



EQUALITIES ACT 2010

2017 OUTCOMES REPORT

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1 INTRODUCTION

In 2013 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 this report was to indicate specific outcomes which the Board would strive to achieve.

In 2015 the Board published an Update report providing information on the progress that had been made in respect of achieving the published outcomes.

This Outcomes Report provides further information on the progress to achieve the outcomes, and indicates a set of refreshed outcomes for the 2017 to 2022 period.

2 EQUALITIES OUTCOMES

The outcomes notified in 2013 were

- To improve data collection across the published 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 PROTECTING CHARACTERISTICS FOR LVJB EMPLOYEES

Attached as Appendices 1-8 are Workforce Diversity Reports for Lothian Valuation Joint Board. This information which was collected in 2016/2017 provides a comparison with that collected and published in the 2015 Update report.

A 75% return was achieved in 2015 while the 2016/2017 return rate was 68.33%. The level of response from staff to the issued questionnaire remains at a reasonable level which indicates an understanding and acknowledgment of the importance surrounding Equalities.

Every effort shall be made to reinforce to staff the importance of their continued participation with this data collection and to improve the return rate.

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, sickness absence and equal pay.

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

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 with staff, as was outlined in the 2015 Update Report, has allowed further development of target specific activities. This has included contact with young person electors where a greater appreciation of the format of positive engagement has allowed high levels of electoral registration within this group. The identification of other groups within society where additional support is required, for example care homes, has encouraged the organisation to tailor the approach to this sector ensuring the process of service delivery is quick and efficient thereby reducing unnecessary stress.

The Board has also forged links with external organisations with the aim of understanding how the service can be best delivered to different sectors of the population. One such organisation is Edinburgh and Lothian Regional Equality Council. Through this group effective contact was made with the Polish community in Lothian allowing a collaborative approach to the production and dissemination of information in the Polish language. Further work shall be undertaken with ELREC allowing the Board to engage in a meaningful manner with other groups that it represents.

One of the activities carried out by the Board is the door to door canvass of households where the return of outstanding electoral registrations forms is sought. Following release of the equalities information pack to staff an initiative was suggested that the canvass team involved in this exercise carry a card indicating, in a range of different languages, information concerning their visit. Following consultation with the canvass team and based on their experiences the range of languages to be used and the information to be provided was agreed and the cards produced. This has proven successful and all canvassers now carry this information card.

Due to the nature of the Board's service delivery requirements where contact with the public is an ongoing constant activity we shall continue to explore different and effective ways to engage with our stakeholders.

5. TO IMPROVE KNOWLEDGE OF THE QUALITY PROFILE OF THE POPULATION OF THE LVJB AREA ALLOWING A MORE ATTENTIVE SERVICE TO THOSE WITH COMMUNICATION AND SUPPORT NEEDS TO BE DEVELOPED

Following from the 2015 Update Report consideration was given as to how best to proceed with this outcome. It was agreed that it was important to produce information that was relevant to

both the stated equality outcome while at the same time having ongoing use to the organisation while providing opportunities to target and improve service delivery.

It was agreed that an Elector Definition Map (EDM) should be produced covering the Lothian area. This would provide easily and regularly updated profile information that would allow target service delivery across a range of possible characteristics.

The EDM draws information and data held within various systems with the Board and also reflects information provided by partner Council organisations. In this way the production of static document or data set is avoided. While this is a work in progress document its use and application are already apparent.

The EDM provides a range of descriptive and statistical information and can be viewed in part on the following web site www.lothian-vjb.gov.uk

It is the intention to continue the development of the EDM and this shall form one of the equality outcomes for the 2017 to 2022 period.

6. GENDER PAY GAP INFORMATION

LVJB has 61 male employees with an average hourly rate of pay of £17.98 and 59 female employees with an average hourly pay of £13.66

The mean (average) gender pay gap is therefore: $(17.98 - 13.66) / 17.98 \times 100 = 24.03\%$

The median gender pay gap is obtained by arranging the hourly rates in descending order for both male and female employees and selecting the mid-point of each range. The median gender pay gap calculation is: $(16.24 - 11.54) / 16.24 \times 100 = 28.94\%$

7. 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, sex, race, disability status, gender identity, marital status, sexual orientation, religion or belief, working pattern, employment status, caring responsibilities or trade union membership.

