

REPORT TO: TAYSIDE VALUATION JOINT BOARD – 17 JUNE 2013

REPORT ON: MAINSTREAMING EQUALITY REPORT

REPORT BY: ASSESSOR

REPORT NO: TVJB 14-2013

1 PURPOSE OF REPORT

1.1 The purpose of this report is to present the Mainstreaming Equality Report to the Board.

2 RECOMMENDATIONS

2.1 It is recommended that the Board approves the Mainstreaming Equality Report attached as an Appendix to this report.

3 FINANCIAL IMPLICATIONS

3.1 None.

4 POLICY IMPLICATIONS

4.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environment Assessment, Anti-Poverty and Equality Impact Assessment. There are no major issues.

5 BACKGROUND

5.1 The Equality Act 2010, which harmonised and replaced previous equalities legislation came into force on 5 April 2011. 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.

5.2 The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 places a specific duty on certain 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. (The Board will publish new equality outcomes every 4 years).
- 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. (Tayside Valuation Joint Board has less than 150 employees and is therefore exempt from this duty).
- Publish a statement on equal pay and occupational segregation between men and women council employees. (Tayside Valuation Joint Board has less than 150 employees and is therefore exempt from this duty).
- 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.

5.3 The Mainstreaming Equality Report attached as an Appendix to this report fulfils the requirements of the legislation.

5.4 The Assessor will continue to analyse, monitor and publish equalities information as required and will report bi-annually to the Board on the progress made to achieve the equality outcomes.

6 CONSULTATIONS

6.1 The Clerk and Treasurer to the Board, and the Head of Human Resources, Dundee City Council, have been consulted in the preparation of this report.

7 BACKGROUND PAPERS

7.1 None.

John M Galbraith FRICS
Assessor

June 2013

TAYSIDE VALUATION JOINT BOARD MAINSTREAMING EQUALITY REPORT



1 INTRODUCTION

Tayside Valuation Joint Board (the Board) and the Assessor for Tayside Valuation Joint Board (the Assessor) are 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 will provide 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 mainstreaming equality report supersedes and builds upon the commitments contained in the Board's Single Equality Scheme as approved by the Board on 9 May 2011.

The Equality Act 2010 (the Act), which harmonised and replaced previous equalities legislation come into force on 5 April 2011. 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 the following protected 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 certain 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. (the Board will publish new equality outcomes every 4 years)
- 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 (*Tayside Valuation Joint Board has less than 150 employees and is therefore exempt from this duty*).

- Publish a statement on equal pay and occupational segregation between men and women council employees (*Tayside Valuation Joint Board has less than 150 employees and is therefore exempt from this duty*).
- 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 devise 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 annually by the Assessor.

The Clerk and the Treasurer to the Board and their respective staffs 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 which 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, in relation to reporting for 2012, the Assessor as Electoral Registration Officer has been assessed as meeting these three 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. It may be desirable, in terms of the Equality Outcomes (Section 4) to seek 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 which 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 obtained the disability symbol, awarded by Jobcentre Plus to employers who have made commitments to employ, keep and develop the abilities of disabled staff, in 2010.

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 will continue to be screened for adverse impact on equality groups and a full Equality Impact Assessment (EQIA) will be completed where appropriate.

Screening of existing policies has been undertaken and may be consulted on the Tayside Valuation Joint Board's website.

Equality Impact Assessment of Policies and Practices

Tayside Valuation Joint Board has approved the adoption of a new Equality Impact Assessment Tool that has been extensively tested by Dundee City Council Equality Champions. The aim of the 'Rapid Impact Assessment Tool' (RIAT) is to provide those drafting new or reviewing existing policies, procedures, strategies or practice, with a simply designed tool. This will aid them along with training and guidance, in completing equality impact assessments and relating the assessment to their practice. The tool will help authors in establishing whether there is a negative or adverse effect or impact on any particular groups or communities of interest who face discrimination and help identify positive changes that can enhance equality of opportunity.

The Rapid Impact Assessment tool is not designed to replace Full Equality Impact Assessments that may be more appropriate for larger or more complex issues.

Equalities Monitoring

Tayside Valuation Joint Board will continue 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 will identify and put in place arrangements for training its employees in relation to its duties to promote positive attitudes to equality issues. The Board will ensure that its employees receive adequate training in these areas.

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.

