



2025 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 The Board will provide to all Stakeholders and to its own staff, a service provision, culture and working environment which is free from unlawful discrimination, harassment and victimisation. 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 100 employees and operates flexible working arrangements (including hybrid working).

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 in meeting 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 **2023/2027 Outcomes** are:

3.1.1 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

3.1.2 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.

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

4.0 Progress Since 2023

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 updated 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 2025.

4.2 To create an Equal, Diverse and Inclusive Workplace

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 A number of employees have attended relevant training, including:

- ❖ Mental Health Awareness (June 2023)
- ❖ Equality, Diversity and Inclusion (July 2023)
- ❖ Menopause Awareness (September 2023)
- ❖ Mental Health First Aid (February 2025)

4.2.1.3 In 2024/2025, the Health and Safety Committee has had a focus on working towards an increased awareness of neurodiversity in the workplace, with plans to deliver training and development in this area.

4.2.1.4 HR, the Training Framework Group and the Corporate Leadership team have continued 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 is 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 2025. 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 Administration Managers are responsible for the engagement process with stakeholders within Edinburgh and the Lothians in respect of the Electoral Registration service.

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 Administration department regularly forms a team of staff through which to carry out engagement 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 A copy of the LVJB Equality, Diversity and Inclusion Policy can be viewed here - [Equalities - Lothian Valuation Joint Board](#).

5.2 Further review of the policy will be undertaken in 2025, ensuring compliance with the prevention of sexual harassment duties within the Worker Protection (Amendment of Equality Act 2010) Act 2023, which came into effect on 26 October 2024.

6.0 Employee Code of Conduct

- 6.1 As above, a review of the Employee Code of Conduct will be undertaken in 2025, ensuring compliance with the prevention of sexual harassment duties within the Worker Protection (Amendment of Equality Act 2010) Act 2023, which came into effect on 26 October 2024.

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 February 2025, all staff were encouraged to respond (anonymously) to a survey to collect accurate data on age, ethnicity, disability, marriage/civil partnership, caring responsibilities, religion or belief, gender and salary level.
- 7.3 A response rate of 88% was achieved, indicating an understanding and acknowledgment of the importance surrounding Equalities. This is an increase in response rate from 82% in 2023. LVJB continue to reinforce to staff the importance of their continued participation with this data collection exercise and to improve the return rate.
- 7.4 Information on staff equality and diversity is displayed in Appendix 1 and Appendix 2.

8.0 Staff Recruitment and Selection

- 8.1 Human Resources record, collate and analyse equality and diversity information provided by job applicants to monitor and ensure that no inequalities or discrimination exists in the process for selecting new employees.
- 8.2 Equality and diversity information submitted by candidates is not shared with members of shortlisting or interview panels.
- 8.3 Our application form for candidates asked for first initial only, rather than full first name, to minimise the risk of discrimination on the grounds of gender.
- 8.4 We acknowledge that some protected characteristics are more visible than others to interview panel members, such as age, gender and ethnicity. It may be possible for interview panel members to make assumptions, including improper assumptions, about sexual orientation, religion and marital status.
- 8.5 If appropriate, we will take immediate action to ensure that any bias or discrimination is eradicated.
- 8.6 A summary of data comparing protected characteristics of applications received with application outcome is provided at Appendix 3.

9.0 Age Inclusion

9.1 Menopause Policy and Toolkit

- 9.1.1 In September 2024, we launched a new Menopause Policy for staff and line managers.
- 9.1.2 We are striving to promote awareness, banish stigmas and provide support to employees around perimenopause, menopause, andropause and more.
- 9.1.3 The policy has an associated toolkit and checklist to enable practical measures and adjustments to ease symptoms. There are also numerous signposts to external sources of help.
- 9.1.4 In September 2023 several staff and line managers attended a Menopause Awareness training course. We intend to run menopause training again in 2025/2026.
- 9.1.5 We have collated a bank of “Menopause Mentors” from our workforce and we plan to enable, empower and upskill them to provide support and assistance to employees.

9.2 Age Scotland – Age Inclusion Matrix

- 9.2.1 In July 2022, we engaged with Age Scotland to participate in their [Age Inclusion Matrix](#).
- 9.2.2 Following submission of an online self-assessment, our HR Manager participated in an age inclusion session which was bespoke to our organisation.
- 9.2.3 We plan to revisit working through the Age Inclusion Matrix in 2025/2026, ensuring we are optimising age inclusion in our organisation workplace and culture.

10.0 Gender Pay Gap Information

- 10.1 LVJB has 46 male employees with an average hourly rate of pay of £20.47 and 52 female employees with an average hourly pay of £20.75.
- 10.2 The mean (average) gender pay gap is therefore: $(20.47 - 20.75) / 20.47 \times 100 = 1.37\%$ favourably to females. The gender pay gap has closed by 15.37% since the 2023 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.