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. SUMMARY AND 2017/2022 OUTCOMES

The Board is a relatively small organisation that provides a range of services and functions defined by statute and legislative provision. 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 following Equality Outcomes plan covers the four year period from April 2017 to April 2022. Progress will be regularly monitored and reported to LVJB's Management Team annually.

- To continue the ongoing work on 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

Workforce profile

Appendix A

Protected characteristic	2016/2017	2015
Age	%	%
18-24	7.50%	3.03%
25-29	2.50%	6.06%
30-34	6.67%	6.82%
35-39	4.17%	9.85%
40-44	15.00%	21.21%
45-49	14.17%	20.45%
50-54	26.67%	15.15%
55-59	14.17%	15.15%
60-64	8.33%	1.52%
Over 65	0.83%	0.76%
Disability		
Disabled	2.50%	2.27%
Not Disabled	97.50%	97.73%
Not Declared		
Gender		
Male	57.50%	53.03%
Female	42.50%	46.97%
Ethnicity		
Black & ethnic minority	1.67%	0.76%
White	98.33%	99.24%
Not Declared	0.00%	0.00%
Pregnancy & maternity		
Pregnant or on maternity leave	0.83%	1.52%
Not Pregnant or on Maternity Leave	99.17%	98.48%
Undertoted Data extracted from Questionnaires issued March 2017		
Religion or Belief		
Religion	62%	70%
No Religion or belief	29%	27%
Not Declared	9%	3%
Sexual Orientation		
Gay/Lesbian/ Bisexual	1.22%	2%
Heterosexual	91.46%	96%
Not Declared	7.32%	2%
Caring Responsibilities		
Yes	39.02%	39%
No	51.22%	55%
Not Declared	9.76%	6%
Marital Status		
Married or in a civil partnership	64.63%	70%
Not Married or in a civil partnership	35.37%	30%
Not Declared	0.00%	0%

WORKFORCE PROFILE BY PAY BAND

Appendix 2

Age	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9	Band 10	Band 11	Band 12	Overall Profile %
18-24	1%	4%	2%	1%	0%	0%	0%	0%	0%	0%	0%	0%	7.50%
25-29	1%	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	2.50%
30-34	0%	5%	0%	0%	2%	0%	0%	0%	0%	0%	0%	0%	6.67%
35-39	1%	0%	1%	2%	1%	0%	0%	0%	0%	0%	0%	0%	4.17%
40-45	0%	2%	5%	0%	3%	3%	1%	2%	0%	0%	0%	0%	15.00%
46-49	0%	0%	2%	5%	3%	2%	1%	0%	0%	1%	0%	1%	14.17%
50-54	0%	5%	4%	4%	4%	5%	3%	1%	0%	1%	0%	0%	26.67%
55-59	1%	2%	3%	1%	3%	3%	1%	1%	0%	0%	0%	1%	14.17%
60-64	0%	3%	2%	1%	1%	1%	0%	0%	0%	1%	0%	0%	8.33%
Over 65	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	0%	0%	0.83%
Disability													
Not Disabled	3%	23%	16%	14%	17%	13%	5%	3%	0%	3%	0%	2%	98.33%
Declared a Disability	0%	0%	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	1.67%
Gender													
Female	3%	9%	13%	12%	6%	3%	2%	0%	0%	1%	0%	0%	49.17%
Male	0%	13%	4%	3%	11%	10%	3%	3%	0%	2%	0%	2%	50.83%
Ethnicity													
Black & Ethnic	0%	1%	0%	0%	1%	0%	0%	0%	0%	0%	0%	0%	1.67%
White	3%	22%	18%	14%	16%	13%	5%	3%	0%	3%	0%	2%	98.33%
Pregnancy & Maternity													
Pregnant or on maternity leave	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	0%	0.84%
Not Pregnant or on Maternity Leave	3%	23%	18%	14%	16%	13%	5%	3%	0%	3%	0%	2%	99.17%

