

## **MAINSTREAMING EQUALITY REPORT 2019 UPDATE**

### **1 INTRODUCTION**

Tayside Valuation Joint Board (the Board) and the Assessor for Tayside Valuation Joint Board (the Assessor) continue to be fully committed to embracing and implementing the principle and ethos of the Equality Act 2010 and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.

By fully adopting the principles and ethos of the Equality Act 2010, the Board provides all electors, rate payers, council tax payers and its own staff a service provision, culture and working environment which is free from unlawful discrimination, harassment, victimisation and where all members of our community have equal opportunities and treat each other with dignity and respect.

This 2019 mainstreaming equality report identifies progress and builds upon the commitments contained in the Board's Mainstreaming Equality Report as approved by the Board on 26 June 2017.

The Equality Act 2010 (the Act) harmonised and replaced previous equalities legislation. The Act placed a general equality duty on public authorities to pay due regard to the need to:

- eliminate discrimination;
- advance equality; and
- foster good relations across the range of protected characteristics.

The general equality duty expanded the range of those protected under equality legislation to include characteristics of age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation. The equality duty also covers marriage and civil partnerships, with regard to eliminating unlawful discrimination in employment.

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 places a specific duty on public authorities to:

- Publish a report on the progress it has made to make the equality duty integral to the exercise of its functions so to better perform that duty.
- Assess the impact of proposed new or revised policies and practice against the needs of the general equality duty.
- Publish a set of equality outcomes which it considers will enable it to better perform the Equality Duty.
- Publish a report on the composition, recruitment, development and retention of employees with respect to the number and relevant protected characteristics of employees
- Publish gender pay gap information before 30 April each year. Tayside Valuation Joint Board has more than 20 employees and therefore must comply with this duty.

- Publish a statement on equal pay and occupational segregation between men and women employees. Tayside Valuation Joint Board has between 20 and 150 employees and is therefore obliged to publish a statement on equal pay in respect of sex only. The duty will be extended to sex, race and disability from April 2021.
- Consider award criteria in relation to public procurement.
- Publish its equality reports in a manner that is accessible to the public.
- Report bi-annually on the progress made to achieve the equality outcomes.

## **2 MAINSTREAMING THE EQUALITIES DUTY**

The Board will continue to work towards achievement of the following aims:

- to analyse the disability, gender and race profile of the current workforce and to implement an action plan to redress any imbalances found
- to ensure that all employees are trained in how to implement this scheme as is relevant and appropriate to their jobs
- to establish a system for assessing and consulting on the likely impact of the Board's policies on the promotion of equality
- to monitor the Board's existing and proposed policies for any adverse impact on the promotion of equality
- to ensure public access to information and services

### **How the equality priorities and functions have been set**

The Board has in place arrangements for monitoring, by reference to disability, gender, race and age the numbers of staff in post, and the number of applicants for employment, training and promotion.

The Board currently fulfils its responsibility to monitor the required areas and the results will continue to be published bi-annually by the Assessor.

The Clerk and the Treasurer to the Board and their respective staff are employees of Dundee City Council and will be subject to its monitoring processes.

The functions of the Board and Assessor are acknowledged to be of a limited nature as prescribed by legislation.

The core service functions of maintenance of the Valuation Roll and the Council Tax List have outcomes that are related to the inspection and valuation of property and therefore have no direct impact on the need to eliminate discrimination, advance equality and foster good relations across the range of protected characteristics.

As Electoral Registration Officer for Angus and Perth & Kinross Councils the Assessor reports annually to the Electoral Commission against the performance standards the Commission has set. These standards include: public awareness strategy, working with partners and accessibility and communication of information. The Electoral Commission have confirmed that the Assessor as Electoral Registration Officer has been assessed as meeting these standards.

The Assessor conducts an annual review of customer satisfaction. The forms that are used ask customers to comment, among other things, on the accessibility of information and the ease of access to the Board's premises. The Assessor has, in terms of the Equality Outcomes, commenced seeking information from the customers as to their age, gender, disability, race and ethnic origin in order to identify any equality issues relating to service provision.

