

ANNUAL REPORT ON EQUALITIES 2011/2012

1 INTRODUCTION

The Equality Act 2010 has, since 1 October 2010, consolidated all the previous anti discrimination laws (Sex Discrimination Act 1975, Equal Pay Act 1970, Race Relations Act 1976, Disability Discrimination Act 1995, Employment Equality (Religion or Belief) Regulations 2003, Employment Equality (Sexual Orientation) Regulations 2003 and Employment Equality (Age) Regulations 2006), which are now repealed with the exception of Schedules 6 and 8 to the Employment Equality (Age) Regulations 2006 which remain in force.

On the 27 May 2012, The Equality Act 2010 (Specific Duties) (Scotland) Regulations came into force. Under these Regulations authorities are required, in the light of the duty of equality, to assess and review policies and practices, gather and use employee information, and consider criteria and conditions used in procurement.

As a result, by 30 April 2013 an authority is required to publish, a mainstreaming report, information on equality outcomes, information on gender pay gaps, and a statement on equal pay and occupational segregation.

Prior to publication this report shall be provided to the Board for approval.

2. GENERAL PRINCIPLES

- 2.1 The Joint Board will not knowingly commit any act of direct discrimination against an individual (except in the case of direct age discrimination).
- 2.2 The Joint Board will not adopt any policies, procedures, rules or practices that could put people who share a particular protected characteristic at a disadvantage (known as indirect discrimination).
- 2.3 The Joint Board will not victimise staff or stakeholders who have complained, or whom they know intend to complain, that they have suffered discrimination, nor those who have assisted others in making complaints.

3. PROTECTED CHARACTERISTICS

The Equality Act defines what are called “protected characteristics” ie grounds on which discrimination is unlawful. The protected characteristics are:-

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

4. ACTIONS/INITIATIVES

4.1 LVJB Web Site

The LVJB web-site has undergone a number of changes aimed at providing our stakeholders with easier access to key information.

This, amongst other developments, involves quicker access to forms and downloads, immediately available information on key events and dates, and the option to operate Readspeak and view the content in different languages.

Development is ongoing with a view to increasing the availability of interactive services.

4.2 Interpretation and Translation Service

All major notifications that are sent to stakeholders from the organisation now carry the Interpretation and Translation service logo and contact information.

On request, translation into a number of different languages can now be provided.

4.3 Electoral Registration – Schools

All schools in the West Lothian Council Area were visited by staff as part of the Democracy Challenge in partnership with West Lothian Council. During this students were given the opportunity to complete registration forms. As a result 350 names were added to the register.

List of school attainers were received from all other constituent Councils and where names did not appear on the household canvass forms individual registration forms were issued to the individual student. This resulted in 377 new registrations.

Posters encouraging registration were also issued to all secondary schools prior to the Election and Referendum held on 5 May 2011.

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4.4 Electoral Registration – Colleges & Universities

Staff visited Stevenson and Telford Colleges and registration posters were issued to West Lothian College, Oatridge Agricultural College, Jewell & Esk Valley College, Queen Margaret University, Herriot Watt University, Edinburgh Napier University and Newbattle Abbey College.

4.5 Electoral Registration – Information Stands

Display stands and electoral registration staff provided elector information at the following venues during February and March 2011:-

- Central Library, Edinburgh
- Penicuik Centre, Penicuik
- Royal Infirmary of Edinburgh
- Brunton Hall, Musselburgh
- Almondvale Shopping Centre, Livingston
- Civic Centre, Livingston

4.6 Electoral Registration – Carers Organisations

The following organisations have been contacted with a view to encouraging the distribution of posters and provision of electoral registration advice to carers and those they care for.

- MENCOPP (Minority Ethnic Carers of Older People)
- Care for Carers, Edinburgh Carers of East Lothian
- Carers of West Lothian
- Carers of East Lothian
- Vocal, Edinburgh
- Vocal, South Edinburgh
- North West Carers Centre, Edinburgh

4.7 Electoral Registration – Homeless Organisations

The following homeless organisations were contacted; Edinburgh Cyrenians, Cyrenians Farm Community, Newlands Supported Accommodation Project, and the Quentin Homeless Unit. All of the organisations mentioned were issued with posters for display and the Housing Options & Access Manager with the City of Edinburgh Council also distributed an advice sheet on electoral registration to all staff who deal with homeless people.