Undernoted Data extracted from Questionnaires issued March 2017

Religion or Belief													
Religion or Belief	5%	18%	6%	10%	4%	4%	3%	2%	0%	1%	0%	2%	62.84%
No Religion or belief	5%	11%	4%	4%	1%	3%	1%	0%	0%	0%	0%	0%	29.60%
Not Declared	0%	4%	1%	1%	1%	0%	0%	0%	0%	1%	0%	0%	8.63%
Sexual Orientation													
Gay/Lesbian/ Bisexual	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	0%	1.22%
Heterosexual	10%	32%	10%	13%	4%	6%	4%	2%	0%	1%	0%	2%	91.46%
Not Declared	0%	1%	1%	1%	1%	1%	0%	0%	0%	1%	0%	0%	7.32%
Caring Responsibilities													
Yes	6%	7%	5%	5%	3%	3%	2%	2%	0%	2%	0%	1%	39.02%
No	4%	24%	5%	6%	2%	3%	3%	0%	0%	0%	0%	1%	51.22%
Not Declared	0%	1%	1%	4%	2%	1%	0%	0%	0%	0%	0%	0%	9.76%
Marital Status													
Married or in Civil Partnership	5%	20%	4%	11%	4%	5%	4%	1%	0%	2%	0%	2%	64.63%
Not Married or in Civil Partnership	5%	13%	7%	4%	2%	2%	0%	1%	0%	0%	0%	0%	35.37%
Not Declared	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.00%

Job Applications

Appendix 3

Protected characteristic	2016/2017	2015
Age		
18-24	23.62%	16.67%
25-29	16.54%	22.62%
30-34	11.02%	15.48%
35-39	11.81%	4.76%
40-44	12.60%	8.33%
45-49	4.72%	4.76%
50-54	11.81%	9.52%
55-59	3.94%	8.33%
60-64	3.15%	7.14%
65-69	0.79%	1.19%
Disability		
Disabled	3.15%	0.00%
Not Disabled	96.85%	98.81%
Not Declared	0.00%	1.19%
Gender		
Male	55.12%	60.71%
Female	44.88%	39.29%
Ethnicity		
Black & ethnic minority	7.09%	4.76%
White	92.91%	91.67%
Not Declared	0.00%	3.57%
Marital Status		
Married or in a civil partnership	31.50%	26.19%
Not Married or in a civil partnership	68.50%	70.24%
Not Declared	0.00%	3.57%
Sexual Orientation		
Gay/Lesbian/ Bisexual	No Information	No Information
Heterosexual		
Marital Status		
Married or in a civil partnership	No Information	No Information
Not Married or in a civil partnership		
Not Declared		
Religion or Belief		
Religion	No Information	No Information
No Religion or belief		
Not Declared		

External Recruitment

Appendix 4

Protected characteristic	2016/2017	2015
Age		
18-24	46.67%	17%
25-29	6.67%	30%
30-34	6.67%	13%
35-39	13.33%	0%
40-44	0.00%	4%
45-49	6.67%	0%
50-54	6.67%	13%
55-59	13.33%	13%
60-64	0.00%	9%
65 or over	0.00%	0%
Disability		
Disabled	0.00%	0%
Not Disabled	100.00%	100%
Not Declared	0.00%	0%
Gender		
Male	73.33%	61%
Female	26.67%	39%
Ethnicity		
Black & ethnic minority	6.67%	4%
White	93.33%	87%
Not Declared	0.00%	9%
Marital Status		
Married or in a civil partnership	20.00%	26%
Not Married or in a civil partnership	80.00%	65%
Not Declared	0.00%	9%
Pregnancy & maternity		
Pregnant	0.00%	0%
Not Pregnant	100.00%	100%
Sexual Orientation		
Gay/Lesbian/ Bisexual	no information	no information
Heterosexual		
Not Declared		
Marital Status		
Married or in a civil partnership	no information	no information
Not Married or in a civil partnership		
Not Declared		
Religion or Belief		
Religion	no information	no information
No Religion or belief		
Not Declared		

