring responsibilities.

2.4 Representation at an Occupational Level

Within LVJB staff fall into two broad bands. Professional/Technical who deal primarily with the Valuation Roll and Council Tax services, and Administrative who deal primarily with Electoral Registration.

As the Valuation Roll and Council Tax services are property based functions, professional property qualifications are a pre-requisite for these roles.

Within the Professional/ Technical area there are:-

34 males and 23 females

Within the Administrative area there are:-

36 males and 40 females

2.5 Job Applications, Recruitment and Promotions

For a number of years the budget provided to the Board has been awarded on a "flat cash" basis. This means that no growth is allowed and any unavoidable growth items such as national agreed pay awards have to be subsumed within the budget provision by way of identified savings.

- 2.5/ For a small organisation such as the Board this position places considerable pressure on recruitment opportunities. The current policy is to review any post that becomes vacant assessing the impact if it were not filled, filled at a later date, filled internally, etc. Following this assessment a decision is made whether to recruit.

On the whole staff turnover and opportunities for promotion have, for a number of years, been fairly static. This in itself causes some concern in terms of the age profile of the workforce and can have implications for succession planning.

Information on 2014 recruitment to permanent posts is detailed below:-

In 2014 LVJB received 21 applications for a total of 3 roles of which, 2 were filled with internal candidates.

Of the applications for jobs none declared a disability.

Of the permanent appointees 67% are female and 33% are male.

Of the appointees none were in ethnic minority or declared a disability.

Individual Electoral Registration was introduced from 19th September 2014. This has made significant changes to the various duties carried out under the Electoral Registration function.

To assist with this transition the Board has been provided with additional funding direct from central government.

Part of this funding has been used to employ additional staff on temporary contracts. These staff are either employed as Electoral Registration canvassers or as Call Centre operatives.

Information on 2014 recruitment to temporary posts is detailed below,

In 2014 LVJB received 72 applications for a total of 24 roles.

Of the applications for jobs none declared a disability

Of the temporary appointees 46% are female and 54% are male

Of the appointees 4% were in ethnic minority and no appointees declared a disability.

Based on this recruitment outcome information it is intended that with any future recruitment to undertake the following:-

Use positive action for external recruitment to attract applicants from groups that reflect the ethnicity of the areas in which the Board operates.

2.6 Staff Leavers

As indicated earlier the workforce at present is fairly static in terms of movement.

During 2014, 4 employees left the Boards employment and information on these leavers is noted below/...

- 2.6/** 2 Employees retired and 2 resigned from post;
75% were female and 25% were male;
25% had a disability.

2.7 Staff Survey

The Board is a small organisation within which effective staffing structures are operated in conjunction with positive lines of communication.

Communication is supported by a range of regular senior tier, middle and team meetings. This enables the flow of information and a high level of input throughout.

Various challenges face the Board in the coming years. The ongoing financial situation for local authorities means that annual budget provision shall become an increasingly major issue with the likelihood that the “flat-cash” scenario being replaced with a real time budget allocation reduction. The impact of the transition to Individual Electoral Registration remains ongoing with a “business as usual” position unlikely to be established for a number of years. Also, the future of Council Tax as a measure for generating local income tax is expected to undergo major revision over the next years with an announcement on the way forward expected during 2015/16.

Given the above it can be expected that the Board shall have to instigate and manage the process of change to the services it provides for a number of years beyond 2014/15. This shall have to involve changes that affect staff and staff roles, responsibilities and structures.

At an appropriate time, as part of the change culture, the Board shall initiate Staff Surveys and a Consultation process with staff so that findings from these can be considered and included in the change programme.

A Performance Review and Development (PRD) programme is in place within the Board. This has been under review and revision recently so as to ensure effectiveness and encourage positive engagement.

2.8 Access to Training

The Board undertakes a range of specialised functions. This means that many of the job specific training requirements are provided in-house or via 3rd parties from whom specialised software systems have been purchased.

This training is post specific, essential, and is provided across all the protected characteristics.

Certain posts are deemed “training” posts where enrolment in courses that provide the necessary professional qualifications attached to the post are required. The Board provides full support to this training by way of time, money and mentoring. These posts are filled via the Board’s recruitment process.

2.8/ Specialist training for ICT staff is sourced externally and again is post specific.

Person specific training requirements are identified on an ongoing basis but also through the PRD process.

Details of training attended during 2014 is provided below:-

84 staff attended external training, 24% were female and 76% were male.