4.8 Electoral Registration – Advertising

Poster advertising was undertaken within Haymarket Station and on a number of bus shelters/...

4.8/ shelters and phone boxes throughout the Lothians area. In conjunction with the Boards own website, Council web sites promoted registration at key times within the year.

Adverts were also placed in the Armed Forces (Services) magazine for the Lothian area.

4.9 Electoral Registration – Citizenship Ceremonies

Joint Board staff have attended Citizenship Ceremonies during 2011 and 89 electors have been added to the register as a result.

5. 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.

6. CONCLUSION

Lothian Valuation Joint Board continues to promote equality for all staff and stakeholders and is committed to ensuring that the Equalities Policy is adhered to. It is our mission to ensure our services are accessible to all, by continually investigating any opportunities to promote the services that are provided on behalf of the constituent councils.

Graeme Strachan
Depute Assessor and Electoral Registration Officer

APPENDICES

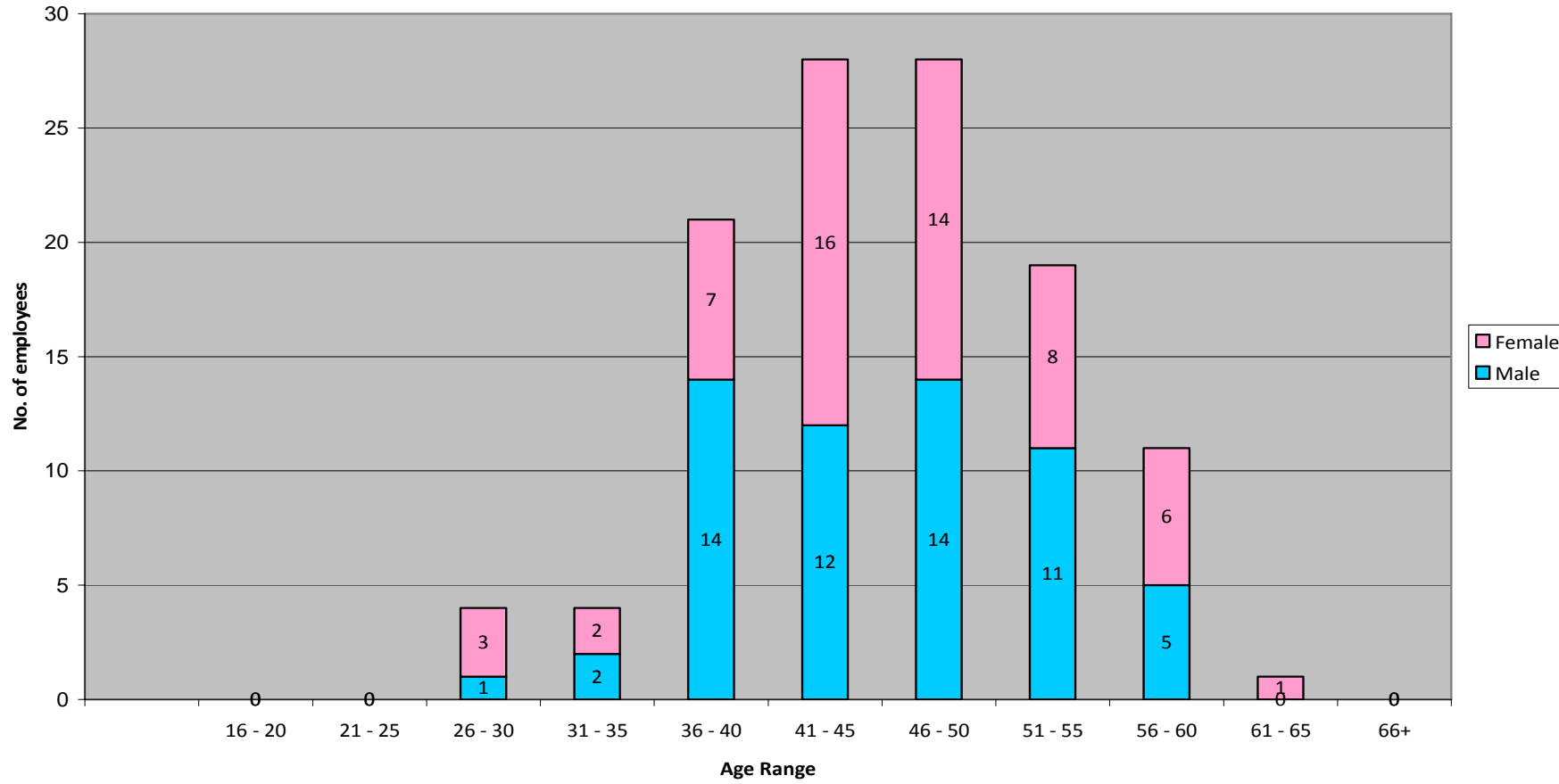
1. Employees Age
2. LVJB Training
3. LVJB Salaries
4. Working Patterns/Flexible Working in LVJB
5. Applicants in 2011
6. Applications received and Successful Candidates

