



## **2023 Equalities Mainstreaming Report**

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## **1.0 Introduction**

- 1.1 The Assessor and Electoral Registration Officer (ERO) is an independent statutory official appointed to value non-domestic properties for rating purposes, allocate dwellings to council tax valuation bands and provide an electoral registration service for City of Edinburgh, East Lothian, Midlothian and West Lothian areas.
- 1.2 Lothian Valuation Joint Board (LVJB) are fully committed to embracing and implementing the principles and ethos of the Equality Act 2010 and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.
- 1.3 By fully adopting the principles and ethos of the Equality Act 2010, the Board will provide to all electors, rate payers, council tax payers, stakeholders and to its own staff a service provision, culture and working environment which is free from unlawful discrimination, harassment and victimisation and where all members of our community have equal opportunities and treat each other with dignity and respect.
- 1.4 LVJB has a workforce of approximately 97 employees and operates hybrid working arrangements.

## **2.0 The Legal Context**

### **2.1 The Equality Act 2010 and the General Equality Duty**

- 2.1.1 The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.
- 2.1.2 It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone.
- 2.1.3 The Act makes provision to protect discrimination against people based on the protected characteristics of age, race, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, sexual orientation, religion or belief, gender or contractual status.
- 2.1.4 The General Equality Duty as set out in the Equality Act 2010 requires public authorities to:
  - Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct.
  - 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.
- 2.1.5 The Act makes clear that having due regard to advancing equality involves:
  - Removing or minimising disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic.
  - Taking steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it.
  - Encouraging persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

## **2.2 The Specific Equality Duties**

2.2.1 The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 place particular legal requirements on specified public authorities to assist them meet the requirements of the General Equality Duty. Valuation Joint Boards are specified in the regulations. The legal duties for Lothian Valuation Joint Board are to:

- Report on mainstreaming equality
- Publish equality outcomes and report on progress
- Assess and review policies and practices
- Gather and use employee information
- Publish gender pay gap information
- Publish statements on equal pay, including occupational segregation information
- Consider award criteria and conditions in relation to public procurement
- Publish in a manner that is accessible to the public

2.2.2 Public authorities in Scotland are required to publish a Mainstreaming Report and a set of Equality Outcomes bi-annually and to refresh equality outcomes every four years.

2.2.3 Previous LVJB Equalities Mainstreaming Reports can be viewed [here](#).

## **3.0 Equalities Outcomes**

3.1 The 2017/2022 outcomes were:

- 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.

## **4.0 Progress Since 2021**

### **4.1 The Elector Definition Map**

4.1.1 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, Proxy Voters, and Postal Proxy Voters
- Numbers of Special Category electors
- Number of non-British, Irish or Commonwealth nationals registered to vote
- Number of properties
- Level of overall canvass return
- Number and percentage of properties included in each canvass route
- 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
- Census information (if available)
- Council Office information
- Local elected representatives
- Information on recent election events

4.1.2 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 2023.

## **4.2 To Review and Refresh Staff Awareness of the Equalities Duties**

### **4.2.1 Training and Development**

- 4.2.1.1 It is recognised that there is a difference between having a diverse workforce and staff understanding their equality duties.
- 4.2.1.2 Equality, Diversity and Inclusion training was promoted to all LVJB employees in 2022, with 22% of staff attending formal training sessions on this subject.
- 4.2.1.3 Funding for further Equality Diversity and Inclusion training has been secured and this will be promoted again as a development opportunity for all employees in 2023.
- 4.2.1.4 In 2023 we are committed to delivering further training which will support inclusivity. Examples include Menopause Awareness, Neurodiversity Awareness and Mental Health Awareness.
- 4.2.1.5 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 or an Enquiry Assistant who has responsibility for canvassing members of the public.

4.2.1.6 HR, the Training Framework Group and the Corporate Leadership team will continue to 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. A range of training methods will be considered and analysed, such as e-learning modules and face to face training as required.

4.2.1.7 Our Induction framework for new staff is due to be reviewed in May 2023. Part of the induction process must include an appreciation of the equality duties laid upon the organisation and we intend to ensure adequate equality, diversity and inclusion training is available for new employees, during their induction and prior to the end of a successful probation period.

**4.3 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.**

4.3.1 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.

4.3.2 Our Electoral Data Manager has responsibility for the engagement process with stakeholders within Edinburgh and the Lothians 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.

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

4.3.4 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.

**5.0 Equality, Diversity and Inclusion Policy**

5.1 The LVJB Equality, Diversity and Inclusion Policy was reviewed and refreshed in March 2023.

5.2 The revised policy was approved by the Corporate Leadership Team on 29<sup>th</sup> March 2023 and is currently being reviewed by the Trade Union and LVJB Board Members.

5.3 A copy of the draft revised policy is available as Appendix 4.

## **6.0 Equality Impact Assessment of Policies**

- 6.1 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.

## **7.0 Review of Staff Data and Information**

- 7.1 LVJB continues to collect and monitor equality data in relation to the staff population.
- 7.2 In March 2023, 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.
- 7.3 A response rate of 82% was achieved, indicating an understanding and acknowledgment of the importance surrounding Equalities. This is an increase in response rate from 75% in 2021. LVJB continue to reinforce to staff the importance of their continued participation with this data collection and to improve the return rate.
- 7.4 Information on staff equality and diversity is displayed in Appendix 1 and Appendix 2.
- 7.5 A review of our HR databases is currently being undertaken. As part of the review, we are committed to investigating databases and systems which 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.

## **8.0 Staff Recruitment and Selection**

- 8.1 We record, collate and analyse equality and diversity information provided by job applicants in order to monitor to ensure that no inequalities or discrimination exists in the process for selecting new employees.
- 8.2 If appropriate, we will take immediate action to ensure that any bias or discrimination is eradicated.
- 8.3 A summary of data comparing protected characteristics with application outcome is provided at Appendix 3.

## **9.0 Age Inclusion**

- 9.1 In July 2022, we engaged with Age Scotland to participate in their [Age Inclusion Matrix](#).
- 9.2 Following submission of an online self-assessment, our HR Manager participated in an age inclusion session which was bespoke to our organisation.