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. The induction programme has been updated to include information on the equality issues.

To assist in the promotion of positive attitudes to all equality and diversity strands, "Tip Cards" produced by the Dundee Equality and Diversity Partnership have been purchased for use by those employees who regularly come into contact with members of the public. They will also be included in induction training for all new employees.

In addition, the Board's employees will be able to access the Dundee City Council Equality and Diversity Awareness e-learning programme. All staff will be asked to undertake the training, and participation will be recorded.

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.

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 the Equality and Diversity Partnership of the Dundee Partnership, in order that its consultation processes may be integrated with those of other public sector organisations and avoid unnecessary duplication of work for those organisations and individuals asked to participate.

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 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. These will be published and posted on the Board's website.

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 will draw on the expertise of its constituent authorities in this matter and consider what action it requires to take to develop 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 Whitehall House, 35 Yeaman Shore, Dundee, DD1 4BU. The Scheme will also be placed on the Board's web-site at www.taysidevjb.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 2013 to March 2015. 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 2012. Appendix 4 details additional information on the protected characteristics obtained from a March 2013 survey of all employees.

Full information on the protected characteristics is not available for job applicants during 2012 as this information has not been retained for longer than was required for the recruitment process. This data will be collected for 2013 and subsequent years.

In addition to the information shown in the appendices it is noted that one employee returned to work after maternity leave in 2012 and that one other employee remained on maternity leave in the same year.

During 2012 five people left the employment of the Board. Of these, four female employees resigned and one male employee retired.

4 TAYSIDE VALUATION JOINT BOARD EQUALITY OUTCOMES

Outcome 1

The gender segregation in our staff Clerical/Administration roles is improved.

Basis

The analysis of our current workforce shows that we have 29 members of staff employed in clerical and administration roles, 26 are female and 3 are male.

The clerical and administration staff represents 42% of the Board's employees and the gender imbalance within this group is evident when compared with the 54% female/46% male division across the whole workforce.

Action Plan

The aim is to encourage more applications from male applicants for clerical and administrative roles and identify any barriers preventing males from applying for these roles.

Work with staff to remove stereotypical views of gender suitability for these roles.

Consult with Dundee City Council personnel department to explore ways of attracting more men to these roles.

Aim

The aim is to employ more men in clerical and administrative 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 71 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

The recently published "Report on the Issue of Customer Questionnaires" for 2011/12 did not identify any reported problems with access to any of our three divisional offices; however, one of our offices is not accessible to wheelchair users.

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

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

We will continue with our annual customer feedback survey and consider requesting equalities information from those completing the forms.

We will closely monitor the situation regarding access to our Angus divisional office.

We will 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.

Our communications, including letters, forms and information on our website, will be reviewed 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.

TAYSIDE VALUATION JOINT BOARD
APPLICATIONS RECEIVED AND SUCCESSFUL CANDIDATE BY ETHNIC ORIGIN - 2012

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	A	B	C	D	E
Post Title												
Admin Manager (ER/Clerical)	5	5	5					1				
Clerical Assistant, Perth & Kinross	47	42	42					1				
Valuer/Senior Valuer, Angus	5	5	5					1				
Clerical Assistant, Dundee (Ethnic origin not stated - 3)	163	159	151	1	3			1				
Clerical Assistant/Typist, Perth (Ethnic origin not stated - 1)	40	39	36		2			1				
Trainee Valuer, Angus	18	16	16					1				
Trainee Valuer, Perth	22	21	19		1	1		1				
Valuer, Perth (Ethnic origin not stated - 1)	6	6	5					1				
Administrative Assistant, Perth	24	24	24					1				
Snr Clerical Assistant, Perth (Internal)	1	1	1					1				
Clerical Assistant, Dundee (Internal)	1	1	1					1				