7. LVJB Leavers

8. LVJB Employees by Ethnic Origin, Gender and Disability

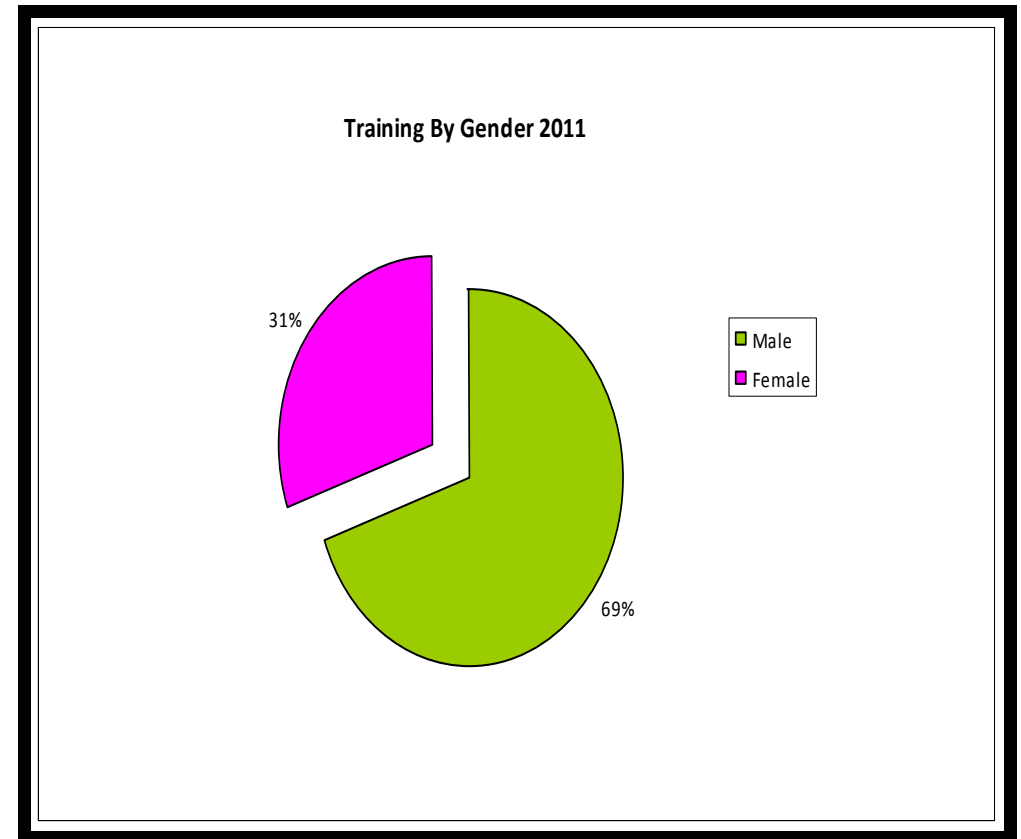
Appendix 1

LVJB Employee Age Range - At 31 December 2011



Appendix 2

TRAINING BY AGE 2011 All LVJB Employees		
Age Categories	Training Days	
	M	F
16 - 20	0	0
21 - 25	0	0
26 - 30	0	1
31 - 35	1	0
36 - 40	15	2
41 - 45	10	3
46 - 50	7	4
51 - 55	7	8
56 - 60	0	0
61 - 65	1	0
65+	0	0
Total:	41	18