- 9.3 We are now in the process of working through the Age Inclusion Matrix, ensuring we are optimising age inclusion in our organisation workplace and culture.

## **10.0 Gender Pay Gap Information**

- 10.1 LVJB has 48 male employees with an average hourly rate of pay of £21.71 and 48 female employees with an average hourly pay of £18.67.
- 10.2 The mean (average) gender pay gap is therefore:  $(21.71 - 18.67) / 21.71 \times 100 = 14\%$ . The gender pay gap has closed by 2.57% since the 2021 Equality Mainstreaming Report was published.

## **11.0 Equal Pay Statement**

- 11.1 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.
- 11.2 Taking account of the above principle LVJB operates a pay and benefits system which is transparent, based on objective criteria, and free from bias.
- 11.3 LVJB eliminates 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.
- 11.4 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.
- 11.5 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.
- 11.6 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.
- 11.7 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.



## **12.0 2023/2027 Outcomes**

12.1 To create an equal, diverse and inclusive workplace, by supporting and promoting fairness and equality via our:

- ✓ Recruitment and Selection policy and practice
- ✓ Dignity at work principles
- ✓ Policies and Procedures, including Equality, Diversity, and Inclusion Policy
- ✓ Training and Development
- ✓ Equal Pay and Benefits
- ✓ Leadership and staff communications

12.2 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.

12.3 To continue to identify and engage with partner organisations who can assist with the aim of providing promoting equality and diversity into our organisational workplace and our service delivery.

## **13.0 Summary**

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

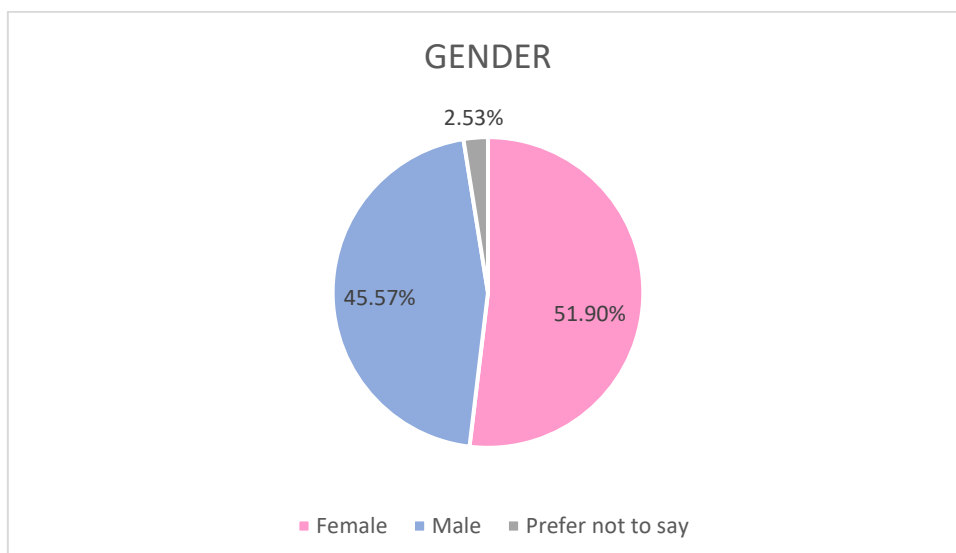
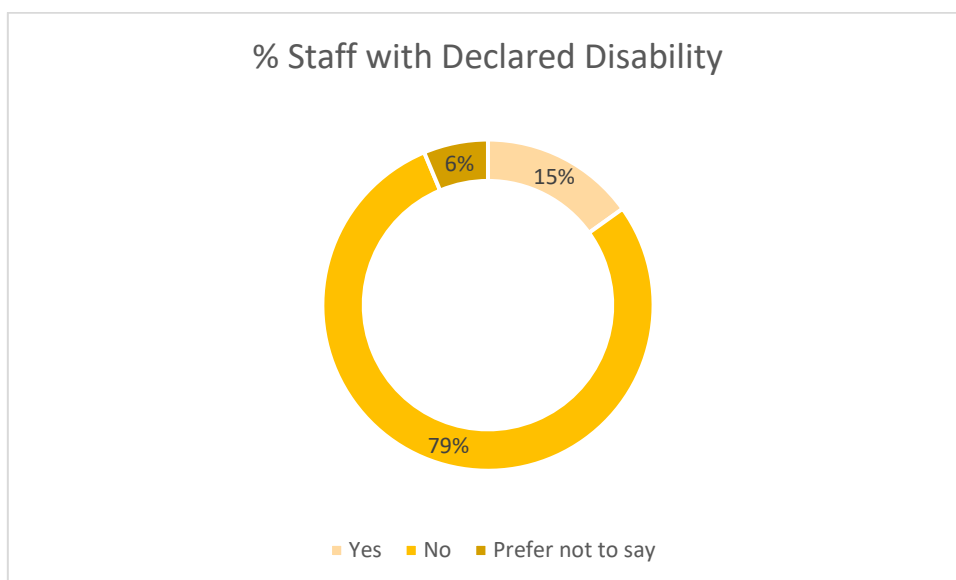
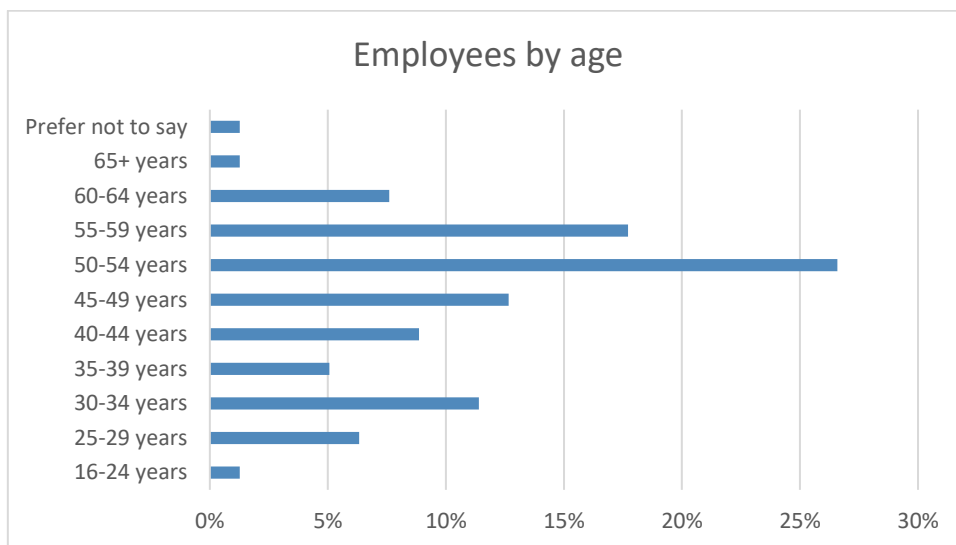
13.2 The requirements laid upon the Board by the Equalities Act 2010 are regarded with the utmost respect and are used to focus and target elements of service delivery.