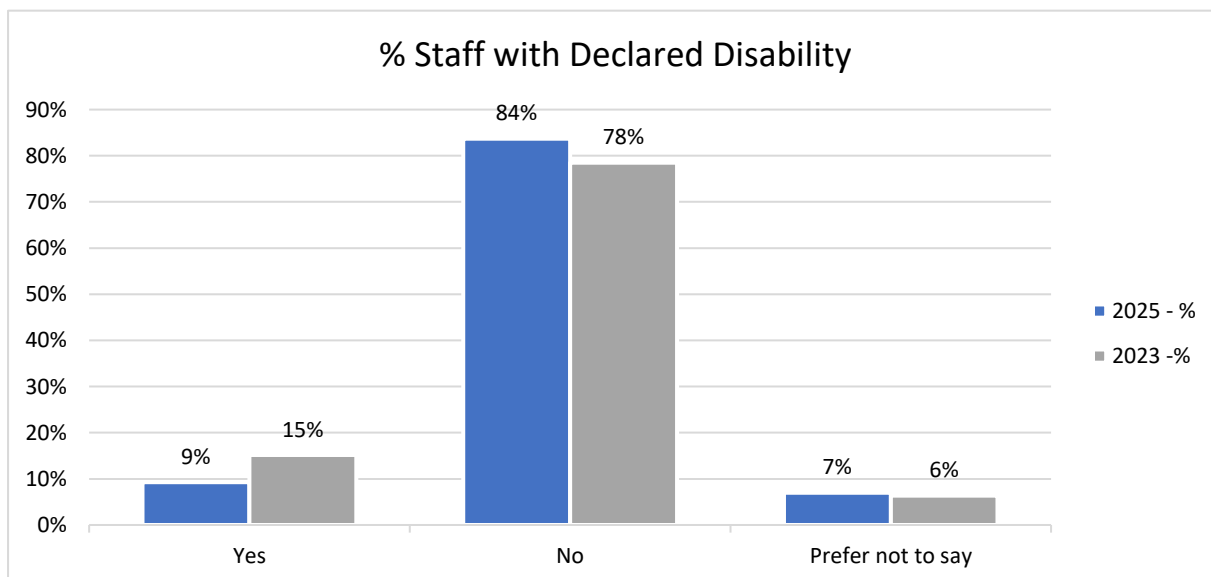
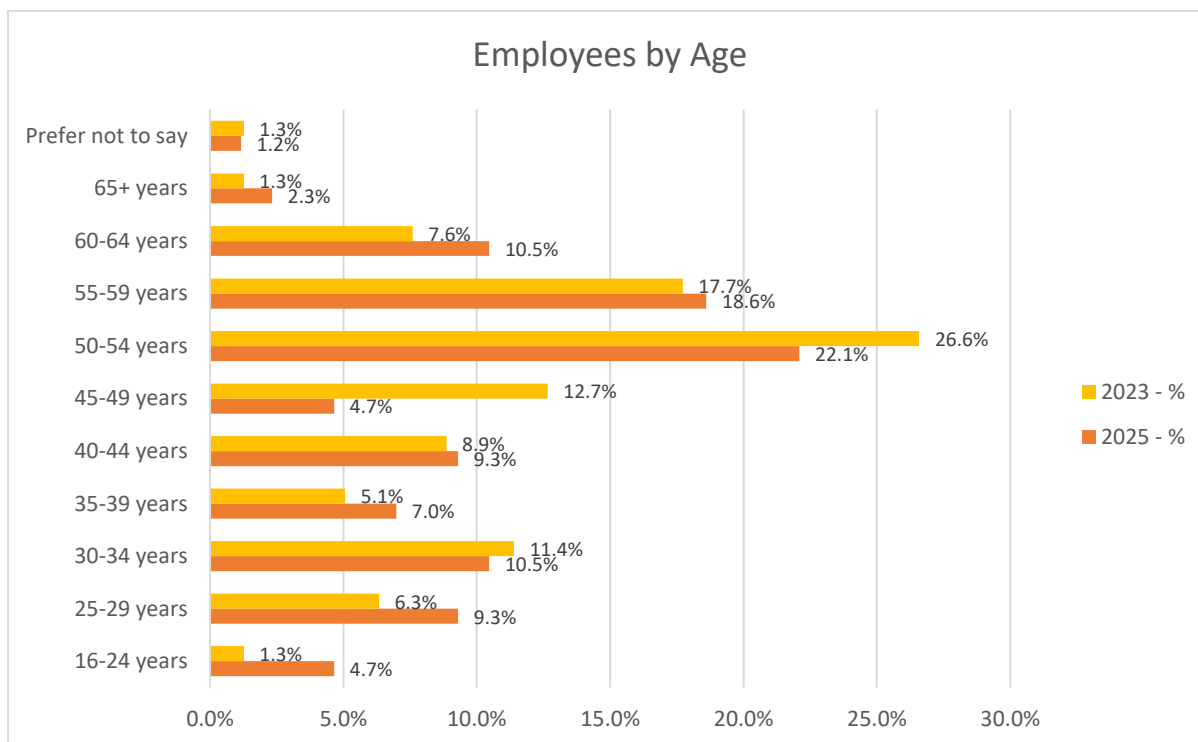
13.0 Summary

