

**REPORT TO: TAYSIDE VALUATION JOINT BOARD – 30 JANUARY 2012**

**REPORT ON: MONITORING OF EQUALITY POLICY**

**REPORT BY: ASSESSOR**

**REPORT NO: TVJB 7-2012**

## **1 PURPOSE OF REPORT**

1.1 The purpose of this Report is to present to the Board:-

- i) the 2011 equality monitoring information, and
- ii) the Assessor's annual report on progress made on the commitments contained in the Board's Single Equality Scheme.

## **2 RECOMMENDATIONS**

2.1 It is recommended that the Board notes the contents of 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 Environmental Assessment, Anti-Poverty and Equality Impact Assessment. There are no major issues.

## **5 BACKGROUND**

5.1 The Board's Single Equality Scheme, which replaces previous separate policies relating to race, gender and disability equalities, was approved by the Board on 9 May 2011.

5.2 The Scheme provides for the Assessor to continue to analyse the disability, gender and race profile of the current workforce. The results of the analysis carried out for the calendar year 2011 are attached as Appendices 1, 2 and 3 to this report.

5.3 The Assessor publishes an annual report on progress towards meeting the aims of the Equality Scheme. The annual report for 2010-2011 is attached as Appendix 4 to this report.

## **6 CONSULTATIONS**

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

## **7 BACKGROUND PAPERS**

7.1 None.

**John Galbraith FRICS**  
**Assessor**

**30 January 2012**

**TAYSIDE VALUATION JOINT BOARD**  
**APPLICATIONS RECEIVED AND SUCCESSFUL CANDIDATE BY ETHNIC ORIGIN - 2011**

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
<b>Post Title</b>												
Clerical Assistant, Perth & Kinross	129	125	121	1	1	2		1				
Assistant Assessor, Angus **	4	4	4					1				
Assistant Assessor, Dundee **								1				
Assistant Assessor, Perth & Kinross **								1				
Clerical Assistant/Typist, Perth & Kinross	33	31	30			1		1				
Senior Clerical Asst, Perth & Kinross **	1	1	1					1				

\*\* Advertised internally only

\* **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 - 2011**

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 Assistant, Perth & Kinross	129	125	27	98	9		1	
Assistant Assessor, Angus *	4	4	4			1		
Assistant Assessor, Dundee *						1		
Assistant Assessor, Perth & Kinross *						1		
Clerical Asst/Typist, Perth & Kinross	33	31	6	25			1	
Senior Clerical Asst, Perth & Kinross *	1	1		1			1	

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*TAYSIDE VALUATION JOINT BOARD*



**EQUALITY SCHEME**

**ANNUAL REPORT**

**2010-2011**

## **1 INTRODUCTION**

Tayside Valuation Joint Board introduced a Single Equality Scheme on 9 May 2011. The scheme covers the period from June 2011 to June 2014.

As Chief Officer of the Board, the Assessor has prepared this annual report on behalf of the Board to outline the progress towards meeting the aims of the Equality Scheme.

## **2 BACKGROUND**

TVJB was established in 1996 as part of the reorganisation of Local Government. The Board takes over from the local authorities in its area certain duties in relation to valuation for rating and council tax. The Board's area covers the three Council areas of Angus, Dundee City and Perth & Kinross.

The Board appoints the Assessor whose statutory duty is to compile and maintain the Council Tax Valuation List and the non-domestic Valuation Roll for the three Council areas.

The Assessor has also been appointed Electoral Registration Officer for Angus and Perth & Kinross Councils and is responsible for compiling and maintaining the Electoral Register for these two Council areas.

The Board is required to keep itself informed as to the manner in which the Assessor deals with operational matters and accordingly meets quarterly to receive reports from the Assessor on matters relating to the policies and procedures and operations of the organisation.

This report details the progress made during 2010-11 on the aims contained in the Board's Equality Scheme.