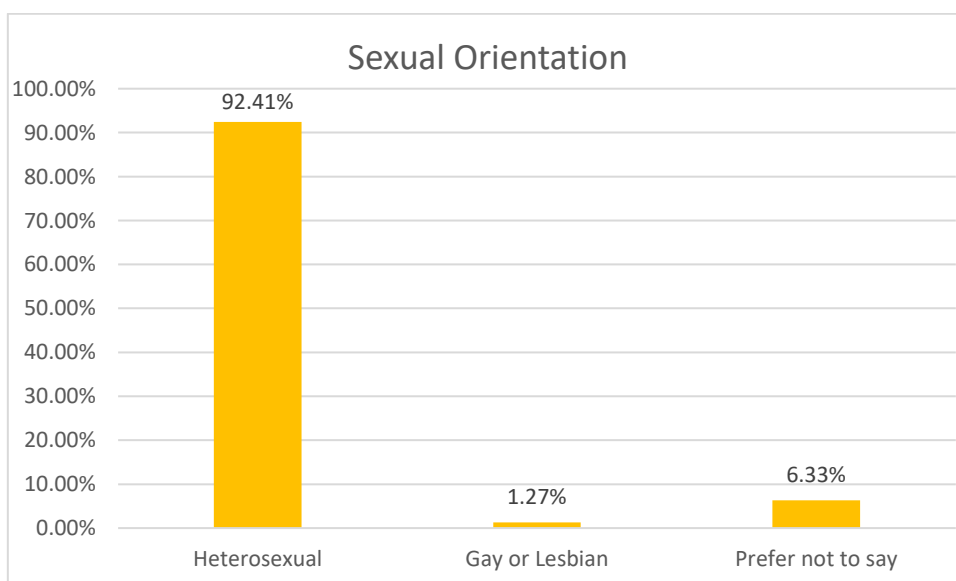
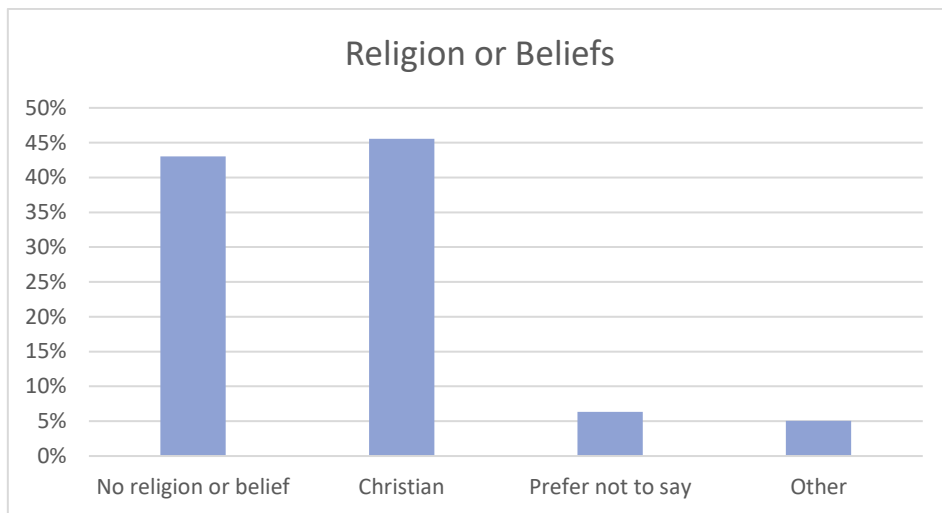
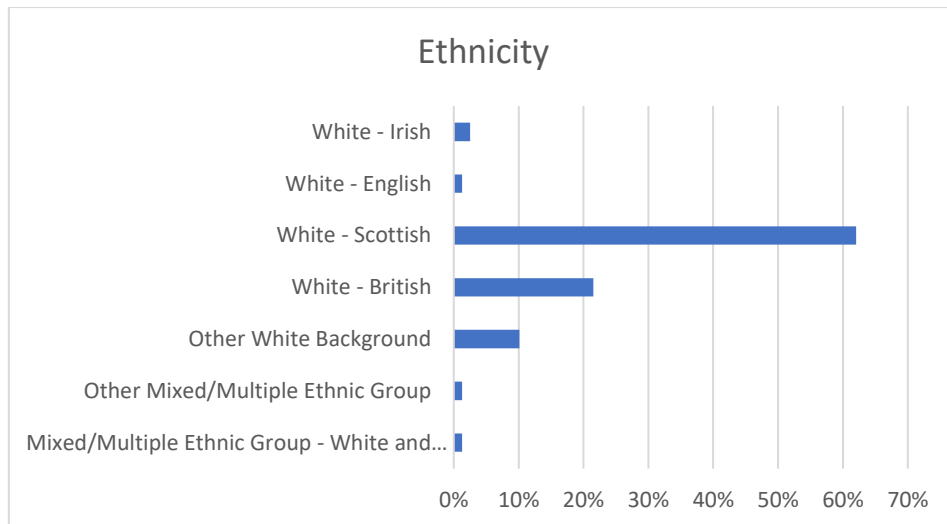
13.3 We have made progress in respect of increasing awareness of equality and diversity requirements both within the organisation and in terms of service delivery.

13.4 Paying particular attending to the 2023/2027 outcomes, we shall endeavour to continue to raise the equalities profile.