* Ethnic Origin

A - White

B - Mixed

C - Asian, Asian Scottish, Asian English, Asian Welsh, or other Asian British

D - Black, Black Scottish, Black English, Black Welsh, or other Black British

E - Other Ethnic Background

TAYSIDE VALUATION JOINT BOARD

APPLICATIONS RECEIVED AND SUCCESSFUL CANDIDATE BY GENDER AND DISABILITY - 2012

Division	No of Application Forms rec'd	No of Equal Opportunity Forms rec'd	APPLICANTS			SUCCESSFUL CANDIDATE		
			Male	Female	Disability	Male	Female	Disability
Post Title								
Admin Manager (ER/Clerical)	5	5	3	2		1		
Clerical Assistant, Perth & Kinross	47	42	17	25	3		1	
Valuer/Senior Valuer, Angus	5	5	5			1		
Clerical Assistant, Dundee	163	159	49	110	8		1	
Clerical Assttant/Typist, Perth	40	39	6	33	2		1	
Trainee Valuer, Angus	18	16	12	4	1		1	
Trainee Valuer, Perth	22	21	11	10			1	
Valuer, Perth	6	6	5	1		1		
Administrative Assistant, Perth	24	24	8	16	1		1	
Snr Clerical Assistant, Perth (Internal)	1	1		1			1	
Clerical Assistant, Dundee (Internal)	1	1		1				
Technician, Dundee	34	33	27	6	1	1		
Technician, Perth & Kinross						1		

Appendix 4

Results from Employee Equality & Diversity Monitoring Survey - March 2013

Tayside Valuation Joint Board Employees broken down by

Age

Age	2013 Return	
	Tayside Valuation Joint Board	%
< 20	Less than 5	Less than 7
21 - 30	8	11.4
31 - 40	9	12.9
41 - 50	30	42.9
51 - 60	13	18.6
61 - 70	5	7
No Entry	4	6

Disability

Disability	2013 Return	
	Tayside Valuation Joint Board	%
Yes	5	
Physical or Motor Impairment	1	1.4
Mental Health Problem		
Learning Difficulties/Disabilities		
Hearing Impairment - Full/Partial		
Visual Impairment - Full/Partial		
Multiple Disabilities		
Other Chronic Condition or Disability	4	5.7
Unspecified		
Yes - No Entry		
No	63	90
No Entry	2	2.9

Tayside Valuation Joint Board Employees broken down by

Ethnic Origin

Ethnic Origin	2013 Return	
	Tayside Valuation Joint Board	%
White	68	97
Indian		
Pakistani		
Bangladeshi		
Other Asian		
Chinese		
Black		
Any Mixed Background		
Other Ethnic Group		
No Entry	2	3

Gender

Gender	2013 Return	
	Tayside Valuation Joint Board	%
Male	32	45.7
Female	37	52.9
No Entry	1	1.4
Bisexual		
Gay		
Hetrosexual/Straight	66	94
Lesbian		
No Entry	4	6

Tayside Valuation Joint Board Employees broken down by

Religious Belief

Religious Belief	2013 Return	
	Tayside Valuation Joint Board	%
No Religion	25	35.7
Church of Scotland	28	40
Roman Catholic	5	7
Other Christian	7	10
Buddhist		
Hindu		
Jewish		
Muslim		
Sikh		
Another Religion		
No Entry	5	7

Sexual Orientation

Sexual Orientation	2013 Return	
	Tayside Valuation Joint Board	%
Bisexual		
Gay		
Hetrosexual/Straight	66	94
Lesbian		
No Entry	4	6

TAYSIDE VALUATION JOINT BOARD MAINSTREAMING EQUALITY REPORT



1 INTRODUCTION

Tayside Valuation Joint Board (the Board) and the Assessor for Tayside Valuation Joint Board (the Assessor) are 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 will provide 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 mainstreaming equality report supersedes and builds upon the commitments contained in the Board's Single Equality Scheme as approved by the Board on 9 May 2011.

The Equality Act 2010 (the Act), which harmonised and replaced previous equalities legislation come into force on 5 April 2011. 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 the following protected 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 certain 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. (the Board will publish new equality outcomes every 4 years)
- 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 (*Tayside Valuation Joint Board has less than 150 employees and is therefore exempt from this duty*).

- Publish a statement on equal pay and occupational segregation between men and women council employees (*Tayside Valuation Joint Board has less than 150 employees and is therefore exempt from this duty*).
- 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 devise 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 annually by the Assessor.

The Clerk and the Treasurer to the Board and their respective staffs 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 which 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, in relation to reporting for 2012, the Assessor as Electoral Registration Officer has been assessed as meeting these three 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. It may be desirable, in terms of the Equality Outcomes (Section 4) to seek 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 which 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 obtained the disability symbol, awarded by Jobcentre Plus to employers who have made commitments to employ, keep and develop the abilities of disabled staff, in 2010.