## **Complaints**

In its scrutiny role, the Board is required to keep itself informed as to the manner in which the Assessor deals with operational matters and to this end it receives periodic reports from the Assessor on matters relating to policies and operations of the organisation and its performance, including any complaints received.

## **Appointments**

A Recruitment and Selection procedure was introduced in 2010. This was updated in line with current legislation in 2016 and includes a section on equality employment legislation.

It should be noted that the Board operates a guaranteed job interview scheme for people with a disability who meet the requirements of the person specification for the particular post applied for.

## **The Board's Policies**

The Board believes that its policies in relation to standing orders, financial regulations and agreed procedures are applied in a fair and consistent manner and are in no sense inherently unfair. All policies continue to be screened for adverse impact on equality groups and a full Equality Impact Assessment (EQIA) completed where appropriate.

## **Equalities Monitoring**

Tayside Valuation Joint Board are continuing to monitor its staff and applicants for posts, in relation to selection and recruitment, promotion, grievances, disciplinary action, ceasing employment, applying for and receiving training in respect of ethnic origin, gender, disability and age. The Tayside Valuation Joint Board will continue to work towards improving the level of responses by existing and new staff by engaging with staff representatives and communities of interest to identify barriers and make recommendations for action.

## **Training**

The Board has identified and put in place arrangements for training its employees in relation to its duties to promote positive attitudes to equality issues.

All staff in post in January 2007 attended a training course on equality diversity and in 2008/09 training was given on the use of Evacuation Chairs. Following the relocation of the Dundee and Forfar offices to William Wallace House Forfar, the training on the use of Evacuation Chairs will be refreshed.

All managers involved in the recruitment and selection procedure attended a two day course in February 2010, delivered by Personnel Department of Dundee City Council. A further programme extended to include staff in relevant roles was undertaken in 2015.

The Board's employees have all undertaken the Dundee City Council Equality and Diversity Awareness e-learning programme. The induction programme includes information on the equality issues and all new starts undertake the Equality and Diversity Awareness e-learning programme.

## **Involving Communities of Interest in Developing the Report**

The Board sought the views of people with disabilities in 2006 and 2010 by means of questionnaires issued in person, by email, and by post to individuals and organisations representing people with disabilities.

From the questionnaires returned, no specific actions were identified as being required. The Board, however, recognises the need for regular review and in this respect, in addition to consulting with Dundee City Council's Equality and Diversity Co-ordinator, the equalities monitoring carried out in conjunction with the ingathering of information through the customer questionnaires is being reviewed to ensure that the Board considers all protected categories and continues to develop the report.

In developing its Mainstreaming Report, the Board acknowledges its small size which makes consultation exercises difficult. Steps have therefore been taken to involve the Tayside Valuation Joint Board with Dundee City Council's Equality and Diversity Co-ordinator to facilitate community consultation ensuring equality good practice and avoiding unnecessary duplication of work for those organisations and individuals asked to participate in the consultation exercise.

## **Publicity**

The Board is required to identify the arrangements it will make to publish the results of any assessments, consultations and monitoring carried out to establish whether its policies have any impact on equality. The Board is bound by and complies with the requirements of the Local Government etc. (Scotland) Act 1994, and the Freedom of Information (Scotland) Act 2002 in respect of access to information. Anything that might reasonably be regarded as a policy will be the subject of a public report to the Board, as will the results of any monitoring of the impact of policies.

The Board is also required to identify the arrangements it will make for ensuring public access to the information and services it provides. The Board has drawn upon the expertise of its constituent authorities in this matter and promotes action to improve public awareness.

This Report will be published and circulated to all members, officers and employees of the Board. Copies will be available from the Assessor at Floor 1 William Wallace House, Orchard Loan, Orchardbank Business Park, Forfar DD8 1WH. The Scheme will also be placed on the Board's web-site at [www.tayside-vjb.gov.uk](http://www.tayside-vjb.gov.uk) . Translations will be made available on request using the services of locally identified translators or through services accessed outwith the area.

The document will also be available in alternative formats, eg Easy to Read, Large Print, Braille, audio tape, on request.