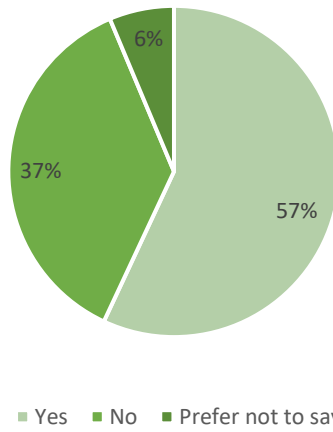
# Appendix 1: Workforce Profile

Undernoted data extracted from survey data collected in March 2021

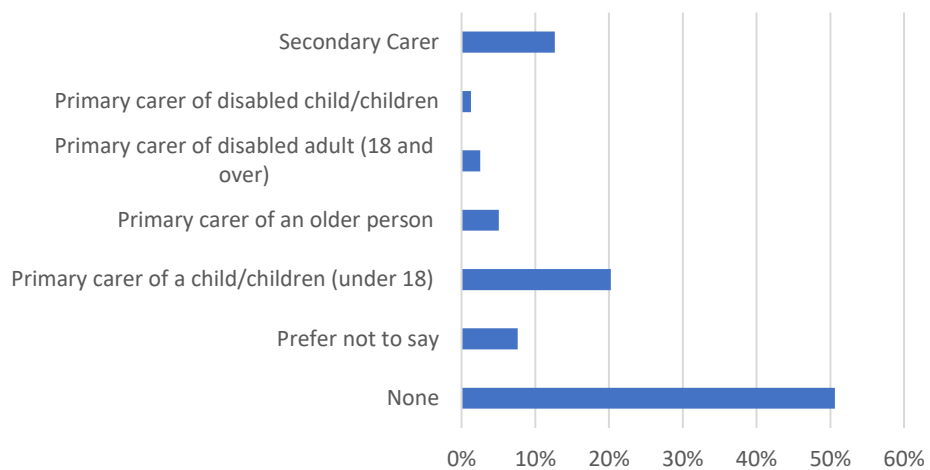




### Married or in Civil Partnership



### Caring Responsibilities



**Appendix 2: Workforce Profile by Pay Band**  
(Data extracted from data extracted from survey data collected in March 2023)

Band 1: £20,000 - £29,999 per annum	Band 4: £50,000 - £59,999 per annum
Band 2: £30,000 - £39,999 per annum	Band 5: £60,000 - £69,999 per annum
Band 3: £40,000 - £49,999 per annum	Band 6: £70,000 - £79,000 per annum
Band 7: £80,000+ per annum	

Characteristic ID	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Not Declared	Total
<b>Age Range</b>									
16-24 years	1%	0%	0%	0%	0%	0%	0%	0%	1%
25-29 years	5%	0%	0%	0%	0%	0%	0%	1%	6%
30-34 years	5%	6%	0%	0%	0%	0%	0%	0%	11%
35-39 years	1%	1%	0%	3%	0%	0%	0%	0%	5%
40-44 years	3%	3%	4%	0%	0%	0%	0%	0%	9%
45-49 years	5%	1%	3%	1%	0%	3%	0%	0%	13%
50-54 years	10%	8%	0%	5%	0%	1%	1%	1%	27%
55-59 years	10%	4%	1%	1%	1%	0%	0%	0%	18%
60-64 years	6%	0%	1%	0%	0%	0%	0%	0%	8%
65+ years	1%	0%	0%	0%	0%	0%	0%	0%	1%
Prefer not to say	0%	0%	0%	0%	0%	0%	0%	1%	1%
<b>Total</b>	<b>48%</b>	<b>23%</b>	<b>9%</b>	<b>10%</b>	<b>1%</b>	<b>4%</b>	<b>1%</b>	<b>4%</b>	<b>100%</b>
<b>Religion or Beliefs</b>									
Christian	25%	9%	3%	6%	1%	1%	0%	0%	46%
No religion or belief	16%	14%	6%	4%	0%	1%	0%	1%	43%
Other	3%	0%	0%	0%	0%	1%	1%	0%	5%
Prefer not to say	4%	0%	0%	0%	0%	0%	0%	3%	6%
<b>Total</b>	<b>48%</b>	<b>23%</b>	<b>9%</b>	<b>10%</b>	<b>1%</b>	<b>4%</b>	<b>1%</b>	<b>4%</b>	<b>100%</b>
<b>Disability</b>									
Yes	10%	4%	0%	1%	0%	0%	0%	0%	15%
No	35%	18%	9%	9%	1%	4%	1%	1%	78%
Prefer not to say	3%	1%	0%	0%	0%	0%	0%	3%	5%
<b>Total</b>	<b>48%</b>	<b>23%</b>	<b>9%</b>	<b>10%</b>	<b>1%</b>	<b>4%</b>	<b>1%</b>	<b>4%</b>	<b>100%</b>
<b>Gender</b>									
Female	30%	10%	4%	6%	0%	0%	0%	1%	52%
Male	18%	13%	5%	4%	1%	4%	1%	0%	46%
Prefer not to say	0%	0%	0%	0%	0%	0%	0%	3%	3%
<b>Total</b>	<b>48%</b>	<b>23%</b>	<b>9%</b>	<b>10%</b>	<b>1%</b>	<b>4%</b>	<b>1%</b>	<b>4%</b>	<b>100%</b>