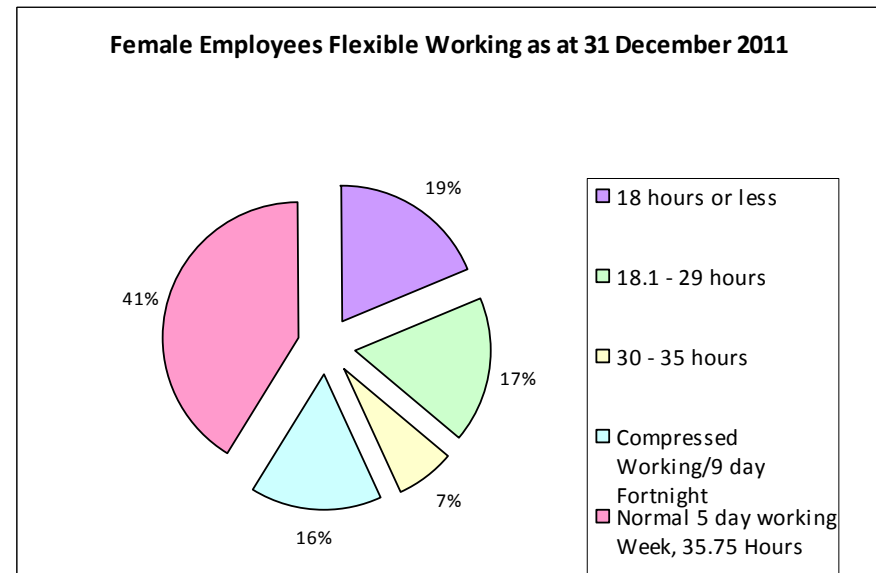
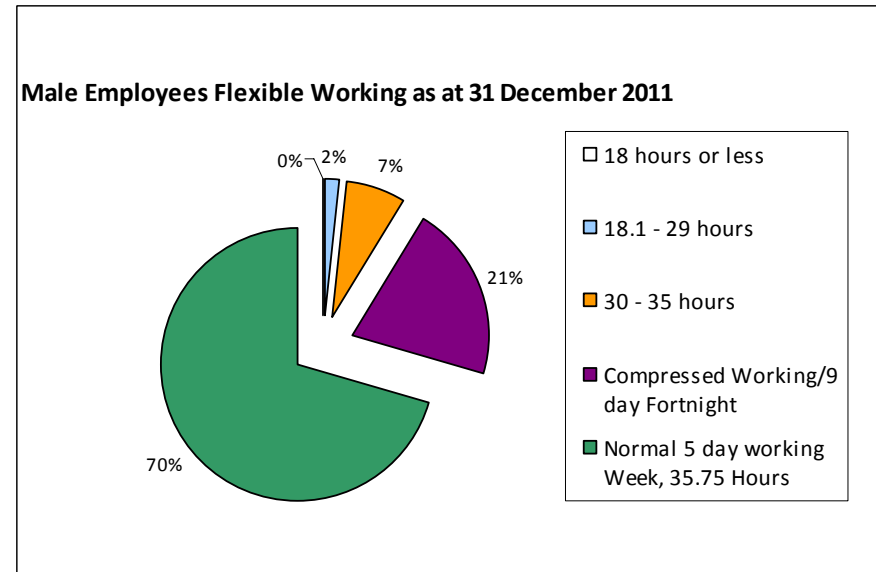
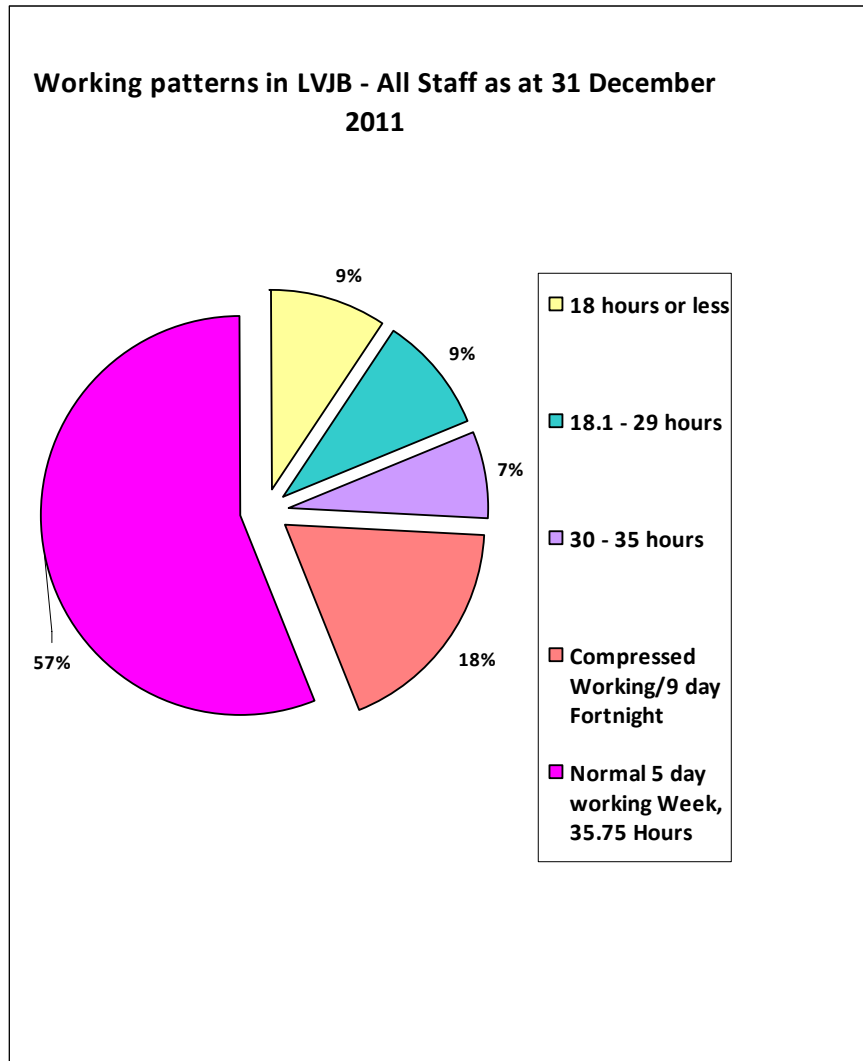