## **Duration and Review**

This report is intended to cover the period from April 2019 to March 2021. The Board may, if considered appropriate, review the Report and Equality Outcomes or any part of them at an earlier date in response to comments made from individuals or organisations or consultations with other bodies.

### **3 EMPLOYEE EQUALITY MONITORING**

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 requires all listed public authorities to take steps to gather information on the composition of the authorities workforce and information on recruitment, development and retention of employees relating to the relevant protected characteristics.

The public sector equality duty covers the following characteristics: age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation.

The purpose of the legislation is to ensure that public authorities:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not and
- Foster good relations between people who share a protected characteristic and those who do not.

Appendices 1-3 to this report detail the employee information collected in respect of job applicants and staff in post during 2017 - 2019. Appendix 4 details additional information on the protected characteristics obtained from a March 2019 survey of all employees.

## 4 TAYSIDE VALUATION JOINT BOARD EQUALITY OUTCOMES 2017

### ***Basis***

The 2017 analysis of our current workforce showed that we had 31 members of staff employed in clerical and administration roles, 24 female (77.4%) and 7 male (22.6%). The gender imbalance within this group is evident when compared with the 51% female / 49% male division across the whole workforce.

Of equal importance, the corollary of the above position is that within the 34.5 professional and technical members of staff there are 25 male members of staff (72.5%) and 9.5 female members of staff (27.5%). Whilst the gender imbalance in these roles is not quite as marked as with the clerical / administrative sections this is nevertheless a matter of concern.

### ***Action Plan***

The plan is to encourage more applications from male applicants for clerical and administrative roles and, vice versa, to encourage more applications from female applicants for professional and technical roles. In each instance, whilst recognising that a female bias towards clerical and administrative roles and a male bias towards professional & technical roles is reflective of society in general, the action plan is to:-

- 1 Work with staff to remove stereotypical views of gender suitability for these roles.
- 2 Consult with Dundee City Council personnel department to investigate ways of attracting more men to these roles.

### ***Aim***

The aim is to employ more men in clerical and administrative roles and more women in professional & technical roles. In measuring progress to achieving this aim it must be recognised that Tayside Valuation Joint Board is a relatively small organisation with an establishment amounting to 65.5 staff in total. Turnover of staff is limited and therefore there will be few opportunities to significantly alter the staff profile in the foreseeable future.

### **Outcome 2**

**To ensure our services meet the needs of all protected characteristic communities.**

### ***Basis***

Internal analysis of "Customer Questionnaires" has not identified any reported problems with access to any of our three divisional offices; however, it was again noted that one of our offices (Angus) is not accessible to wheelchair users.

The Electoral Commission have also reported that, in terms of Electoral Registration, under registration is notably higher than average among 17-24 year olds, private sector tenants, and black and minority ethnic British residents.

Further information from Dundee City Council shows that people in protected characteristic communities need:

Accessible information on services  
Staff trained in communication skills  
Community confidence

## **Action Plan**

The plan is to continue to undertake our annual customer feedback survey and to request equalities information from those completing the forms in order to identify any areas of inequality.

To seek alternative accommodation with suitable disabled access for the Angus divisional office.

To continue to undertake and build upon the following activities to encourage people to register to vote:

- Liaison with the local authority Education Departments to obtain the names and addresses of young people eligible to be added to the Electoral Register
- Attendance of staff at local college fresher events to promote registration.
- Work with the local black and minority ethnic community groups to promote registration.
- Contact local landlords and agents to obtain tenants information so that registration forms can be sent out.

To continue to review our communications, including letters, forms and information on our website, to see if we can use plainer and less technical language.

We will use our staff development review process to provide staff with appropriate training in equalities issues and communication skills.

## **Aim**

The accessibility of our services to all our customers is increased.

Increased registration from currently under-represented groups.

## **5 PROGRESS MADE TO ACHIEVE EQUALITY OUTCOMES SINCE 2017**

### **Report on Outcome 1**

#### ***The gender segregation in our staff Professional/Technical roles is improved.***

The changes brought about by staff leaving the organisation and (where resources allow) those positions being replaced has meant that the overall number of staff employed by Tayside Valuation Joint Board (TVJB) has reduced from 65.5 FTE members of staff in 2017 to 61.2 FTE members of staff as at 31 March 2019. We now have 27.5 male employees (44.9%) and 33.7 female employees (55.1%).