Characteristic ID	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Not Declared	Total
<b>Marital Status or Civil Partnership</b>									
Yes	28%	10%	5%	8%	0%	4%	1%	1%	<b>57%</b>
No	19%	11%	3%	3%	1%	0%	0%	0%	<b>37%</b>
Prefer not to say	1%	1%	1%	0%	0%	0%	0%	3%	<b>6%</b>
<b>Total</b>	<b>48%</b>	<b>23%</b>	<b>9%</b>	<b>10%</b>	<b>1%</b>	<b>4%</b>	<b>1%</b>	<b>4%</b>	<b>100%</b>
<b>Ethnicity</b>									
Mixed/Multiple Ethnic Group - White and Black Caribbean	0%	1%	0%	0%	0%	0%	0%	0%	<b>1%</b>
Other Mixed/Multiple Ethnic Group	0%	0%	0%	0%	0%	0%	0%	1%	<b>1%</b>
Other White Background	6%	1%	3%	0%	0%	0%	0%	0%	<b>10%</b>
White - British	11%	5%	3%	1%	0%	1%	0%	0%	<b>22%</b>
White – English	1%	0%	0%	0%	0%	0%	0%	0%	<b>1%</b>
White - Irish	1%	1%	0%	0%	0%	0%	0%	0%	<b>3%</b>
White - Scottish	28%	14%	4%	9%	1%	3%	1%	3%	<b>62%</b>
<b>Total</b>	<b>48%</b>	<b>23%</b>	<b>9%</b>	<b>10%</b>	<b>1%</b>	<b>4%</b>	<b>1%</b>	<b>4%</b>	<b>100%</b>
<b>Sexual Orientation</b>									
Gay or Lesbian	0%	0%	1%	0%	0%	0%	0%	0%	<b>1%</b>
Heterosexual	47%	22%	6%	10%	1%	4%	1%	1%	<b>92%</b>
Prefer not to say	1%	1%	1%	0%	0%	0%	0%	3%	<b>6%</b>
<b>Total</b>	<b>48%</b>	<b>23%</b>	<b>9%</b>	<b>10%</b>	<b>1%</b>	<b>4%</b>	<b>1%</b>	<b>4%</b>	<b>100%</b>

Characteristic ID	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Not Declared	Total
<b>Caring Responsibilities</b>									
None	24%	16%	3%	5%	0%	1%	0%	1%	<b>51%</b>
Prefer not to say	4%	1%	0%	0%	0%	0%	0%	3%	<b>6%</b>
Primary carer of a child/children	10%	3%	1%	4%	0%	3%	0%	0%	<b>20%</b>
Primary carer of an older person	3%	1%	0%	0%	1%	0%	0%	0%	<b>5%</b>
Primary carer of disabled adult	3%	0%	0%	0%	0%	0%	0%	0%	<b>3%</b>
Primary carer of disabled child/children	0%	0%	1%	0%	0%	0%	0%	0%	<b>1%</b>
Secondary carer	5%	1%	4%	1%	0%	0%	1%	0%	<b>13%</b>
<b>Total</b>	<b>48%</b>	<b>23%</b>	<b>9%</b>	<b>10%</b>	<b>1%</b>	<b>4%</b>	<b>1%</b>	<b>4%</b>	<b>100%</b>

### Appendix 3 – Equal Opportunities Data for Recruitment March 2021 – February 2023

Vacancy ID	Candidate ID	Age Range	Gender	Disability	Married or Civil Partnership	Sexual Orientation	Ethnicity	Religion or Beliefs	Application Outcome
1	1	60-64	Female	Prefer not to say	Other	Not Known	Scottish	Not Known	Successful
	2	60-61	Female	Prefer not to say	Not Known	Not Known	Not Known	Not Known	Successful
	3	16-24	Male	No	Yes	Not Known	Scottish	Not Known	Successful
	4	40-44	Female	No	Yes	Not Known	Pakistani	Not Known	Successful
	5	16-24	Male	No	No	Not Known	Other British	Not Known	Unsuccessful
	6	Not Known	Male	No	No	Not Known	Any other background	Not Known	Unsuccessful
	7	50-54	Male	No	No	Not Known	Scottish	Not Known	Unsuccessful
	8	30-34	Female	No	Other	Not Known	Other white	Not Known	Unsuccessful
	9	40-44	Female	No	Yes	Not Known	Indian	Not Known	Unsuccessful
2	1	Not Known	Not Known	Not Known	Not Known	Not Known	Not Known	Not Known	Successful
	2	Not Known	Not Known	Not Known	Not Known	Not Known	Not Known	Not Known	Successful
	3	Not Known	Not Known	Not Known	Not Known	Not Known	Not Known	Not Known	Successful
3	1	40-44	Female	No	Yes	Not Known	Indian	Not Known	Successful
4	1	30-34	Male	No	No	Not Known	Other white	Not Known	Successful
	2	20-24	Male	No	No	Not Known	Scottish	Not Known	Unsuccessful
5	1	45-49	Female	No	Yes	Not Known	Scottish	Not Known	Successful
	2	50-54	Female	No	Yes	Not Known	Other white	Not Known	Unsuccessful
	3	30-34	Female	No	Yes	Not Known	Scottish	Not Known	Unsuccessful
	4	Not Known	Not Known	Not Known	Not Known	Not Known	Not Known	Not Known	Unsuccessful
	5	40-44	Female	Yes	Yes	Not Known	Pakistani	Not Known	Unsuccessful
	6	20-24	Female	No	No	Not Known	Scottish	Not Known	Unsuccessful
	7	45-49	Male	Yes	No	Not Known	Other British	Not Known	Unsuccessful
	8	Not Known	Not Known	Not Known	Not Known	Not Known	Not Known	Not Known	Unsuccessful
6	1	20-24	Male	No	No	Not Known	Scottish	Not Known	Successful
	2	20-24	Male	No	No	Not Known	Scottish	Not Known	Successful
	3	60-64	Male	No	Yes	Not Known	Scottish	Not Known	Successful
	4	60-61	Male	No	Yes	Not Known	Scottish	Not Known	Successful
	5	20-24	Male	No	No	Not Known	Scottish	Not Known	Unsuccessful
	6	20-24	Male	No	No	Not Known	Scottish	Not Known	Unsuccessful
	7	40-44	Female	Yes	Yes	Not Known	Pakistani	Not Known	Unsuccessful
	8	20-24	Male	No	No	Not Known	Scottish	Not Known	Unsuccessful
	9	25-29	Male	No	No	Not Known	Any other background	Not Known	Unsuccessful
	10	25-29	Male	No	No	Not Known	Scottish	Not Known	Unsuccessful
	11	Not Known	Not Known	Not Known	Not Known	Not Known	Not Known	Not Known	Unsuccessful
7	1	50-54	Male	No	Other	Not Known	Scottish	Not Known	Successful
	2	35-39	Female	No	Other	Not Known	Scottish	Not Known	Unsuccessful
	3	20-24	Male	No	No	Not Known	Scottish	Not Known	Unsuccessful
8	1	55-59	Female	No	Yes	Not Known	Scottish	Not Known	Successful
	2	35-39	Female	No	No	Not Known	Scottish	Not Known	Successful
9	1	45-49	Male	No	Yes	Heterosexual	White Scottish	Christian	Successful
	2	55-59	Male	Yes	Yes	Heterosexual	White British	Christian	Unsuccessful
	3	45-49	Male	No	Yes	Heterosexual	White British	Christian	Unsuccessful
	4	55-59	Male	No	Yes	Heterosexual	White Scottish	Christian	Unsuccessful
	5	35-39	Female	No	Yes	Heterosexual	White British	No religion or belief	Unsuccessful
	6	55-59	Female	No	No	Heterosexual	White Scottish	Prefer not to say	Unsuccessful
	7	55-59	Male	No	No	Heterosexual	White Scottish	Christian	Unsuccessful
10	1	35-39	Female	No	Yes	Heterosexual	White British	No religion or belief	Successful
	2	55-59	Female	No	No	Heterosexual	White Scottish	Prefer not to say	Unsuccessful
	3	55-59	Male	Yes	Yes	Heterosexual	White British	Christian	Unsuccessful
11	1	55-59	Male	No	Yes	Heterosexual	White Scottish	No religion or belief	Withdraw
12	1	50-54	Male	No	Yes	Heterosexual	White Scottish	Not Known	Successful
	2	Not Known	Not Known	Not Known	Not Known	Not Known	Not Known	Not Known	Withdraw
	3	35-39	Female	No	Yes	Heterosexual	Other white background	No religion or belief	Unsuccessful
13	1	40-44	Female	No	Yes	Heterosexual	White Scottish	No religion or belief	Successful
	2	50-54	Male	No	Yes	Heterosexual	White Scottish	No religion or belief	Unsuccessful
14	1	50-54	Male	No	Yes	Heterosexual	White Scottish	No religion or belief	Successful
	2	60-64	Male	No	Yes	Not Known	Scottish	Not Known	Unsuccessful
15	1	25-29	Male	No	No	Heterosexual	White Scottish	No religion or belief	Successful
	2	35-39	Male	Yes	No	Heterosexual	White Scottish	Christian	Withdraw
	3	30-34	Female	No	Yes	Heterosexual	Asian/Asian British - Indian	Hindu	Unsuccessful
	4	35-39	Female	No	Yes	Heterosexual	Asian/Asian British - Indian	Hindu	Unsuccessful
16	1	Not Known	Not Known	Not Known	Not Known	Not Known	Not Known	Not Known	Successful
17	1	16-24	Male	No	No	Heterosexual	Mixed/Multi Ethnic White/Black	No religion or belief	Successful
	2	16-24	Male	Yes	No	Prefer not to say	Other white background	Prefer not to say	Withdraw
18	1	16-24	Male	No	No	Heterosexual	Mixed/Multi Ethnic White/Black	No religion or belief	Unsuccessful
	2	16-24	Male	Not Known	No	Heterosexual	White Scottish	Christian	Unsuccessful
19	1	30-34	Female	No	Yes	Heterosexual	Other white background	Christian	Successful
	2	16-24	Female	No	No	Heterosexual	White Scottish	No religion or belief	Successful
	3	Not Known	Not Known	Not Known	Not Known	Not Known	Not Known	Not Known	Unsuccessful
	4	50-54	Male	No	No	Heterosexual	Other white background	No religion or belief	Withdraw
20	1	45-49	Male	No	Yes	Heterosexual	White Scottish	Christian	Successful
	2	35-39	Female	No	Yes	Heterosexual	White British	No religion or belief	Unsuccessful