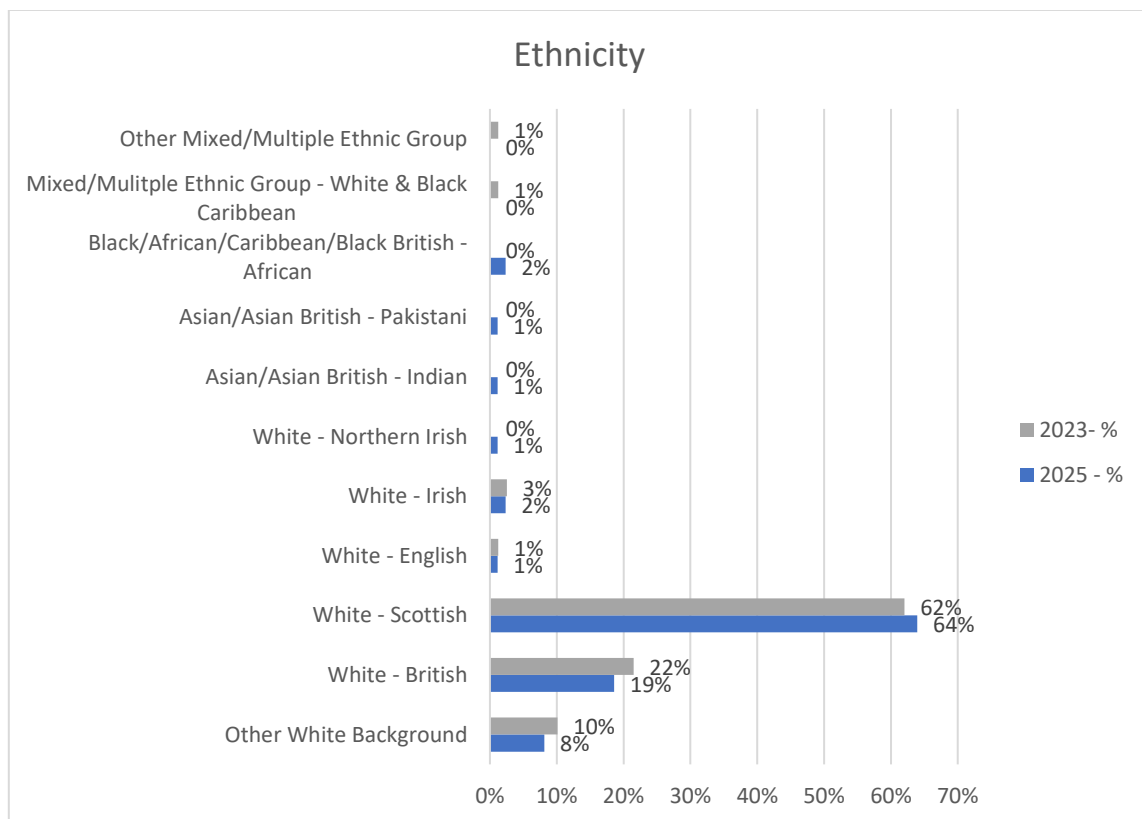
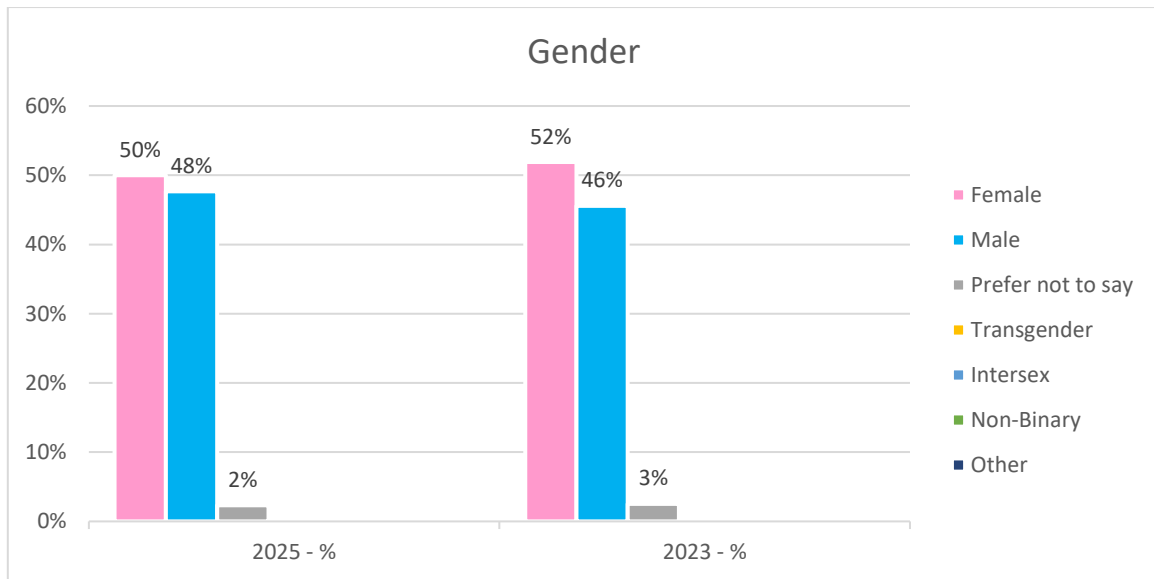
- 13.1 LVJB will continue to support mainstreaming equalities throughout the service and monitor progress in relation to the protected characteristics and the specific equality outcomes identified.