Appendix 3

LVJB SALARIES 2011			£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 +
Race	White		0	30	7	32	11	19	6	5	2	1	1	0	2
	Mixed														
	Asian/Far East														
	Asian Other														
	Black														
	Other European														
	Other														
Disability	Disabled	3	0	2	0	1	0	0	0	0	0	0	0	0	0
	Able bodied	113	0	28	7	31	11	19	6	5	2	1	1	0	2
Gender	Male	59	0	8	0	15	9	15	4	3	2	0	1	0	1
	Female	57	0	22	7	17	2	4	2	2	0	1	0	0	1
Total No. of Staff		116	0	30	7	32	11	19	6	5	2	1	1	0	2

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

Appendix 4
Flexible Working at LVJB



Appendix 5

APPLICANTS BY ETHNIC ORIGIN, GENDER AND DISABILITY (2011)				
	Applicants in 2010	No. of Applicants	Interviewed	Offered Post
Ethnic Origin	White	39	25	23
	Black - African			
	Black - Caribbean			
	Black - Other			
	Indian			
	Pakistani			
	Bangladeshi			
	Chinese			
	Other			
Disability	Disabled	3	0	0
	Able bodied	36	25	23
Gender	Male	10	6	5
	Female	29	19	18

Appendix 6

APPLICATIONS RECEIVED AND SUCCESSFUL CANDIDATES BY GENDER AND DISABILITY – 2011								
			APPLICANTS			SUCCESSFUL CANDIDATE		
POST TITLE	No of Application Forms Rec'd	No Equal Opps Info Given	Male	Female	No of Applicants with Disability	Male	Female	Disability
Trainee Valuer	1	0	0	1	0	0	1	0
Temporary Canvassers	33	2	6	27	2	4	17	0
Divisional Assessor	5	0	4	1	0	1	0	0

Appendix 7

LVJB LEAVERS 2011		No. of Leavers	Resignation	Retiral	End of Temporary Contract	Redundancy	Other
Race	White	3	1	2	0	0	0
	Mixed						
	Asian/Far East						
	Asian Other						
	Black						
	Other European						
	Other						
Disability	Disabled	0	0	0	0	0	0
	Able bodied	3	1	2	0	0	0
Gender	Male	1	0	1	0	0	0
	Female	2	1	1	0	0	0

Appendix 8

Employment at LVJB by Gender and Disability (2011)