## **3 EMPLOYMENT MONITORING**

The Board undertakes to analyse its workforce profile by reference to disability, gender and race. Arrangements are in place to monitor this information in relation to staff in post and applicants for employment and promotion. The results of the monitoring are reported formally to the Board by the Assessor in January each year. The results are also published on the Assessor's website at [www.tayside-vjb.gov.uk](http://www.tayside-vjb.gov.uk). No potential problems or difficulties have been identified to date, and the Assessor will continue to analyse the results and take any necessary action to address any issues that may arise.

#### **4 RECRUITMENT**

During 2010 the Board was awarded the right to use the disability symbol awarded by the Jobcentre Plus. The symbol now appears on employment application forms.

The Board continues to operate a guaranteed job interview scheme for people with a disability who meet the requirements of the person specification for the particular post applied for.

A comprehensive Recruitment and Selection procedure was introduced during 2010, which includes detailed guidance in relation to equality legislation.

#### **5 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) will be undertaken where appropriate.

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

During 2010-11, no reports or policies presented to the Board have raised any major equality impact issues.

#### **6 TRAINING**

The Assessor is committed to ensuring that arrangements are put in place for training staff in relation to the Board's aims to promote equality. In June 2010, the Assessor's senior administrative staff attended a training course designed to enhance their knowledge of Equality Impact Assessments, which are carried out prior to policies being presented to the Board.

Following the introduction of the Board's Recruitment and Selection procedures, staff involved in this process attended a training course designed to ensure that such staff are fully aware of the requirements of the procedures. This training includes coverage of equality legislation in relation to the recruitment and selection process. Further training will be arranged as required.

In 2007 all staff attended training courses on Equality and Diversity. The Assessor will continue to monitor the requirement for refresher training and the training of new members of staff.

## **7 INDUCTION PROGRAMME**

The Assessor's induction scheme for all new staff includes comprehensive guidance on Equality and Diversity to ensure that staff are made aware at an early date of the expected commitment to such matters.

## **8 ACCESS TO OFFICES**

Public Access Assessments have been carried out on all offices occupied by the Board and adjustments have been made to ensure that there are suitable arrangements for the reception of visitors with disabilities. Induction loop systems are installed in each of the offices and emergency evacuation chairs are available where appropriate. Staff have been trained in the use of such equipment. Visitors are asked to complete a visitors book on arrival and to indicate in that book whether assistance will be required in the event of an emergency.

The Assessor monitors visits to the office premises and during 2010-11 no complaints or suggestions for improvements to allow easier access have been received.

## **9 CONSULTATION**

The Board sought the views of people with disabilities in 2006 and 2010 by means of questionnaires issued in person, by e-mail, 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 Equality Scheme, 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.



## **10 PUBLICITY AND ACCESS TO INFORMATION**

The Equality Scheme has been circulated to all members, officers and employees of the Board. Copies are available from the Assessor at Whitehall House, 35 Yeaman Shore, Dundee, DD1 4BU, and can be found on the website at [www.tayside-vjb.gov.uk](http://www.tayside-vjb.gov.uk).

Translations are made available on request, as are copies in alternative formats such as Easy to Read, Large Print, Braille or audio tape.

All of the Board's policies are published on the Board's website as are the minutes of all formal Board meetings. Annual Reports continue to be published on the website. Publication of this information allows service users the opportunity to scrutinise agreed policies and to consider the consultations and discussions which have taken place in the lead up to the approval by the Board of reports on policies presented to it. This allows all service users to ascertain whether any equality issues arise out of agreed policies and practices.

## **11 COMPLAINTS**

The Assessor has in place a formal complaints procedure for any service user who is dissatisfied with the service they have received while conducting business with the Board. During 2010-11, no formal complaints relating to equality issues have been received.

## **12 CONCLUSIONS**

During 2010-11 no equality issues have been raised with the Board by any of the stakeholders or service users. Similarly, no employees or prospective employees have raised any issues with the Assessor.

The Assessor, on behalf of the Board, continues to monitor service provision taking account of the commitments made in the Equality Scheme.

The Board continues to be committed to ensuring that it's responsibilities in relation to equality are taken seriously and in particular to eliminate unlawful discrimination and to promote equality of opportunity.

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