The Clerical and Administration staff gender balance and numbers employed is virtually unchanged over the period 2017-2019. The movement towards gender equality in Tayside Valuation Joint Board has been within the professional and technical staff where we now employ 19.5 male employees (65%) and 10.5 female employees (35%).

There have been a total of ten vacancies advertised externally by TVJB during the years 2017 – 2019. Of the total of ten, eight vacancies arose for clerical and administration staff and the remaining two for professional & technical staff. These vacancies were all advertised on the My Job Scotland website with a link on the Board's website. All advertisements clearly state that Tayside Valuation Joint Board is committed to Equal Opportunities.

Appendix 1 shows the breakdown of the numbers of applicants for each post by ethnic origin, including the successful candidates. Appendix 2 shows the breakdown of the

numbers of applicants for each post by gender and disability, including the successful candidates.

I am therefore pleased to report that some positive progress has been made towards achieving equality outcome 1.

## **Report on Outcome 2**

### **To ensure our services meet the needs of all protected characteristic communities.**

TVJB sends customer questionnaires to as many of its customers as possible. The results are analysed on an annual basis and reported to the Board in August of each year.

The reports produced since the equality outcomes were published continue to show a high degree of customer satisfaction with the service provided. There have been no criticisms, complaints or negative feedback identified that are attributable to failure to meet the needs of customers in protected characteristics categories.

Previous reports have noted the inaccessibility of one of our offices to wheelchair users. Although we continue to seek to resolve problems where they arise regarding access, the accessibility to our offices has been improved with the move of our Dundee and Forfar offices to William Wallace House Forfar.

All members of TVJB staff have taken part in an online training course on equalities. Additionally, the induction process includes an online training course on equalities.

TVJB provides the Electoral Registration service for Angus and Perth & Kinross Councils. In this role TVJB's performance is monitored on a regular basis by the Electoral Commission (EC). The EC ingather statistical information which is matched against a set of performance standards and reports are published as appropriate.

Our duty is to register all persons in the community who are eligible. Particular initiatives target groups who are traditionally under represented on the electoral register and some of these groups will be people who fall within protected characteristic categories. During the past year, we have worked with colleges, care homes and ethnic minority support groups. We have used press releases, radio advertising, website messages and Twitter to encourage electoral registration and return of the annual canvass form.

At the time of our annual canvass, statutory forms are sent to all households and individuals. All non-responses are followed up with a personal visit and "calling cards" encouraging registration are left in addition to the statutory forms. We have worked with the EC to provide electoral documentation in Braille format to a registered blind elector.

In addition to the temporary canvassers employed for the annual canvass the Board has now employed two full-time canvassers, one in Angus division and one in Perth & Kinross division. This has enabled more effective year-round follow up of those we are seeking to register.

I am therefore pleased to report that some positive progress has been made towards achieving equality outcome 2.

## 6 EMPLOYEE GENDER PAY GAP INFORMATION

Tayside Valuation Joint Board now has a duty to publish information on the percentage difference among its employees between men's average hourly pay (excluding overtime) and women's average hourly pay (excluding overtime).

The following information is based on the employees who were in post on 31 March 2019.

TVJB has 27.5 male employees with an average hourly rate of pay of £23.96 and 33.7 female employees with an average hourly pay of £15.15.

The mean (average) gender pay gap is therefore:

$$23.96 - 15.15 = 8.81$$

$$8.81/23.96 = 0.367 \times 100 = 36.7\%$$

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:

$$17.96 - 9.83 = 8.13$$

$$8.13/17.96 = 0.453 \times 100 = 45.3\%$$

When the hourly rates of all employees are ranked in descending order the division of male and female employees across each quartile range is as follows:

Upper Quartile – male 73%, female 27%

Upper Middle Quartile – male 67%, female 33%

Lower Middle Quartile – male 33%, female 67%

Lower Quartile – male 7%, female 93%

## 7 STATEMENT ON EQUAL PAY

TVJB is committed to equal pay for men and women doing the same or broadly similar work within the organisation.