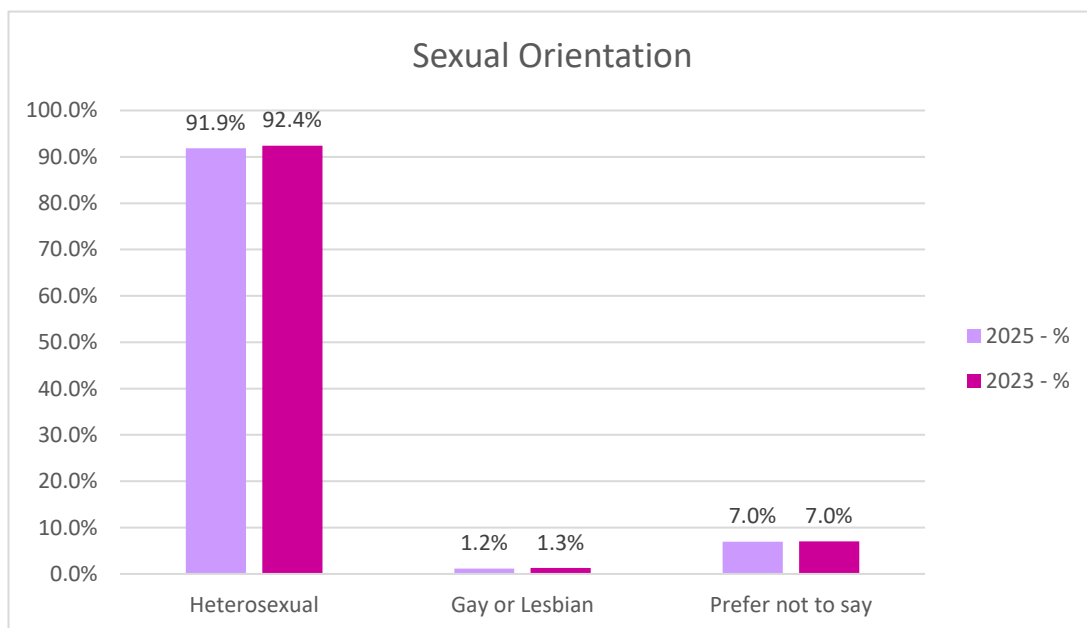
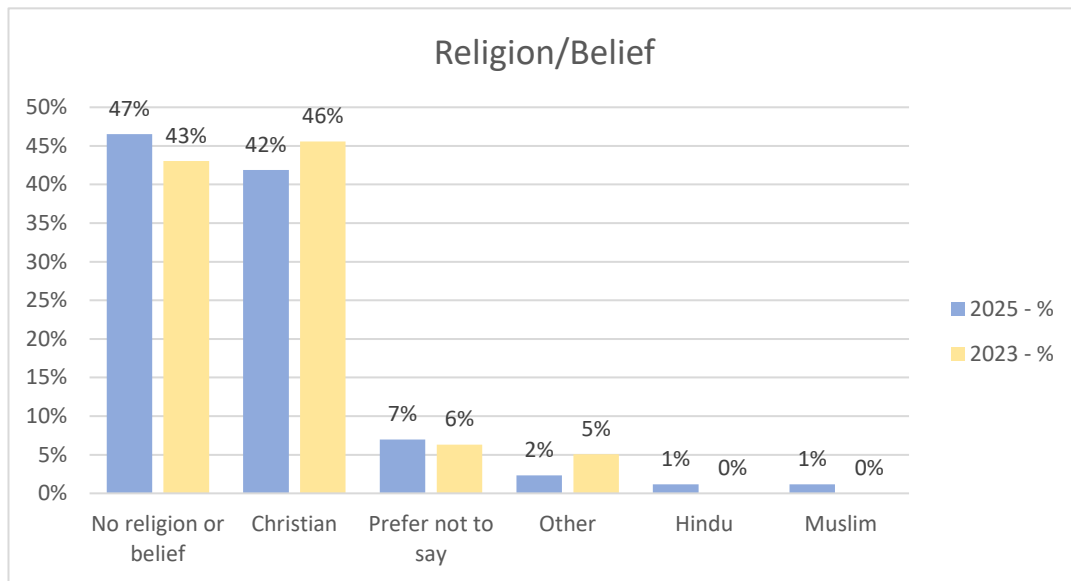
- 13.2 The requirements laid upon the Board by the Equalities Act 2010 are regarded with the utmost respect and are used to focus and target elements of service delivery.
- 13.3 We have made progress in respect of increasing awareness of equality and diversity requirements both within the organisation 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

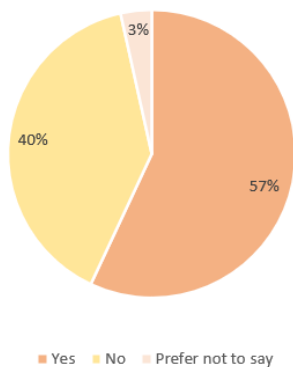
Undernoted data extracted from survey data collected in February 2025