Age profile

30-34	2%
35-39	26%
40-45	39%
46-49	18%
50-54	0%
55-59	14%

The following outcome is proposed:-

To establish training opportunities for all grades which while not deemed job specific and essential, shall assist the staff member in other roles and responsibilities of their post, for example team leadership, confrontation management and inter-personal skills, presentational skills, project management, etc.

2.9 Work Patterns

The Board is proud to promote a positive work life balance for its staff. To assist with this a Flexible Work Options Policy is in place.

Applications under this scheme, or requests for alterations to existing flexible patterns, are considered on an annual basis.

The information below indicates the scale of flexible work patterns in operation within the Board. Access to a flexible work pattern is open to all staff and across all protected characteristics.

42% of all staff are part time or on non-standard working patterns.

38% of staff on part time or non-standard working patterns are male.

62% of staff on part time or non-standard working patterns are female.

2.10 Pregnancy and Maternity Leave

The Board provides positive support to pregnancy, maternity and paternity leave. This is enhanced by the Flexible Work Options policy.

Information on Maternity leave for 2014 is noted below.

During 2014 there have been no staff on maternity leave.

2.11/

2.11 Grievances and Fair Treatment at Work

The Board operates both a Grievance and Fair Treatment at Work policy.

Information on matters raised under these policies during 2014 is noted below.

During 2014 there have been no Grievances or Fair Treatment at Work cases raised.

2.12 Sickness Absence

Under the Board's Sickness Absence policy levels of non-attendance due to sickness are monitored on an ongoing basis.

Levels of sickness absence for 2014 are an average of 5.66 days per FTE.

The removal of long term absences, currently defined as a period of 8 weeks or more, provides an average sickness absence level for 2014 of 2.78 days per FTE.

We shall continue to maintain a focus on sickness levels, where appropriate providing a support mechanism to those long term sickness cases with a view to encouraging and supporting a return to work.

2.13 Equal Pay

The Board provides the following information on Equal pay and Salary grades.

This information is based on payroll information.

The gender numbers that exist at each grade are a reflection of the presentation of genders during the recruitment process.

Gender	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9	Band 10	Band 11	Band 12
Female	6%	21%	8%	4%	0%	6%	0%	1%	0%	1%	0%	1%
Male	9%	8%	2%	7%	10%	10%	0%	5%	0%	2%	0%	2%

3 REPORTING CATEGORIES

During 2014 staff were asked to complete a form seeking information against the protected characteristics.

Noted below are the categories under which information was requested.

3.1 Age

/...

3.1 Age

Staff members were asked to place themselves into one of ten age groups:-

- 16-24
- 25-29
- 30-34
- 35-39
- 40-44
- 45-49
- 50-54
- 55-59
- 60-64
- 65+

3.2 Disability

Staff members were asked whether they consider themselves to be disabled under the definitions of the Equality Act 2010. The question read as follows:

Section 6(1) of the Equality Act 2010 states that a person has a disability if:-

- A. That person has a physical or mental impairment, and*
- B. The impairment has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities*

Using this definition do you consider yourself to be disabled? Staff members were asked to select one of the following:-

- Physical impairment
- Sensory impairment
- Learning Disability
- Mental ill Health
- Long term illness or condition
- Other disability

3.3 Race

Staff members were asked to classify themselves on the basis of the categories of ethnicity:-

/...

3.3/ White	<ul style="list-style-type: none"> • English / Welsh / Scottish / Northern Irish / British • Irish • Other white background
Mixed/multiple ethnic groups	<ul style="list-style-type: none"> • White and Black Caribbean • White and Black African • White and Asian • Any other mixed background
Asian/Asian British	<ul style="list-style-type: none"> • Indian • Pakistani • Bangladeshi • Chinese • Any other Asian background
Black/African/ Caribbean/Black British	<ul style="list-style-type: none"> • African • Caribbean • Any other Black / African / Caribbean background

3.4 Religion or belief

Staff members were asked to classify themselves on the basis of the categories of religion or belief:-

- No religion
- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Any other religion
- Prefer not to say

3.5 Gender

This recorded as male or female.

3.6 Sexual orientation

Staff members were given the options of:-

/...

3.6 /

- Heterosexual
- Gay woman/lesbian
- Gay Man
- Bisexual
- Prefer not to say

3.7 Caring Responsibilities

Staff members were asked whether they had caring responsibilities.