# Equality, Diversity and Inclusion Policy

EQUALITY & DIVERSITY POLICY	
Approved By	Lothian Valuation Joint Board
Date of Approval	TBC
Owner	Hannah Carruthers, HR Manager
Issue	2
Identity	Equality, Diversity and Inclusion Policy
Location of electronic copy	SharePoint
Location of paper copy	Human Resources
Change Authority	Human Resources, Corporate Leadership Team and Trade Unions
Review Frequency	Annual or as required by legislation
Next Review Date	April 2024

Issue	Author	Date	Details of Change
1	Bill Kerr	30/01/2019	Replaces the Equality Policy
2	Hannah Carruthers	07/03/2023	

## **1.0 Aims and Objectives**

- 1.0 This policy forms the basis of our commitment to help us meet our obligations under the Equalities Act 2010 and to oppose and avoid all forms of discrimination.
- 1.1 The aim of this policy is to provide managers and employees with guidance to ensure that all staff are treated fairly and consistently across LVJB in accordance with equality and diversity principles and that we do not discriminate against employees on any basis.
- 1.3 LVJB must ensure that all our employees are treated fairly, equally and with respect. This includes all aspects of working life including:
- Pay and benefits and terms and conditions of employment;
  - Dealing with grievances and disciplinary issues, dismissal, redundancy;
  - Leave and flexible working;
  - Selection for employment, promotion, training and other developmental opportunities.

## **2.0 Scope of the Policy**

- 2.1 This policy relates to all employees of LVJB, all customers receiving a service from LVJB, candidates applying for vacancies and all other stakeholders.

## **3.0 Monitor and Review**

- 3.1 This policy has been created and will be maintained in accordance with the LVJB Policy Approval Framework. It has been agreed by CLT (and the Board as required), in consultation with the Trade Union where appropriate.
- 3.2 Human Resources is responsible for monitoring the effectiveness of this policy and supporting procedures and will conduct reviews at appropriate intervals.
- 3.3 Anyone who feels they have been unfairly treated or discriminated against should contact the HR Manager.

## **4.0 Equal Opportunities**

- 4.1 LVJB is committed to equality of opportunity for all its employees and the terms of this policy and its supporting procedures and guidance notes are designed to ensure the fair and transparent treatment for all staff irrespective of age, race, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, sexual orientation, religion or belief, gender or contractual status. An Equality Impact Assessment is undertaken on this policy each time it is reviewed and updated.

## **5.0 Responsibility for this Policy**

- 5.1 Human Resources. Any changes to this policy and supporting procedures will be made in consultation with appropriate bodies.

- 5.2 LVJB reserves the right to update HR Policies in line with new or updated Employment Legislation.