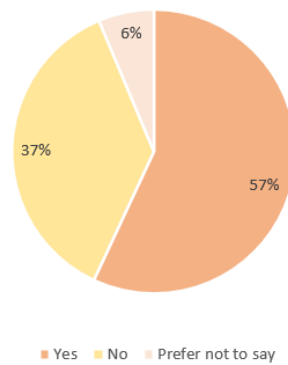




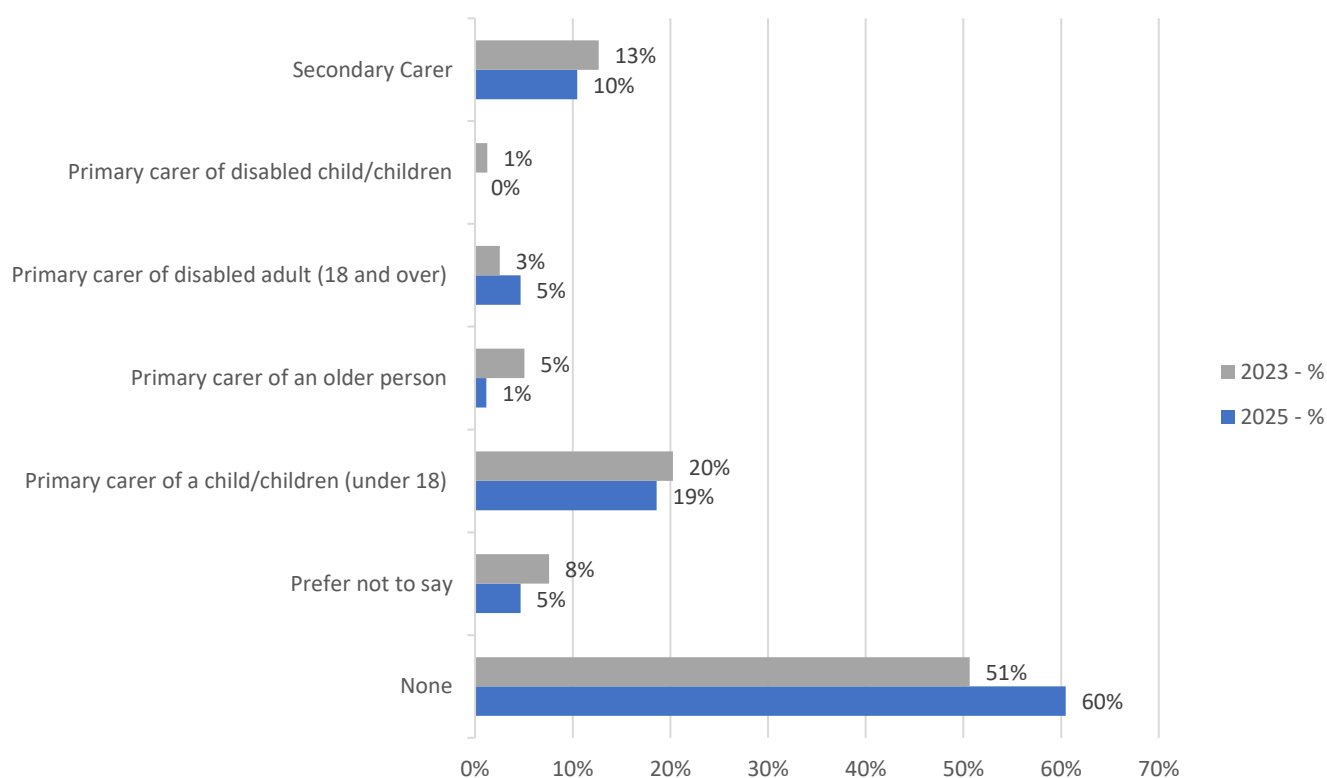
Married or Civil Partnership 2025



Married or Civil Partnership 2023



Caring Responsibilities



Appendix 2: Workforce Profile by Pay Band
(Data extracted from data extracted from survey data collected in February 2025)

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

Characteristic ID	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Not Declared	Total
Age Range									
16-24 years	5%	0%	0%	0%	0%	0%	0%	0%	5%
25-29 years	6%	3%	0%	0%	0%	0%	0%	0%	9%
30-34 years	6%	1%	0%	1%	1%	0%	0%	1%	10%
35-39 years	5%	0%	1%	0%	1%	0%	0%	0%	7%
40-44 years	1%	0%	3%	2%	0%	0%	1%	1%	9%
45-49 years	1%	0%	1%	1%	0%	0%	1%	0%	5%
50-54 years	8%	5%	2%	2%	2%	0%	2%	0%	22%
55-59 years	6%	6%	1%	2%	2%	0%	0%	1%	19%
60-64 years	9%	1%	0%	0%	0%	0%	0%	0%	10%
65+ years	1%	1%	0%	0%	0%	0%	0%	0%	2%
Prefer not to say	0%	0%	0%	0%	0%	0%	0%	1%	1%
Total	48%	17%	9%	9%	7%	0%	5%	5%	100%
Religion or Beliefs									
Christian	22%	9%	3%	2%	3%	0%	0%	1%	42%
Hindu	1%	0%	0%	0%	0%	0%	0%	0%	1%
Muslim	1%	0%	0%	0%	0%	0%	0%	0%	1%
No religion or belief	19%	8%	6%	6%	3%	0%	2%	2%	47%
Other	1%	0%	0%	0%	0%	0%	0%	1%	2%
Prefer not to say	3%	0%	0%	1%	0%	0%	2%	0%	7%
Total	48%	17%	9%	9%	7%	0%	5%	5%	100%
Disability									
Yes	5%	3%	0%	0%	0%	0%	0%	1%	9%
No	38%	13%	9%	9%	7%	0%	5%	2%	84%
Prefer not to say	5%	1%	0%	0%	0%	0%	0%	1%	7%
Total	48%	17%	9%	9%	7%	0%	5%	5%	100%
Gender									
Female	24%	10%	2%	6%	3%	0%	1%	2%	50%
Male	23%	7%	7%	3%	3%	0%	3%	0%	48%
Prefer not to say	0%	0%	0%	0%	0%	0%	0%	2%	2%
Total	48%	17%	9%	9%	7%	0%	5%	5%	100%

Characteristic ID	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Not Declared	Total
Marital Status or Civil Partnership									
Yes	27%	6%	6%	6%	6%	0%	5%	2%	57%
No	20%	12%	3%	2%	1%	0%	0%	1%	40%
Prefer not to say	1%	0%	0%	1%	0%	0%	0%	1%	3%
Total	48%	17%	9%	9%	7%	0%	5%	5%	100%
Ethnicity									
Asian British - Indian	1%	0%	0%	0%	0%	0%	0%	0%	1%
Asian British - Pakistani	1%	0%	0%	0%	0%	0%	0%	0%	1%
Black/African/Caribbean/Black British - African	2%	0%	0%	0%	0%	0%	0%	0%	2%
Other White Background	5%	0%	1%	2%	0%	0%	0%	0%	8%
White - British	5%	5%	2%	1%	2%	0%	1%	2%	19%
White – English	1%	0%	0%	0%	0%	0%	0%	0%	1%
White - Irish	1%	0%	1%	0%	0%	0%	0%	0%	2%
White - Northern Irish	1%	0%	0%	0%	0%	0%	0%	0%	1%
White - Scottish	30%	13%	5%	6%	5%	0%	3%	2%	64%
Total	48%	17%	9%	9%	7%	0%	5%	5%	100%
Sexual Orientation									
Gay or Lesbian	0%	0%	0%	1%	0%	0%	0%	0%	1%
Heterosexual	47%	17%	9%	5%	7%	0%	5%	2%	92%
Prefer not to say	1%	0%	0%	3%	0%	0%	0%	2%	7%
Total	48%	17%	9%	9%	7%	0%	5%	5%	100%