3.8 Marital status

Staff members were asked to classify themselves on the basis of marital status:-

- Civil Partnership
- Divorced
- Married
- Partner
- Separated
- Single
- Widowed

4 Appendices

The following appendices provide detailed information on the LVJB Workforce Profile, Profile by Pay Band, Job Applications, External Recruitment, Staff Leavers, Sickness Absence, and Training & Development.

This information was either collected from the staff questionnaire or was already part of Human Resource data held.

WORKFORCE PROFILE

Appendix 1

Protected characteristic	% of
Age	
18-24	4%
25-29	6%
30-34	7%
35-39	10%
40-44	21%
45-49	20%
50-54	15%
55-59	15%
60-64	2%
Over 65	1%
Disability	
Disabled	2%
Not Disabled	98%
Not Declared	0%
Gender	
Male	53%
Female	47%
Ethnicity	
Black & ethnic minority	1%
White	99%
Not Declared	0%
Pregnancy & maternity	
Pregnant or on maternity leave	2%
Not Pregnant or on Maternity Leave	98%
Undernoted Data extracted from Questionnaires issued January & November 2014	
Religion or Belief	
Religion	70%
No Religion or belief	27%
Not Declared	3%
Sexual Orientation	
Gay/Lesbian/ Bisexual	2%
Heterosexual	96%
Not Declared	2%
Caring Responsibilities	
Yes	39%
No	55%
Not Declared	6%
Marital Status	
Married or in a civil partnership	70%
Not Married or in a civil partnership	30%

WORKFORCE PROFILE BY PAY BAND

Appendix 2

[illegible]

UNDERNOTED DATA EXTRACTED FROM QUESTIONNAIRES ISSUED JANUARY & NOVEMBER 2014

Appendix 2

[illegible]

JOB APPLICATIONS

Appendix 3

Protected characteristic	% of
Age	
18-24	16.67%
25-29	22.62%
30-34	15.48%
35-39	4.76%
40-44	8.33%
45-49	4.76%
50-54	9.52%
55-59	8.33%
60-64	7.14%
65-69	1.19%
Disability	
Disabled	0.00%
Not Disabled	98.81%
Not Declared	1.19%
Gender	
Male	60.71%
Female	39.29%
Ethnicity	
Black & ethnic minority	4.76%
White	91.67%
Not Declared	3.57%
Marital Status	
Married or in a civil partnership	26.19%
Not Married or in a civil partnership	70.24%
Not Declared	3.57%
Pregnancy & maternity	No Information
Pregnant or on maternity leave	
Not Pregnant or on Maternity Leave	
Religion or Belief	No Information
Religion	
No Religion or belief	
Sexual Orientation	No Information
Gay/Lesbian/ Bisexual	
Heterosexual	
Caring Responsibilities	No Information
Yes	
No	

Protected characteristic	%
Age	
18-24	17%
25-29	30%
30-34	13%
35-39	0%
40-44	4%
45-49	0%
50-54	13%
55-59	13%
60-64	9%
65 or over	0%
Disability	
Disabled	0%
Not Disabled	100%
Not Declared	0%
Gender	
Male	61%
Female	39%
Ethnicity	
Black & ethnic minority	4%
White	87%
Not Declared	9%
Marital Status	
Married or in a civil partnership	26%
Not Married or in a civil partnership	65%
Not Declared	9%
Pregnancy & maternity	0%
Pregnant or on maternity leave	0%
Religion or Belief	no information
Religion	
No Religion or belief	
Sexual Orientation	no information
Gay/Lesbian/ Bisexual	
Heterosexual	
Caring Responsibilities	no information
Yes	
No	

STAFF LEAVERS

Appendix 5

Protected characteristic	%
Age	%
18-24	20.00%
25-29	0.00%
30-34	0.00%
35-39	0.00%
40-44	20.00%
45-49	0.00%
50-54	0.00%
55-59	20.00%
60-64	20.00%
Over 65	20.00%
Disability	
Disabled	20.00%
Not Disabled	60.00%
Not Declared	
Gender	
Male	40.00%
Female	60.00%
Ethnicity	
Black & ethnic minority	
White	100.00%
Not Declared	
Sexual Orientation	
Gay/Lesbian/ Bisexual	0.00%
Heterosexual	100.00%
Not Declared	0.00%
Marital Status	
Married or in a civil partnership	60.00%
Not Married or in a civil partnership	40.00%
Not Declared	
Pregnancy & maternity	
Pregnant or on maternity leave	0.00%
Caring Responsibilities	No information
Yes	
No	
Not Declared	
Religion or Belief	No information
Religion	
No Religion or belief	
Not Declared	