## 6.0 General Principles of Equality, Diversity and Inclusion

- 6.1 We value the diversity and inclusion of all people and communities in Edinburgh and the Lothians and in our workforce. We are committed to meeting the needs of all our residents, employees and stakeholders.
- 6.2 We strive to create a fair workplace and society where all forms of inequality are reduced or diminished and where everyone can participate and has the same opportunity to fulfil their potential.
- 6.3 Diversity, inclusion and equality legislation can be defined as below:

<b>Diversity</b>	The collective mixture of differences and similarities that include, for example, individual and organisational characteristics, values, beliefs, experiences, backgrounds, preferences and behaviours.
<b>Inclusion</b>	The achievement of an environment, in our workplace and externally, in which all individuals are treated fairly and respectfully, have equal access to opportunities and resources, and can contribute fully to the success of our organisation.
<b>Equality Act 2010</b>	This is the legal requirements to ensure we don't discriminate against individuals. Not only do we need to meet these requirements but we strive to exceed them.

- 6.4 We recognise that to achieve our vision we require to provide services that are tailored to people's needs, by treating people differently where necessary to ensure fairness. We also recognise, respect and value the diversity of our workforce as an asset and key resources in enhancing and maximising performance to effectively meet the diverse needs of our service users. We are committed to eliminating discrimination and encouraging a culture that values and promotes equality, diversity and inclusion across the organisation.
- 6.5 Under the Equality Act 2010 we need to have policies and working practices which ensure we don't discriminate against groups with protected characteristics. These characteristics are: age, race, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, sexual orientation, religion or belief, gender or contractual status.

## 7.0 Our Commitment

- 7.1 LVJB is committed to ensuring that no employee, job applicant, client or stakeholder receives less favourable treatment on the basis of their of age, race, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, sexual orientation, religion or belief, gender or contractual status, political belief or trade union membership.
- 7.5 The Equality, Diversity and Inclusion Policy is supported by a number of over-riding aims and objectives that LVJB shall endeavour to achieve. These are indicated below:-

- To eliminate discrimination on the grounds of age, race, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, sexual orientation, religion or belief, gender or contractual status.
- To support employees who are representative of all sections of society and for all our colleagues to feel respected.
- To support equal pay and a culture where work of equal value gets paid equally.
- To advance equality of opportunity.
- To create a working environment free of bullying, harassment, victimisation and unlawful discrimination.
- To promote dignity and respect for all our colleagues.
- To encourage diversity and inclusion, recognising individual differences between all colleagues and recognising everyone's contribution.
- To advance equality in the workplace, not just because it's the law but because it improves colleagues' lives.
- To train all employees about their rights and responsibilities under this policy.
- To protect all stakeholders from unlawful discrimination, harassment or victimisation in their experience of receiving a service from LVJB.
- To support employees and stakeholders by investigating thoroughly any relevant issues raised and addressing appropriately.
- To invest in reasonable adjustment as appropriate.

## **8.0 Key Areas**

- 8.1 While issues of equality and diversity cover all aspects of the work of LVJB there are a number of key areas where equality has particular significance. These are outlined below to highlight how this will be achieved, in conjunction with an indication of the actions and requirements that are necessary.

## **8.2 Recruitment and Selection**

- Ensure job vacancies are accessible to people from all sections of the community by ensuring vacancies are advertised on our website and are accessible in different formats and languages.
- Ensure that job applicants are not discriminated against on the grounds of any protected characteristic.
- Ensure that all employees and job applicants are not discriminated against because they have a responsibility for dependent children or adults.
- Ensure that applicants are not discriminated against on the basis that they have been unemployed for a long term.
- Ensure job adverts focus on the job needs to attract all suitable applicants.
- Regular review of the Recruitment and Selection Policy and Procedure to eliminate discrimination and promote inclusion. Ensure that recruiting managers are aware of the policy, understand its requirements and are able to apply it.

### **8.3 Dignity at Work**

- Have policies and procedures in place to eliminate harassment or bullying in the workplace.
- Ensure dignity at work and ensure any abuse is dealt with under the LVJB Disciplinary Procedure.

### **8.4 Policies and Procedures**

- Carry out an Equality Impact Assessment on all policies and practices to ensure any negative impacts towards any group are eliminated or minimised.
- Monitor and ensure that all policies and working practices comply with relevant equalities legislation.
- Ensure consultation with staff representatives.
- Consider any reasonable change to the workplace or to working practices to help colleagues continue in their role or help them return to work.
- Ensure managers have the best advice they can get when it comes to making decisions on adjustments, including advice from Occupational Health.
- The Assessor shall ensure that the allocation of financial resources within the organisation shall as appropriate take into account equality considerations.
- It will be ensured that all staff within LVJB are aware of this policy and understand the need to consider and address equality issues during their daily work.

### **8.5 Performance, Training and Development**

- Ensure that My PaTH includes all staff and is applied fairly and equally.
- Make opportunities for training, development and progress available to all colleagues, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Ensure Equality, Diversity and Inclusion training is available to all employees.
- Encourage all staff who meet the relevant criteria to develop and progress in their career pathways and all decisions in this regard will be based on merit.

### **8.6 Equal Pay and Benefits**

- Eliminate discrimination against any group of staff.
- Ensure that all staff benefits are applied equally and fairly to all staff.

## 8.7 Services

- Ensure that equality considerations are integrated into all relevant areas of service planning, management, and delivery.
- Improve our awareness and understanding of the needs of different groups through liaison, involvement, dissemination of information and training.
- Ensure that LVJB services are accessible and delivered appropriately and sensitively in order to facilitate equality of treatment.
- Ensure our website is reviewed to ensure the information is presented in an easy-to-understand manner and that where possible different formats and aids are available.
- Ensure that information about services is readily available, easily accessible and offered in appropriate formats and languages.
- Ensure that equalities are mainstreamed into the organisation's policies, practices, and services.
- Ensure that data is obtained to monitor the demographic of protected characteristics.
- Ensure that our Complaints Handling Procedure is accessible for everyone.

## 9.0 Roles and Responsibilities

### 9.1 Corporate Leadership Team

- 9.1.1 The Corporate Leadership Team has overall responsibility for ensuring that this policy is implemented and for ensuring that monitoring takes place to check its effectiveness.
- 9.1.2 The Corporate Leadership Team have a role to play in demonstrating active leadership in the area of equality, diversity, and inclusion.

