



# **EQUALITIES ACT 2010**

## **2019 Mainstreaming Report**

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## 1 INTRODUCTION

This Mainstreaming Report provides update information on the progress being made in respect of the 2017/2022 outcomes. In addition a 2018/19 statistical analysis reflecting the identified protected characteristics as laid out in the Equalities Act 2010 is attached within the appendices.

## 2 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 THE ELECTOR DEFINITION MAP

Development of the EDM continues ongoing with the aim of including relevant information to reflect the population diversity in our area to allow identification of in the first instance 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. 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.

#### **4. TO REVIEW AND REFRESH STAFF AWARENESS OF THE EQUALITIES DUTIES**

LVJB continue to monitor its staff and applicants for posts and information is provided, against the protected characteristics, age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation.

Attached as Appendices 1-6 are Workforce Diversity Reports for Lothian Valuation Joint Board. This information which was collected in 2018/2019 provides a comparison with that collected and published in the 2017 Update report.

A 68.33% return was achieved in 2017 while the 2018/2019 return rate was 64.22%. 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.

LVJB continue to reinforce to staff the importance of their continued participation with this data collection and to improve the return rate.

As part of the process surrounding recruitment and to support staff as they enter the organisation a revised induction and training procedure has been introduced. This ensures that every new member of staff receives the same general introduction in addition to a supported training period specific to their role. This induction includes an appreciation of the equalities duties laid upon the organisation. To support this further and moving forward this approach shall be enhanced so that each new member of staff regardless of specific role receives a wider appreciation of all the roles and functions within organisation. This shall ensure that on entry into the organisation new staff have as comprehensive appreciation of services provided and the community served.

#### **5. 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.

Following an organisational restructuring exercise during 2017/2018 an Engagement Officer post was created. This post currently has responsibility for the engagement process with stakeholders within Lothian in respect of the Electoral Registration service however this role shall be extended to include both the Valuation Roll and Council tax service in due course. The creation of this post supports the service delivery process across a range of different and diverse stakeholder groups within the community. For example recent activity has involved engagement with young persons, university students, newly recognised British Citizens, armed forces personnel, new Council Tax payers, care home residents, and participation in the Women's Suffrage centenary celebrations. In addition the Engagement Officer has adopted the use of social media within which to carry out the engagement process and reach out to sectors of the community where use of this media is part of daily life.

Current engagement activities shall shortly be subject to a review. Thereafter a formal engagement strategy shall be created which provides a blue print for future activities.

Through the Engagement Officer new links with external organisations have been established and existing ones strengthened. As a result, and in particular as a result of a close relationship with the Board's partner Councils, links have been forged with such organisations as the Edinburgh and Lothian Regional Equality Council. This enables a collaborative approach to the production and dissemination of information in foreign languages. Other partner associations are Edinburgh University Students Association and LDAS (Learning Disability Alliance Scotland).

The Engagement Officer does not work in isolation and 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. GENDER PAY GAP INFORMATION**

LVJB has 56 male employees with an average hourly rate of pay of £19.03 and 53 female employees with an average hourly pay of £15.44

The mean (average) gender pay gap is therefore:  $(19.03 - 15.44) / 19.03 \times 100 = 18.86\%$

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:  $(15.62 - 15.62) / 15.62 \times 100 = 0\%$