The differences in male and female pay, as highlighted in section 6 and 7 above, is largely due to the degree of occupational segregation that exists in the Assessor's service. I am pleased to report that the mean gender pay gap has been reduced since March 2017.

As at 31 March 2019, the Board had 61.2 FTE employees. 30 of these are employed on professional grades and are predominantly (65%) male. 31.2 employees are on clerical and administration grades and are predominantly (77.6%) female.

Alastair Kirkwood  
Assessor and Electoral Registration Officer  
Tayside Valuation Joint Board

**TAYSIDE VALUATION JOINT BOARD**  
**APPLICATIONS RECEIVED AND SUCCESSFUL CANDIDATE BY ETHNIC ORIGIN - 2017**

Division	No of Application Forms rec'd	No of Equal Opportunity Forms rec'd	APPLICANTS							SUCCESSFUL CANDIDATE						
			* Ethnic Origin							* Ethnic Origin						
			A	B	C	D	E	F	G	A	B	C	D	E	F	G
<b>Post Title</b>																
Clerical Asst/Typist, Dundee	137	135	132		3					1						
Not completed		2														

\* Ethnic Origin  
A White  
B Mixed of Multiple Ethnic Group  
C Asian (including Scottish/British)  
D African  
E Caribbean or Black  
F Arab  
G Prefer not to answer

**TAYSIDE VALUATION JOINT BOARD**  
**APPLICATIONS RECEIVED AND SUCCESSFUL CANDIDATE BY ETHNIC ORIGIN - 2018**

Division	No of Application Forms rec'd	No of Equal Opportunity Forms rec'd	APPLICANTS							SUCCESSFUL CANDIDATE						
			* Ethnic Origin							* Ethnic Origin						
			A	B	C	D	E	F	G	A	B	C	D	E	F	G
<b>Post Title</b>																
WPO/Clerical Asst, Dundee	36	36	35		1					1						
Clerical Asst/Typist, Dundee	30	30	26		1				3	1						
IT Assistant (Development), HQ	16	16	16							1						
Graduate Trainee Valuer, Dundee	9	9	7		1		1			1						
Graduate Trainee valuer, Perth	8	8	6		1		1			1						
Clerical Officer/Typist, Forfar	57	57	50		4				3							
Clerical Asst (Reception) J/S, Perth	46	46	40		4				2							
Clerical Officer/Canvasser, Perth	15	15	13		2											
Not completed		2														

\* Ethnic Origin

- A White
- B Mixed of Multiple Ethnic Group
- C Asian (including Scottish/British)
- D African
- E Caribbean or Black
- F Arab
- G Prefer not to answer

**TAYSIDE VALUATION JOINT BOARD**  
**APPLICATIONS RECEIVED AND SUCCESSFUL CANDIDATE BY ETHNIC ORIGIN - 2019**

Division	No of Application Forms rec'd	No of Equal Opportunity Forms rec'd	APPLICANTS							SUCCESSFUL CANDIDATE						
			* Ethnic Origin							* Ethnic Origin						
			A	B	C	D	E	F	G	A	B	C	D	E	F	G
<b>Post Title</b>																
Clerical Officer, Perth	56	56	50	1	4				1							
Not completed		2														

\* Ethnic Origin  
A White  
B Mixed of Multiple Ethnic Group  
C Asian (including Scottish/British)  
D African  
E Caribbean or Black  
F Arab  
G Prefer not to answer

**TAYSIDE VALUATION JOINT BOARD**  
**APPLICATIONS RECEIVED AND SUCCESSFUL CANDIDATE BY GENDER AND DISABILITY - 2017**

Division	No of Application Forms rec'd	No of Equal Opportunity Forms rec'd	APPLICANTS			SUCCESSFUL CANDIDATE		
			Male	Female	Disability	Male	Female	Disability
<b>Post Title</b>								
Clerical Asst/Typist, Dundee	137	135	34	101	8		1	
Not completed/Prefer not to Answer*		2*			1*			