### 9.2 Managers

- 9.2.1 Managers are responsible for ensuring that all aspects of their work comply with the policy, that they demonstrate equality practices in their leadership and take steps to advance equality in their service areas.
- 9.2.2 Managers are responsible for taking action when equalities issues are brought to their attention, including ensuring that any allegation of harassment or bullying is fully investigated and appropriate action taken if necessary.
- 9.2.3 Managers are responsible for ensuring that their team is able to access appropriate equality training and development opportunities.
- 9.2.4 Managers should ensure due diligence is given to equalities in any decision made regarding a service, policy, criterion, or practice.

- 9.2.5 Managers must ensure knowledge of this policy and The Equality Act 2010.
- 9.2.6 Managers must ensure reasonable adjustments are made for employees as required.

### **9.3 Employees**

- 9.3.1 All employees are responsible for making sure that our actions at work support the duty to advance equality and eliminate discrimination in employment and service delivery, in line with legislation and this policy.
- 9.3.2 Employees should strive to prevent bullying, harassment and victimisation and be aware that we can be held liable for these acts and unlawful discrimination that takes place at work against fellow employees, customers, suppliers, and the public.
- 9.3.3 Employees must not behave, or induce other colleagues to behave, in a way that is discriminatory or offensive.
- 9.3.4 Employees who feel they are being discriminated against or harassed or bullied, or that a colleague is being discriminated against or harassed or bullied, should report it to their line manager.
- 9.3.5 Employees who feel they cannot raise an issue with their line manager should report it to a more senior manager or the HR Manager.
- 9.3.6 Employees must not victimise anyone who has made a complaint or helped an investigation into discrimination or harassment.
- 9.3.7 Employees are required to ensure fairness towards colleagues, service users and other members of the community in carrying out their duties and must not discriminate against any person or group when at work or in the course of their duties in interactions with the public.
- 9.3.8 Employees should help promote the policy in the workplace in all aspects of service delivery and to work towards the elimination of discrimination.

### **10.0 Equalities Mainstreaming Report**

- 10.1 In line with the Public Sector Equality Duty a monitoring report is published on the LVJB website bi-annually.
- 10.2 The [Equalities Mainstreaming Report](#) includes all relevant statistical data collected in the previous two years. We actively encourage our employees to share their personal equality monitoring data so that we can be better informed and take action to eliminate discrimination.
- 10.3 The report is circulated to the Corporate Leadership Team, enabling an opportunity for consideration, suggested improvements and amendments to our policies and practices. The monitoring report is also circulated to the Joint Board's Elected Members.



10.4 The report includes information on:

- Workforce profile and salary range by age, disability, gender, ethnicity, religion or beliefs, sexual orientation, marriage or civil partnership, caring responsibilities.
- The work undertaken to ensure we inclusively engage with our stakeholders.
- Review of job applications by age, disability, gender, ethnicity, religion or beliefs, sexual orientation and marriage or civil partnership.
- Training and development of staff on the subject of equality, diversity and inclusion.
- Equal Pay and Gender Pay Gap.
- Equalities Outcomes and Promises.

10.5 Information gathering and monitoring associated with the Equalities Mainstreaming Report will inform the contents of this policy when it is reviewed and will ensure that issues are identified and addressed.

## 11.0 Related Policies

- [Complaints Handling Policy](#)
- [Code of Conduct for Employees](#)
- [Grievance Procedure](#)
- [Fair Treatment at Work Policy](#)
- [Disciplinary Procedure](#)

## 12.0 Local Agreement

12.1 This document is a local collective agreement between the Board and the recognised Trade Unions. Every effort will be made by both parties to ensure that this document will be maintained as a local collective agreement and adjusted by agreement to meet changing future needs. In the event of failure to reach agreement, both parties reserve the right to terminate this local agreement by giving four months' notice in writing. In such circumstances the terms of the local agreement will cease to apply to existing and future employees.

## Appendix 1 – Glossary of Definitions

<b>Equality</b>	This is about ensuring that every individual has an equal opportunity to make the most of their lives and talents. It is about understanding that no one should have poorer life chances because of where, what or whom they were born, what they believe, or whether they have a disability. Equality recognises that historically, certain groups of people with particular characteristics eg race, disability, sex and sexuality, have experienced discrimination.
<b>Diversity</b>	This is about recognising, respecting and valuing differences between individuals and groups. It is not about treating everyone in exactly the same way, but treating people as individuals and creating a working culture and practices that harness and appreciate differences.
<b>Protected Characteristic</b>	The Equality Act 2010 refers to the groups who are protected from discrimination because of a characteristic they share ie age, sex, race, sexual orientation etc. This is a protected characteristic.
<b>Discrimination</b>	This is where you treat a person or a group differently or unequally in comparison with other people or groups, based on a characteristic they have or that you think they have.
<b>Unlawful Discrimination</b>	This is discrimination based on the protected characteristics listed in the Equality Act 2010. It includes: direct discrimination, indirect discrimination, discrimination arising from a disability and discrimination by perception or by association.
<b>Direct Discrimination</b>	This where someone is treated unfairly or unequally because of their protected characteristic. For example, not employing someone because they are black or because they are disabled.
<b>Indirect Discrimination</b>	This is where organisation's practices, policies or procedures have the unintentional effect of disadvantaging people who share certain protected characteristics.
<b>Discrimination by Perception</b>	This is where someone thinks that you have a characteristic and treats you less favourably. For example, where an employer believes an employee is gay or is of a particular race, and treats them less favourably as a result.
<b>Discrimination by Association</b>	This is where you're treated less favourably because a colleague, associate, family member or friend has a protected characteristic.
<b>Harassment</b>	Unwanted behaviour related to a protected characteristic which has the purpose or effect of violating someone's dignity or which creates a hostile, degrading, humiliating or offensive environment.
<b>Victimisation</b>	This is treating someone unfavourably because they have taken some form of action relating to the Equality Act, eg made a complaint under the Act or supported somebody who is doing so, such as appearing as a witness.
<b>Reasonable Adjustment</b>	This is any change that we can make to the workplace or to working practices that could help prevent a colleague being at a disadvantage. This could be equipment, a change to working hours, a change of working location or anything else that could reasonably be done to help the employee continue in their post or help them return to work.