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 will continue to be screened for adverse impact on equality groups and a full Equality Impact Assessment (EQIA) will be completed where appropriate.

Screening of existing policies has been undertaken and may be consulted on the Tayside Valuation Joint Board's website.

Equality Impact Assessment of Policies and Practices

Tayside Valuation Joint Board has approved the adoption of a new Equality Impact Assessment Tool that has been extensively tested by Dundee City Council Equality Champions. The aim of the 'Rapid Impact Assessment Tool' (RIAT) is to provide those drafting new or reviewing existing policies, procedures, strategies or practice, with a simply designed tool. This will aid them along with training and guidance, in completing equality impact assessments and relating the assessment to their practice. The tool will help authors in establishing whether there is a negative or adverse effect or impact on any particular groups or communities of interest who face discrimination and help identify positive changes that can enhance equality of opportunity.

The Rapid Impact Assessment tool is not designed to replace Full Equality Impact Assessments that may be more appropriate for larger or more complex issues.

Equalities Monitoring

Tayside Valuation Joint Board will continue 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 will identify and put in place arrangements for training its employees in relation to its duties to promote positive attitudes to equality issues. The Board will ensure that its employees receive adequate training in these areas.

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.

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. The induction programme has been updated to include information on the equality issues.

To assist in the promotion of positive attitudes to all equality and diversity strands, "Tip Cards" produced by the Dundee Equality and Diversity Partnership have been purchased for use by those employees who regularly come into contact with members of the public. They will also be included in induction training for all new employees.

In addition, the Board's employees will be able to access the Dundee City Council Equality and Diversity Awareness e-learning programme. All staff will be asked to undertake the training, and participation will be recorded.

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.

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 the Equality and Diversity Partnership of the Dundee Partnership, in order that its consultation processes may be integrated with those of other public sector organisations and avoid unnecessary duplication of work for those organisations and individuals asked to participate.

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 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. These will be published and posted on the Board's website.

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 will draw on the expertise of its constituent authorities in this matter and consider what action it requires to take to develop 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 Whitehall House, 35 Yeaman Shore, Dundee, DD1 4BU. The Scheme will also be placed on the Board's web-site at www.taysidevjb.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 2013 to March 2015. 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 2012. Appendix 4 details additional information on the protected characteristics obtained from a March 2013 survey of all employees.

Full information on the protected characteristics is not available for job applicants during 2012 as this information has not been retained for longer than was required for the recruitment process. This data will be collected for 2013 and subsequent years.

In addition to the information shown in the appendices it is noted that one employee returned to work after maternity leave in 2012 and that one other employee remained on maternity leave in the same year.

During 2012 five people left the employment of the Board. Of these, four female employees resigned and one male employee retired.

4 TAYSIDE VALUATION JOINT BOARD EQUALITY OUTCOMES

Outcome 1

The gender segregation in our staff Clerical/Administration roles is improved.

Basis

The analysis of our current workforce shows that we have 29 members of staff employed in clerical and administration roles, 26 are female and 3 are male.

The clerical and administration staff represents 42% of the Board's employees and the gender imbalance within this group is evident when compared with the 54% female/46% male division across the whole workforce.

Action Plan

The aim is to encourage more applications from male applicants for clerical and administrative roles and identify any barriers preventing males from applying for these roles.

Work with staff to remove stereotypical views of gender suitability for these roles.

Consult with Dundee City Council personnel department to explore ways of attracting more men to these roles.

Aim

The aim is to employ more men in clerical and administrative 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 71 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

The recently published "Report on the Issue of Customer Questionnaires" for 2011/12 did not identify any reported problems with access to any of our three divisional offices; however, one of our offices is not accessible to wheelchair users.

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

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

We will continue with our annual customer feedback survey and consider requesting equalities information from those completing the forms.

We will closely monitor the situation regarding access to our Angus divisional office.

We will 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.

Our communications, including letters, forms and information on our website, will be reviewed 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.

We will closely monitor the situation regarding access to our Angus divisional office.

We will 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.

Our communications, including letters, forms and information on our website, will be reviewed 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.