Part-Time Working

Appendix 6

Protected characteristic	2016/2017		2015	
Age	% of Part Time	% of Full Time	% of Part Time	% of Full Time
16-24	0.00%	7.50%	0.00%	3.76%
25-29	0.00%	2.50%	0.00%	6.02%
30-34	2.50%	4.17%	1.50%	5.26%
35-39	0.83%	3.33%	3.01%	6.77%
40-44	5.83%	9.17%	8.27%	12.78%
45-49	4.17%	10.00%	6.02%	14.29%
50-54	8.33%	18.33%	3.01%	12.03%
55-59	2.50%	11.67%	1.50%	13.53%
60-64	2.50%	5.83%	0.75%	0.75%
Over 65	0.83%	0.00%	0.00%	0.75%
Disability				
Disabled	0.83%	1.67%	1.50%	0.75%
Not Disabled	26.67%	70.83%	22.56%	74.44%
Gender	0.00%	0.00%		
Male	4.17%	46.67%	4.51%	48.12%
Female	23.33%	25.83%	19.55%	27.07%
Ethnicity				
Black & ethnic minority	0.00%	1.67%	0.00%	0.75%
White	27.50%	70.83%	24.06%	74.44%
Not Declared	0.00%	0.00%	0.00%	0.00%
Pregnancy & maternity				
Pregnant or on maternity leave	0.83%	0.00%	0.00%	1.50%
Not Pregnant or on Maternity Leave	26.67%	72.50%	24.06%	73.68%
Marital Status				
Married or in a civil partnership	21.67%	35.83%	17.29%	37.59%
Not Married or in a civil partnership	6.67%	34.17%	6.77%	35.34%
Not Declared	0.00%	1.67%	0.00%	2.26%
Undernoted Data extracted from Questionnaires issued March 2017				
Religion or Belief				
Religion	12.20%	50.00%	12.90%	58.06%
No Religion or belief	7.32%	21.95%	6.45%	20.43%
Not Declared	2.44%	6.10%	1.08%	1.08%
Sexual Orientation	0.00%	0.00%	0.00%	0.00%
Gay/Lesbian/ Bisexual	1.22%	0.00%	1.08%	1.08%
Heterosexual	20.73%	7.32%	19.35%	77.42%
Not Declared	0.00%	70.73%	0.00%	1.08%
Caring Responsibilities	0.00%	0.00%	0.00%	0.00%
Yes	10.98%	28.05%	9.68%	26.88%
No	8.54%	48.78%	9.68%	46.24%
Not Declared	2.44%	1.22%	1.08%	6.45%

Sickness Absence

Appendix 7

Protected characteristic	2016/2017	2015
	%	%
18-24	7.69%	2.56%
25-29	2.56%	3.85%
30-34	3.85%	8.97%
35-39	2.56%	15.38%
40-44	14.10%	21.79%
45-49	19.23%	21.79%
50-54	28.21%	16.67%
55-59	10.26%	7.69%
60-64	10.26%	1.28%
over 65	1.28%	0.00%
Disability		
Disabled	0.00%	3.85%
Not Disabled	100.00%	96.15%
Not Declared	0.00%	0.00%
Gender		
Male	43.59%	50.00%
Female	56.41%	50.00%
Ethnicity		
Black & ethnic minority	1.28%	1.28%
White	98.72%	98.72%
Not Declared	0.00%	0.00%
Marital Status		
Married or in a civil partnership	0.00%	52.56%
Not Married or in a civil partnership	0.00%	43.59%
Not Declared	0.00%	2.56%
Pregnancy & maternity		
Pregnant or on maternity leave	0.00%	1.28%
Sexual Orientation	No information	No information
Gay/Lesbian/ Bisexual		
Heterosexual		
Not Declared		
Marital Status	No information	No information
Married or in a civil partnership		
Not Married or in a civil partnership		
Not Declared		
Religion or Belief	No information	No information
Religion		
No Religion or belief		
Not Declared		

TRAINING & DEVELOPMENT

Appendix 8

Protected characteristic	2016/2017	2015
Age	%	%
18-24	11.48%	0.00%
25-29	3.28%	0.00%
30-34	0.00%	1.92%
35-39	14.75%	21.15%
40-44	11.48%	31.73%
45-49	14.75%	14.42%
50-54	24.59%	19.23%
55-59	14.75%	11.54%
60-64	4.92%	0.00%
Over 65	0.00%	0.00%
Disability		
Disabled	0.00%	0.00%
Not Disabled	100.00%	100.00%
Not Declared		
Gender		
Male	44.26%	80.77%
Female	55.74%	19.23%
Ethnicity		
Black & ethnic minority	1.64%	0.00%
White	98.36%	100.00%
Not Declared		
Pregnancy & maternity		
Pregnant or on maternity leave	0.00%	0.00%
Not Pregnant or on maternity leave	100.00%	100.00%
Sexual Orientation	No information	No information
Gay/Lesbian/ Bisexual		
Heterosexual		
Not Declared		
Marital Status	No information	No information
Married or in a civil partnership		
Not Married or in a civil partnership		
Not Declared		
Religion or Belief	No information	No information
Religion		
No Religion or belief		
Not Declared		