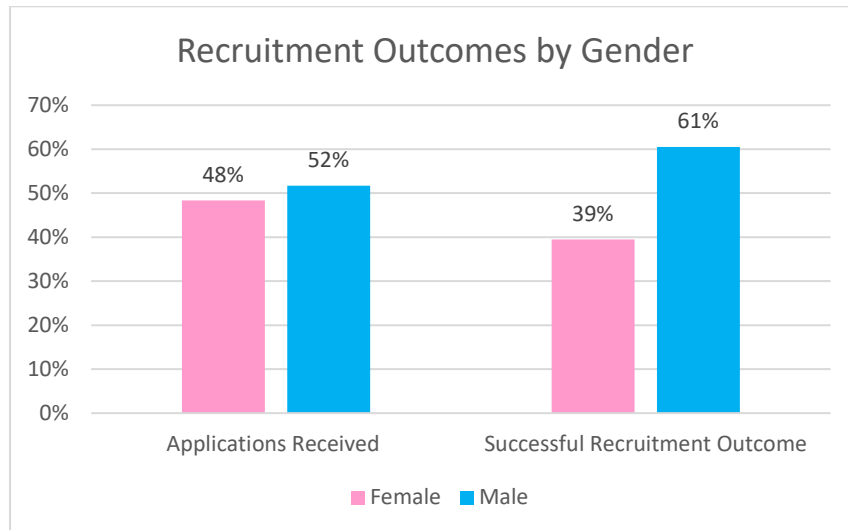
Characteristic ID	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Not Declared	Total
Caring Responsibilities									
None	28%	15%	5%	2%	6%	0%	2%	2%	60%
Prefer not to say	2%	0%	0%	1%	0%	0%	0%	1%	5%
Primary carer of a child/children (under 18)	9%	1%	2%	3%	0%	0%	2%	0%	19%
Primary carer of an older person	1%	0%	0%	0%	0%	0%	0%	0%	1%
Primary carer of disabled adult (18 and over)	2%	0%	1%	1%	0%	0%	0%	0%	5%
Secondary carer (another person who carries out the main caring role)	5%	1%	1%	1%	1%	0%	0%	1%	10%
Total	48%	17%	9%	9%	7%	0%	5%	5%	100%

Appendix 3 – Equal Opportunities Data for Recruitment March 2023 – February 2025

From March 2023 – February 2025 we:

- ❖ Undertook 22 recruitment campaigns, for vacancies both internally and externally.
- ❖ Received 120 applications in total.
- ❖ Made 38 successful appointments in total.

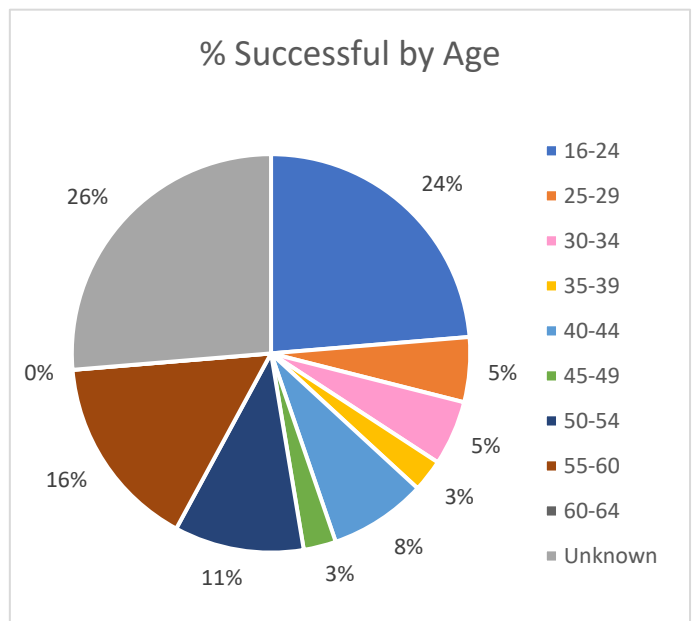
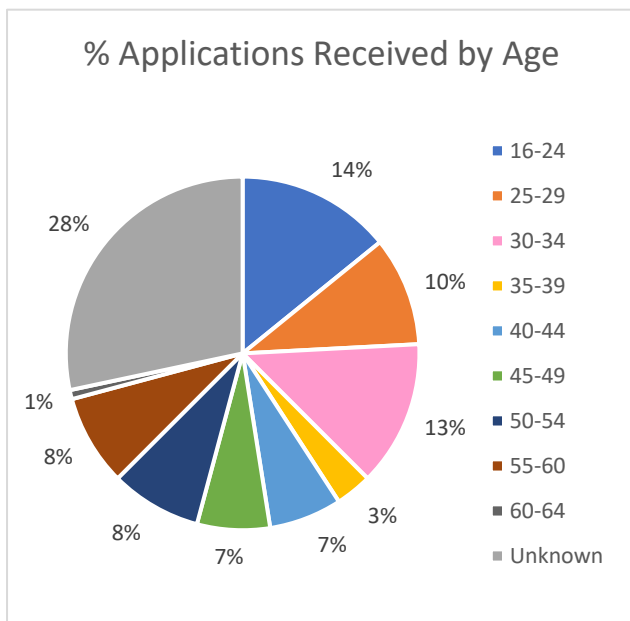
🚩 Around 35% of our recruitment data has a return of Unknown, due to lack of data, candidates opting to “prefer not to say” or leaving the equal opportunities section of the form blank.