TAYSIDE VALUATION JOINT BOARD
APPLICATIONS RECEIVED AND SUCCESSFUL CANDIDATE BY ETHNIC ORIGIN - 2012

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	A	B	C	D	E
Post Title												
Admin Manager (ER/Clerical)	5	5	5					1				
Clerical Assistant, Perth & Kinross	47	42	42					1				
Valuer/Senior Valuer, Angus	5	5	5					1				
Clerical Assistant, Dundee (Ethnic origin not stated - 3)	163	159	151	1	3			1				
Clerical Assistant/Typist, Perth (Ethnic origin not stated - 1)	40	39	36		2			1				
Trainee Valuer, Angus	18	16	16					1				
Trainee Valuer, Perth	22	21	19		1	1		1				
Valuer, Perth (Ethnic origin not stated - 1)	6	6	5					1				
Administrative Assistant, Perth	24	24	24					1				
Snr Clerical Assistant, Perth (Internal)	1	1	1					1				
Clerical Assistant, Dundee (Internal)	1	1	1					1				

* Ethnic Origin

A - White

B - Mixed

C - Asian, Asian Scottish, Asian English, Asian Welsh, or other Asian British

D - Black, Black Scottish, Black English, Black Welsh, or other Black British

E - Other Ethnic Background

TAYSIDE VALUATION JOINT BOARD

APPLICATIONS RECEIVED AND SUCCESSFUL CANDIDATE BY GENDER AND DISABILITY - 2012

Division	No of Application Forms rec'd	No of Equal Opportunity Forms rec'd	APPLICANTS			SUCCESSFUL CANDIDATE		
			Male	Female	Disability	Male	Female	Disability
Post Title								
Admin Manager (ER/Clerical)	5	5	3	2		1		
Clerical Assistant, Perth & Kinross	47	42	17	25	3		1	
Valuer/Senior Valuer, Angus	5	5	5			1		
Clerical Assistant, Dundee	163	159	49	110	8		1	
Clerical Assttant/Typist, Perth	40	39	6	33	2		1	
Trainee Valuer, Angus	18	16	12	4	1		1	
Trainee Valuer, Perth	22	21	11	10			1	
Valuer, Perth	6	6	5	1		1		
Administrative Assistant, Perth	24	24	8	16	1		1	
Snr Clerical Assistant, Perth (Internal)	1	1		1			1	
Clerical Assistant, Dundee (Internal)	1	1		1				
Technician, Dundee	34	33	27	6	1	1		
Technician, Perth & Kinross						1		

Appendix 4

Results from Employee Equality & Diversity Monitoring Survey - March 2013

Tayside Valuation Joint Board Employees broken down by

Age

Age	2013 Return	
	Tayside Valuation Joint Board	%
< 20	Less than 5	Less than 7
21 - 30	8	11.4
31 - 40	9	12.9
41 - 50	30	42.9
51 - 60	13	18.6
61 - 70	5	7
No Entry	4	6

Disability

Disability	2013 Return	
	Tayside Valuation Joint Board	%
Yes	5	
Physical or Motor Impairment	1	1.4
Mental Health Problem		
Learning Difficulties/Disabilities		
Hearing Impairment - Full/Partial		
Visual Impairment - Full/Partial		
Multiple Disabilities		
Other Chronic Condition or Disability	4	5.7
Unspecified		
Yes - No Entry		
No	63	90
No Entry	2	2.9

Tayside Valuation Joint Board Employees broken down by

Ethnic Origin

Ethnic Origin	2013 Return	
	Tayside Valuation Joint Board	%
White	68	97
Indian		
Pakistani		
Bangladeshi		
Other Asian		
Chinese		
Black		
Any Mixed Background		
Other Ethnic Group		
No Entry	2	3

Gender

Gender	2013 Return	
	Tayside Valuation Joint Board	%
Male	32	45.7
Female	37	52.9
No Entry	1	1.4
Bisexual		
Gay		
Hetrosexual/Straight	66	94
Lesbian		
No Entry	4	6

Tayside Valuation Joint Board Employees broken down by

Religious Belief

Religious Belief	2013 Return	
	Tayside Valuation Joint Board	%
No Religion	25	35.7
Church of Scotland	28	40
Roman Catholic	5	7
Other Christian	7	10
Buddhist		
Hindu		
Jewish		
Muslim		
Sikh		
Another Religion		
No Entry	5	7

Sexual Orientation

Sexual Orientation	2013 Return	
	Tayside Valuation Joint Board	%
Bisexual		
Gay		
Hetrosexual/Straight	66	94
Lesbian		
No Entry	4	6