## **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.

## Workforce profile

## Appendix 1

Protected characteristic	2018/2019	2017/2018
<b>Age</b>		
18-24	4.59%	7.50%
25-29	8.26%	2.50%
30-34	5.50%	6.67%
35-39	9.17%	4.17%
40-44	6.42%	15.00%
45-49	13.76%	14.17%
50-54	28.44%	26.67%
55-59	15.60%	14.17%
60-64	6.42%	8.33%
Over 65	1.83%	0.83%
<b>Disability</b>		
Disabled	3.67%	2.50%
Not Disabled	96.33%	97.50%
Not Declared	0.00%	0.00%
<b>Gender</b>		
Male	50.46%	57.50%
Female	49.54%	42.50%
<b>Ethnicity</b>		
English	1.84%	
Irish	1.84%	
Scottish	90.81%	99.24%
Other White Background	5.51%	
<b>Pregnancy &amp; maternity</b>		
Pregnant or on maternity leave	0.92%	0.83%
Not Pregnant or on Maternity Leave	99.08%	99.17%
<b>Undernoted Data extracted from Questionnaires issued March 2019</b>		
<b>Religion or Belief</b>		
Religion	52.46%	62.00%
No Religion or belief	39.34%	29.00%
Not Declared	8.20%	3.00%
<b>Sexual Orientation</b>		
Gay/Lesbian/ Bisexual	1.64%	1.22%
Heterosexual	90.16%	91.46%
Not Declared	8.20%	7.32%
<b>Caring Responsibilities</b>		
Yes	55.74%	39.02%
No	40.98%	51.22%
Not Declared	3.28%	9.76%
<b>Marital Status</b>		
Married or in a civil partnership	50.82%	64.33%
Not Married or in a civil partnership	47.54%	35.37%
Not Declared	1.64%	0.00%

## Job Applications

## Appendix 2

Protected characteristic	2018/2019	2016/2017
<b>Age</b>		
18-24	16.75%	23.62%
25-29	18.18%	16.54%
30-34	15.31%	11.02%
35-39	17.70%	11.81%
40-44	7.66%	12.60%
45-49	9.09%	4.72%
50-54	6.70%	11.81%
55-59	6.22%	3.94%
60-64	1.91%	3.15%
65-69	0.48%	0.79%
<b>Disability</b>		
Disabled	7.51%	3.15%
Not Disabled	91.08%	96.85%
Not Declared	1.41%	0.00%
<b>Gender</b>		
Male	100.00%	55.12%
Female	56.28%	44.88%
<b>Ethnicity</b>		
Black & ethnic minority	5.69%	7.09%
White	91.47%	92.91%
Not Declared	2.84%	0.00%
<b>Marital Status</b>		
Married or in a civil partnership	29.91%	31.50%
Not Married or in a civil partnership	70.09%	68.50%
Not Declared	0.00%	0.00%
<b>Sexual Orientation</b>		
Gay/Lesbian/ Bisexual	No Information	No Information
Heterosexual		
<b>Marital Status</b>		
Married or in a civil partnership	No Information	No Information
Not Married or in a civil partnership		
Not Declared		
<b>Religion or Belief</b>		
Religion	No Information	No Information
No Religion or belief		
Not Declared		



## External Recruitment

## Appendix 3

Protected characteristic	2018/2019	2016/2017
<b>Age</b>		
18-24	28.57%	46.67%
25-29	21.43%	6.67%
30-34	14.29%	6.67%
35-39	21.43%	13.33%
40-44	0.00%	0.00%
45-49	7.14%	6.67%
50-54	7.14%	6.67%
55-59	0.00%	13.33%
60-64	0.00%	0.00%
65 or over	0.00%	0.00%
<b>Disability</b>		
Disabled	0.00%	0.00%
Not Disabled	100.00%	100.00%
Not Declared	0.00%	0.00%
<b>Gender</b>		
Male	50.00%	73.33%
Female	50.00%	26.67%
<b>Ethnicity</b>		
Scottish	64.29%	93.33%
Other European	35.71%	0.00%
Irish	7.14%	0.00%
<b>Marital Status</b>		
Married or in a civil partnership	35.71%	20.00%
Not Married or in a civil partnership	64.29%	80.00%
Not Declared	0.00%	0.00%
<b>Pregnancy &amp; maternity</b>		
Pregnant	0.00%	0.00%
Not Pregnant	100.00%	100.00%
<b>Sexual Orientation</b>		
Gay/Lesbian/ Bisexual	no information	no information
Heterosexual		
Not Declared		
<b>Marital Status</b>		
Married or in a civil partnership	no information	no information
Not Married or in a civil partnership		
Not Declared		
<b>Religion or Belief</b>		
Religion	no information	no information
No Religion or belief		
Not Declared		