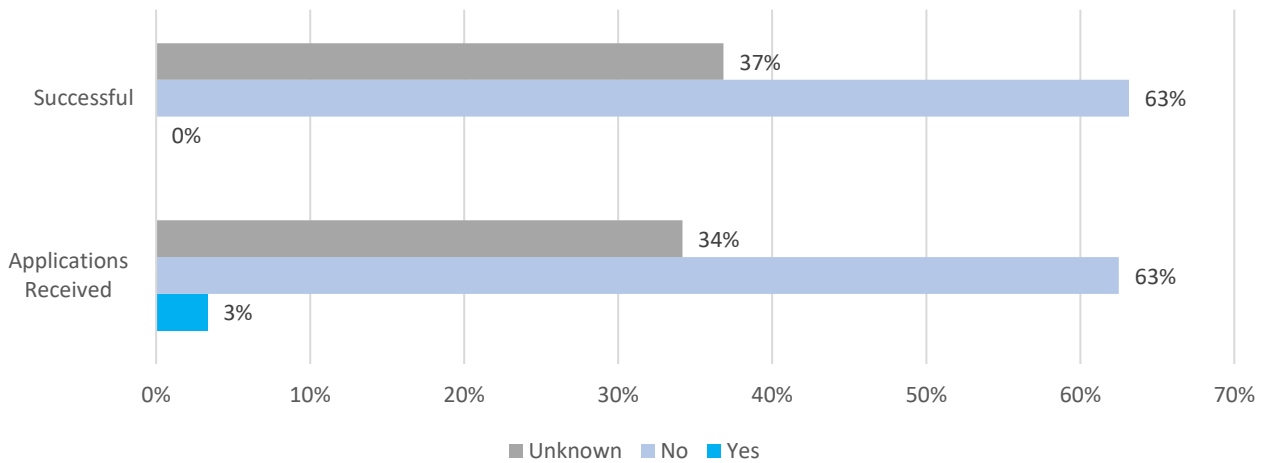
Of applications received overall, 48% of candidates were female and 52% of candidates were male.

Of candidates appointed, 39% were female and 61% were male.

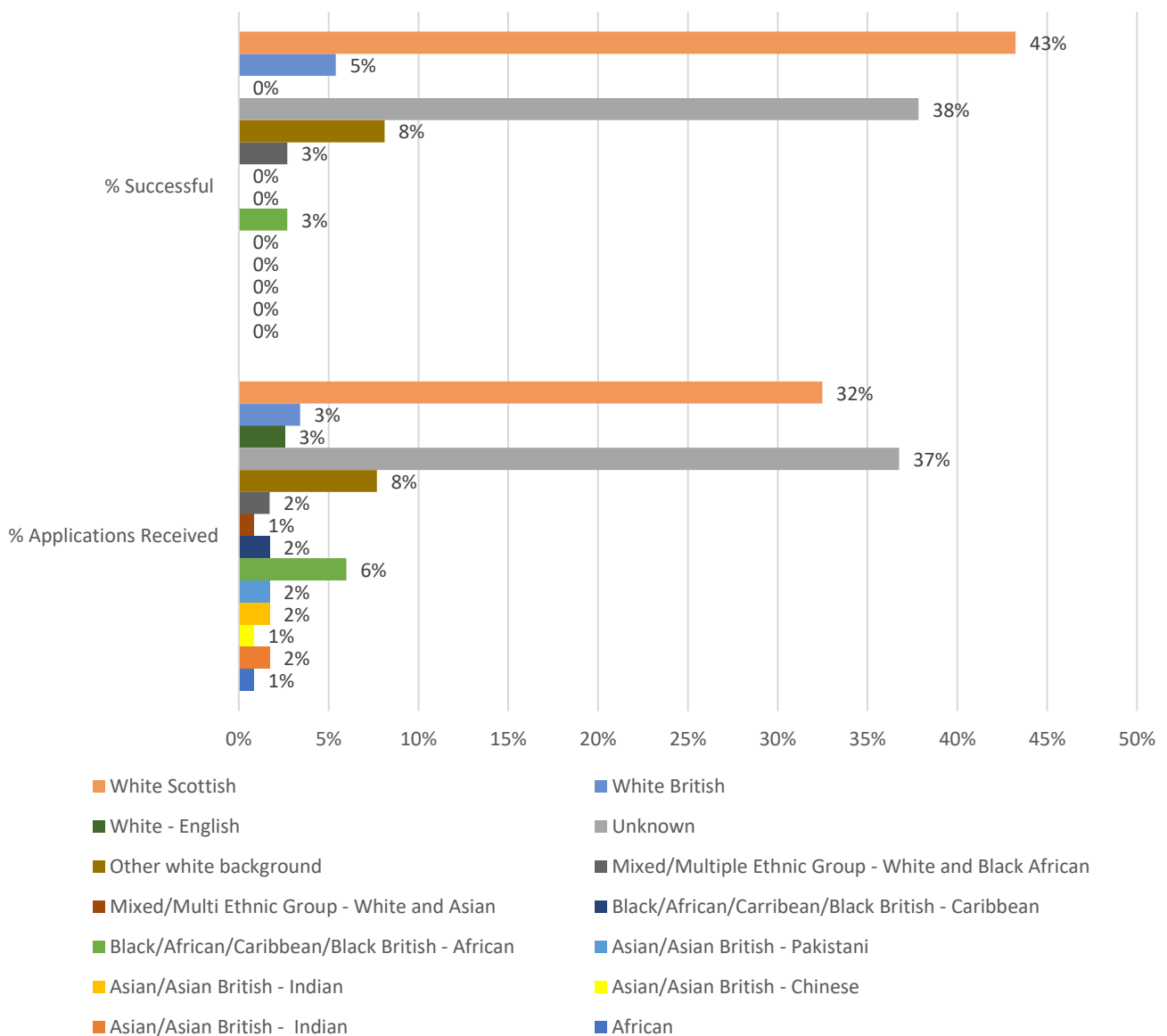
Recruitment Outcomes by Age:



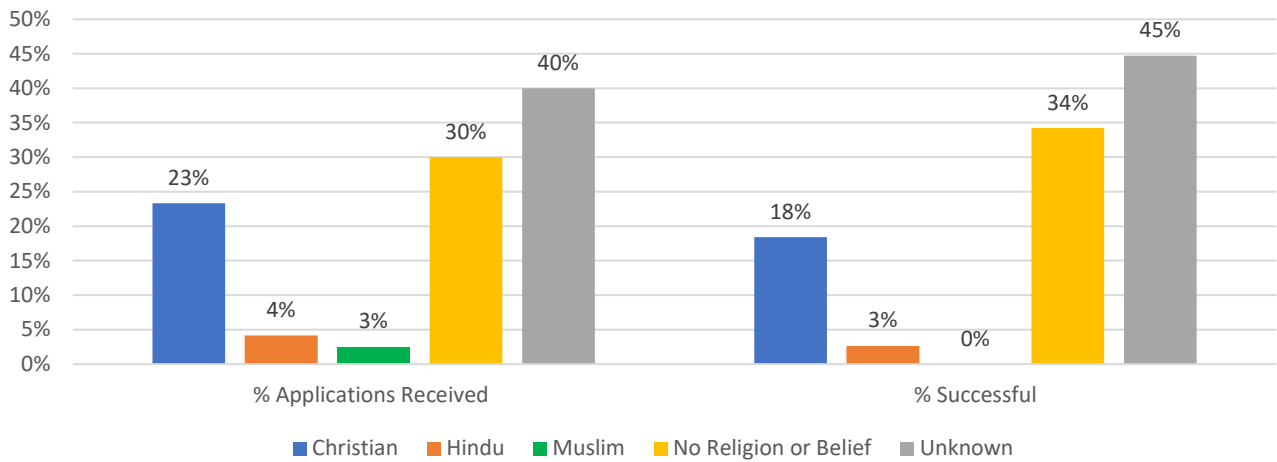
Recruitment Outcomes by Disability



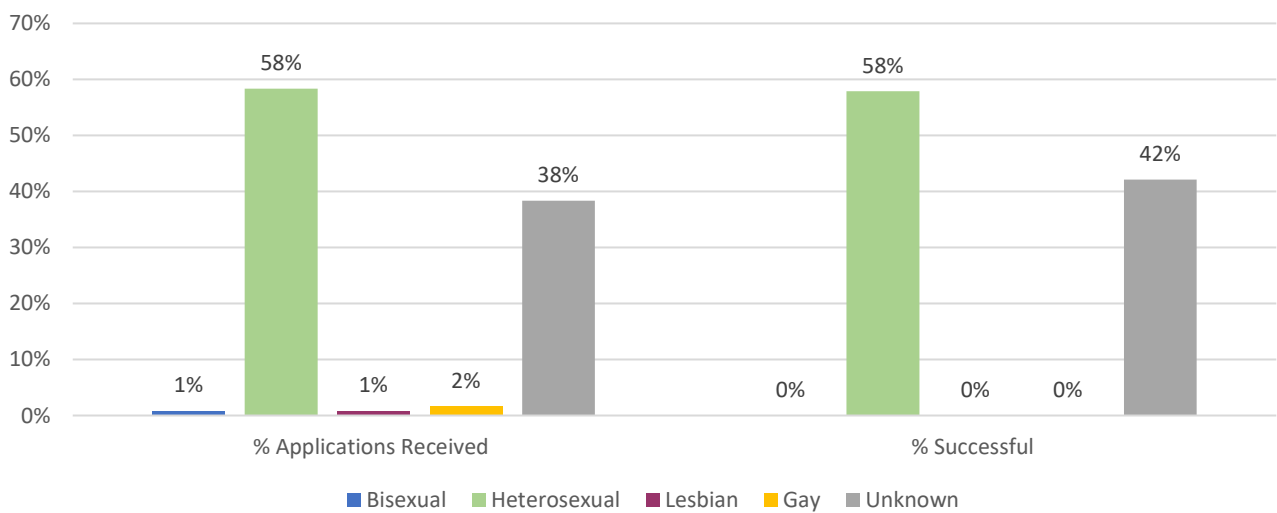
Recruitment Outcomes by Ethnicity



Recruitment Outcomes by Religion or Belief



Recruitment Outcomes by Sexual Orientation



Recruitment Outcomes by Married or Civil Partnership