PART-TIME WORKING

Appendix 6

Protected characteristic		
Age	% of Part Time	% of Full Time
18-24	0.00%	3.76%
25-29	0.00%	6.02%
30-34	1.50%	5.26%
35-39	3.01%	6.77%
40-44	8.27%	12.78%
45-49	6.02%	14.29%
50-54	3.01%	12.03%
55-59	1.50%	13.53%
60-64	0.75%	0.75%
Over 65	0.00%	0.75%
Disability		
Disabled	1.50%	0.75%
Not Disabled	22.56%	74.44%
Not Declared		
Gender		
Male	4.51%	48.12%
Female	19.55%	27.07%
Ethnicity		
Black & ethnic minority	0.00%	0.75%
White	24.06%	74.44%
Not Declared		
Pregnancy & maternity		
Pregnant or on maternity leave	0.00%	1.50%
Not Pregnant or on Maternity Leave	24.06%	73.68%
Marital Status		
Married or in a civil partnership	17.29%	37.59%
Not Married or in a civil partnership	6.77%	35.34%
Not Declared	0.00%	2.26%
Undernoted Data extracted from Questionnaires issued January & November 2015		
Religion or Belief		
Religion	12.90%	58.06%
No Religion or belief	6.45%	20.43%
Not Declared	1.08%	1.08%
Sexual Orientation		
Gay/Lesbian/ Bisexual	1.08%	1.08%
Heterosexual	19.35%	77.42%
Not Declared	0.00%	1.08%

SICKNESS ABSENCE

Appendix 7

Protected characteristic	%
18-24	2.56%
25-29	3.85%
30-34	8.97%
35-39	15.38%
40-44	21.79%
45-49	21.79%
50-54	16.67%
55-59	7.69%
60-64	1.28%
over 65	0.00%
Disability	
Disabled	3.85%
Not Disabled	96.15%
Not Declared	0.00%
Gender	
Male	50.00%
Female	50.00%
Ethnicity	
Black & ethnic minority	1.28%
White	98.72%
Not Declared	0.00%
Marital Status	
Married or in a civil partnership	52.56%
Not Married or in a civil partnership	43.59%
Not Declared	2.56%
Pregnancy & maternity	
Pregnant or on maternity leave	1.28%
Not Pregnant or on Maternity Leave	98.72%
Religion or Belief	No Information
Religion	
No Religion or belief	
Not Declared	
Sexual Orientation	No Information
Gay/Lesbian/ Bisexual	
Heterosexual	
Not Declared	
Caring Responsibilities	No Information
Yes	
No	
Not Declared	

Protected characteristic	%
Age	
18-24	0.00%
25-29	0.00%
30-34	1.92%
35-39	21.15%
40-44	31.73%
45-49	14.42%
50-54	19.23%
55-59	11.54%
60-64	0.00%
Over 65	0.00%
Disability	
Disabled	0.00%
Not Disabled	100.00%
Not Declared	
Gender	
Male	80.77%
Female	19.23%
Ethnicity	
Black & ethnic minority	0.00%
White	100.00%
Not Declared	
Pregnancy & maternity	
Pregnant or on maternity leave	0.00%
Not Pregnant or on maternity leave	100.00%
Sexual Orientation	No information
Gay/Lesbian/ Bisexual	
Heterosexual	
Not Declared	
Marital Status	No information
Married or in a civil partnership	
Not Married or in a civil partnership	
Not Declared	
Caring Responsibilities	No information
Yes	
Religion or Belief	No information
Religion	
No Religion or belief	
Not Declared	



EQUALITIES INFORMATION PACK

The following text appears on the staff intranet:-

1 INTRODUCTION

This Information Pack aims to assist staff gain further insight into Equalities, how it affects them, the services they provide, and our stakeholders.

This forms part of an ongoing process which shall see equalities and the equality duties become embedded within the general psyche of the organisation and part of the everyday activities of staff. This process is generally referred to as “mainstreaming” the Equalities duties.

2 BACKGROUND

The Equality Act 2010 and The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 place both General and Specific duties upon us.

The General Duties are that when undertaking our functions we must have due regard to:-

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not.

Our Specific Duties require us to:-

- Report on mainstreaming the equality duty
- Publish equality outcomes and report progress
- Assess and review policies and practices
- /...