# Part-Time Working

# Appendix 4

Protected characteristic	2018/2019		2016/2017	
<b>Age</b>	% of Part Time	% of Full Time	% of Part Time	% of Full Time
16-24	0.00%	4.59%	0.00%	7.50%
25-29	0.00%	8.26%	0.00%	2.50%
30-34	0.92%	4.59%	2.50%	4.17%
35-39	0.92%	8.26%	0.83%	3.33%
40-44	0.92%	5.50%	5.83%	9.17%
45-49	6.42%	7.34%	4.17%	10.00%
50-54	8.26%	20.18%	8.33%	18.33%
55-59	5.50%	10.09%	2.50%	11.67%
60-64	2.75%	3.67%	2.50%	5.83%
Over 65	1.83%	0.00%	0.83%	0.00%
<b>Disability</b>				
Disabled	0.92%	1.83%	0.83%	1.67%
Not Disabled	29.36%	67.89%	26.67%	70.83%
<b>Gender</b>			0.00%	0.00%
Male	4.59%	46.79%	4.17%	46.67%
Female	25.69%	22.94%	23.33%	25.83%
<b>Ethnicity</b>				
Scottish	28.44%	62.39%	0.00%	1.67%
Irish	0.00%	1.83%	27.50%	70.83%
English	0.00%	1.83%	0.00%	0.00%
Other European	0.00%	5.50%		
<b>Pregnancy &amp; maternity</b>				
Pregnant or on maternity leave	0.00%	70.64%	0.83%	0.00%
Not Pregnant or on Maternity Leave	28.44%	0.92%	26.67%	72.50%
<b>Marital Status</b>				
Married or in a civil partnership	20.18%	34.86%	21.67%	35.83%
Not Married or in a civil partnership	8.26%	31.19%	6.67%	34.17%
Not Declared	0.00%	5.50%	0.00%	1.67%
<b>Undernoted Data extracted from Questionnaires issued March 2019</b>				
<b>Religion or Belief</b>				
Religion	40.98%	9.84%	12.20%	50.00%
No Religion or belief	36.07%	3.28%	7.32%	21.95%
Not Declared	6.56%	3.28%	2.44%	6.10%
<b>Sexual Orientation</b>			0.00%	0.00%
Gay/Lesbian/ Bisexual	0.00%	1.64%	1.22%	0.00%
Heterosexual	78.69%	11.48%	20.73%	7.32%
Not Declared	6.56%	1.64%	0.00%	70.73%
<b>Caring Responsibilities</b>				
Yes	21.31%	4.92%	10.98%	28.05%
No	59.02%	9.84%	8.54%	48.78%
Not Declared	3.28%	1.64%	2.44%	1.22%

## TRAINING & DEVELOPMENT

## Appendix 5

Protected characteristic	2018/2019	2016/2017
<b>Age</b>		%
18-24	1.90%	11.48%
25-29	13.02%	3.28%
30-34	5.40%	0.00%
35-39	11.75%	14.75%
40-44	6.98%	11.48%
45-49	15.24%	14.75%
50-54	33.02%	24.59%
55-59	10.16%	14.75%
60-64	1.90%	4.92%
Over 65	0.63%	0.00%
<b>Disability</b>		
Disabled	0.32%	0.00%
Not Disabled	99.68%	100.00%
Not Declared	0.00%	0.00%
<b>Gender</b>		
Male	57.46%	44.26%
Female	42.54%	55.74%
<b>Ethnicity</b>		
Scottish	93.65%	98.36%
Irish	0.00%	0.00%
English	1.90%	0.00%
Other European	4.44%	1.64%
<b>Pregnancy &amp; maternity</b>		
Pregnant or on maternity leave	0.00%	0.00%
Not Pregnant or on maternity leave	100.00%	100.00%
<b>Sexual Orientation</b>		
Gay/Lesbian/ Bisexual		No information
Heterosexual		
Not Declared		
<b>Marital Status</b>		
Married or in a civil partnership		No information
Not Married or in a civil partnership		
Not Declared		
<b>Religion or Belief</b>		
Religion		No information
No Religion or belief		
Not Declared		