**TAYSIDE VALUATION JOINT BOARD**  
**APPLICATIONS RECEIVED AND SUCCESSFUL CANDIDATE BY GENDER AND DISABILITY - 2018**

Division	No of Application Forms rec'd	No of Equal Opportunity Forms rec'd	APPLICANTS			SUCCESSFUL CANDIDATE		
			Male	Female	Disability	Male	Female	Disability
<b>Post Title</b>								
WPO/Clerical Asst, Dundee	36	36	11	25	4		1	
Clerical Asst/Typist, Dundee	30	30	6	23	1		1	
IT Assistant (Development), HQ	16	16	15	1	1	1		
Graduate Trainee Valuer, Dundee	9	9	4	5	2		1	1
Graduate Trainee valuer, Perth	8	8	5	3	1		1	
Clerical Officer/Typist, Forfar	57	57	10	45	5		1	
Clerical Asst (Reception) J/S, Perth	46	46	5	41	2			
Clerical Officer/Canvasser, Perth	15	15	8	7				
Not completed/Prefer not to Answer*			2*	2*	7*			



## Appendix 3

### EMPLOYEES IN GRADE BY ETHNIC ORIGIN, GENDER AND DISABILITY (as at 31 March 2019)

Division: TAYSIDE VALUATION JOINT BOARD

RACIAL GROUP	CLERICAL/ADMIN			PROFESSIONAL/TECHNICAL			CHIEF OFFICERS			TOTAL		
	M	F	Disability	M	F	Disability	M	F	Disability	M	F	Disability
<i>White:</i>												
Scottish	5	25	6	7	10	1	4			16	35	7
English												
Welsh												
Other British				2	1					2	1	
Irish												
Any other White background	1									1		
<i>Mixed:</i>												
Any Mixed background												
<i>Asian, Asian Scottish, Asian English, Asian Welsh or other Asian British:</i>												
Indian												
Pakistani												
Bangladeshi												
Chinese												
Any other Asian background												
<i>Black, Black Scottish, Black English, Black Welsh or other Black British:</i>												
Caribbean												
African												
Any other Black background												
<i>Other Ethnic background:</i>												
<i>No answer</i>				5	1					5	1	

**Results from Employee Equality & Diversity Monitoring Survey - March 2019**  
**Tayside Valuation Joint Board Employees broken down by**

**Age**

Age	2019 Return	
	Tayside Valuation Joint Board	%
< 20	1	1.7
21 - 30	4	6.7
31 - 40	5	8.3
41 - 50	22	36.6
51 - 60	21	35
61 - 70	1	1.7
No Entry	6	10

**Disability**

Disability	2019 Return	
	Tayside Valuation Joint Board	%
Yes	7	12
Physical or Motor Impairment		
Mental Health Problem		
Learning Difficulties/Disabilities		
Hearing Impairment - Full/Partial		
Visual Impairment - Full/Partial		
Multiple Disabilities	1	
Other Chronic Condition or Disability	3	
Unspecified	3	
Yes - No Entry		
No	49	83
No Entry	3	5

## Ethnic Origin

Ethnic Origin	2019 Return	
	Tayside Valuation Joint Board	%
White	58	98
Indian		
Pakistani		
Bangladeshi		
Other Asian		
Chinese		
Black		
Any Mixed Background		
Other Ethnic Group		
No Entry	1	2
Unspecified		

## Gender

Gender	2019 Return	
	Tayside Valuation Joint Board	%
Male	22	38
Female	36	62
No Entry		
Bisexual		
Gay		
Hetrosexual/Straight	45	87
Lesbian		
No Entry	7	13

## Religious Belief

Religious Belief	2019 Return	
	Tayside Valuation Joint Board	%
No Religion	23	39
Church of Scotland	24	41
Roman Catholic	6	10.1
Other Christian	2	3.3
Buddhist		
Hindu		
Humanist	1	1.6
Jewish		
Muslim		
Sikh		
Another Religion		
No Entry		
Prefer not to Answer	3	5

## Sexual Orientation

Sexual Orientation	2019 Return	
	Tayside Valuation Joint Board	%
Bisexual		
Gay		
Hetrosexual/Straight	52	88
Lesbian		
No Entry	7	12