2/

- Gather and use employee information
- Publish gender pay gap information
- Publish statements on equal pay
- Consider award criteria and conditions in relation to public procurement
- Publish required information in a manner that is accessible

3 THE PROTECTED CHARACTERISTICS

The equality duty covers those with relevant “protected characteristics”. These are:-

- Age
- Disability
- Gender
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Sexual orientation
- Marriage and civil partnership

4 WHAT DOES THIS MEAN FOR YOU?

There are two aspects you must consider:-

- How you behave towards your fellow employees
- How you engage with, and deliver our services to, our stakeholders

5 LVJB Workforce

Recently you were encouraged to supply information about yourself. This information has been used to create the LVJB Workforce Diversity Report a copy of which is on the office intranet. A copy of the LVJB Workforce Diversity Report is attached.

Although a small workforce you can see that the workforce characteristics have a degree of diversity including those that are protected.

We must all treat and deal with each other with respect and fairness making adjustments where appropriate for those to whom the equality duty specifically covers.

Please/...

5/ Please, take a moment to reflect on this.

Have you ever acted or spoken in such a fashion that a work colleague could be offended by, or have you, by your actions, excluded someone who had a right to hear or be part of what you were doing?

At some point during our work lives most of us may feel we have been unfairly treated or discriminated against or may have unknowingly treated a work colleague in an unequal and unfair fashion.

We are a small organisation with a close knit workforce which over recent years has been subject to minimal turnover. These very facts have allowed us to perform to high standards and achieve excellent results. Under pressure the LVJB workforce always delivers. We are a "Can Do" organisation.

One of our strengths is, while recognising that differences exist, the high degree of respect that each of us hold for each other.

We are an organisation that has very little regular activity in terms of staff grievances or fair treatment at work cases.

Over the many years that I have been Complaint Officer for the Board I have never received any adverse comments from any of our stakeholders as regards a member of staff's service delivery, attitude or behaviour that involved discrimination of any sort.

6 SO WHY DO I HAVE TO KNOW ABOUT EQUALITIES?

Nothing stands still for long.

The environment in which we work is changing. Not only within the workplace but also within the community that we serve.

The ever increasing use of ICT, the increasing pressures of the work/life balance, the regular legislative changes that affect our service delivery, and the constant demands for improved performance at a lower costs are just some of the changes and challenges we face. Recently we employed group of temporary staff to undertake a specific activity. Speaking to some of them you may see that what is important to them, their backgrounds, views, hopes, concerns and aspirations are different from your own. We now live in a society where many different people come together to work and we must respect these differences.

The Equalities Act and the duties it places on all of us make us think about these differences or characteristics. Making us realise that there are in fact no differences and that we are all "mainstream", all treated the same, fairly and equally.

- 6/ Within the community in which we deliver our services there are also changes on going.

Diversity is now much easier to see as we go about our business. This diversity can be seen through any number of characteristics such as nationality, religious belief, ethnicity, and sexual orientation to name but a few.

However as we go about our business of delivering our services whether that be in person, in business places, or in the home, or by email, or telephone, or letter this diversity makes no difference to how we delivery our service and the standard that is expected of us.

Indeed if we find it difficult to provide our service due to this diversity we need to take extra steps to ensure that we do not fall short of the standard of service that ever person within our community can expect from us.

We all need to acknowledge this diversity and do nothing that excludes anyone from receiving our services to the best of our abilities.

The Equality Act makes us think about these changes and that we have to deliver our service as part of and in harmony with them.

By reading this Information Pack I hope that you shall be more aware of the aims of the Equality Act and can relate this to your workplace environment, your colleagues around you, and the wider community we serve.

7 DELIVERING OUR SERVICES

You are the key element in terms of delivering our services throughout Lothian.

You come in contact regularly with the Lothian community.

Take a moment to think of any instance where you feel you have not been able to deliver our service as well as you would like. What could be done to ensure this doesn't happen again?

For example our canvass team shall shortly be using information cards on electoral registration in a range of different languages.

Would something like this be of any assistance to you? Do you think a range of information leaflets in different languages and formats should be created covering the main aspects of all our services?

At Election and Revaluation times do you think we should make contact with specific community groups to provide general information, guidance and advice?

Please think about this and if you have any experiences that you wish to share, or ideas for changes and improvements we can make, please contact me or speak to your line manager.

8 LVJB

Your employer is fully committed to the aims and principles of the Equality Act 2010. At all times the employee should be treated with fairness and respect by the employer. The various personnel policies that your employer uses are all based on, and support, equal opportunities and fair treatment.

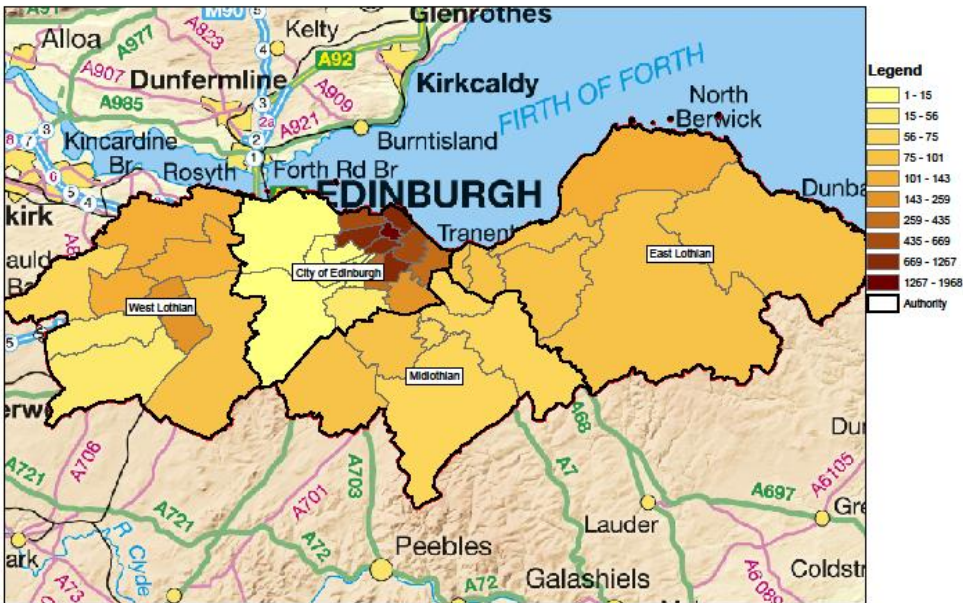
If you feel you have been the subject of discrimination in your dealings with your employer please speak to your manager or the HR Manager.

Appendix

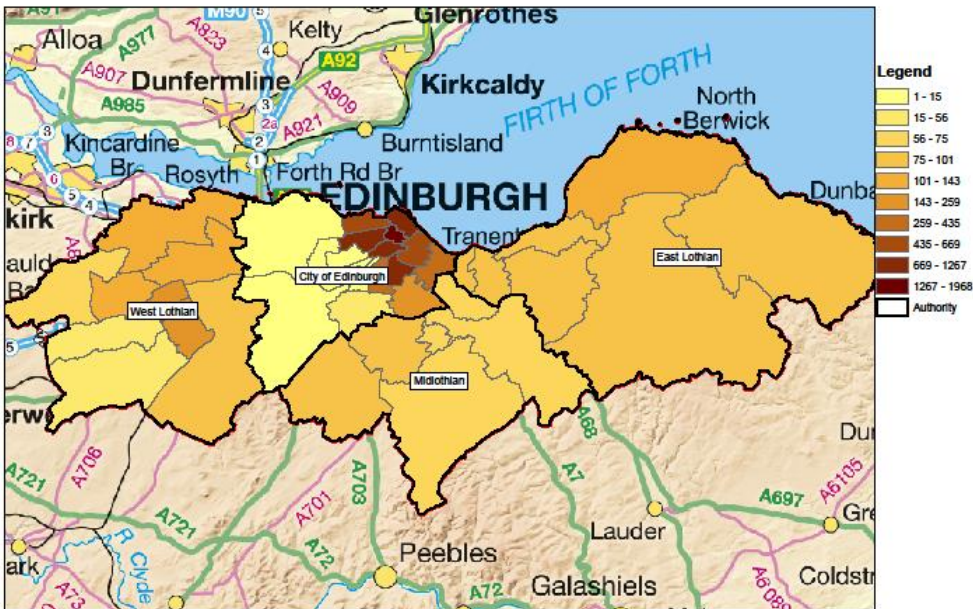
1. LVJB Workforce Diversity Report
2. Map representation of Nationality diversity with Lothian

APPENDIX C

Ethnicity Group 1 - Europe



Ethnicity Group 2 - Eastern Block



Ethnicity Group 3 - Indian Continent

