



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

EQUALITIES TARGETS

As amended May 2010

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Equalities Targets

1.0 Why set targets?

Public authorities are uniquely positioned to promote equalities in the communities that they serve, in terms of both employment opportunities and service provision.

Setting targets, in all of the relevant equality areas, not only helps the Valuation Joint Board to fulfil its duties under the Equalities legislation but it also:

- Encourages the development of diversity and equalities practices
- Provides a basis for tackling all forms of discrimination
- Sends out a clear message that the VJB is taking diversity seriously
- Shows that there is proactive implementation of the equalities agenda
- Clarifies the aims and objectives of the VJB in relation to monitoring and diversity.

Representation of different equality groups is one form of an outcome target while parity of treatment is another.

Targets are set to create a diverse workforce that reflects the relevant community or communities. In some cases the appropriate comparable information will be the local authority, labour force and census data, and in others the national statistics will apply.

The VJB will review and develop the targets in relation to race, age, gender, and disability, annually so that the workforce remains reflective of the relevant communities.

The VJB will monitor and report on the progress towards meeting the targets on an annual basis.

In setting targets for employment the statistical evidence for each category must be examined. The tables which appear on the following pages are those which are available at the current time. Like is not always compared with like but each gives guidance rather than a direct comparison in determining the targets.

2.0 Employment

2.1 Race

The 2001 Census produces the following details for Scotland's population.

Category	Scotland Area	Argyll and Bute Area	East Dunbartonshire Area	West Dunbartonshire Council Area	Valuation Joint Board Employees January 2010
White	97.99%	99.21%	96.88%	99.29%	100.00%
Mixed	0.27%	0.27%	0.23%	0.10%	
Asian	1.41%	0.31%	2.58%	0.50%	
Black	0.14%	0.09%	0.11%	0.05%	
Other	0.19%	0.12%	0.20%	0.06%	

2.1.1 Race Conclusion

The VJB employees broadly reflect the communities which they serve

Target - aim to have a workforce which represents the proportion of non whites in the population.

Actions –

- All available opportunities should be taken to attract non-whites to interview. Employment, as usual, would be on the basis of the best applicant. Care should be taken to ensure that managers are not pressurised to discriminate either in order to comply with a quota or to meet a target; such pressure could give rise to unlawful discrimination.
- Consult with minority and BME groups to promote the VJB

2.2 Age

The projected population (000's) of those aged 16-59 in Scotland (2004-based) for 2006 is as follows-

	VJB Staff	January 2010	Scotland	(ooo's)
All	69	100.00%	3047	100%
16-19	2	2.90	240	7.88%
20-29	12	17.39	643	21.10%
30-39	14	20.29	702	23.04%
40-49	22	31.88	782	25.66%
50 +	9	27.54	680	22.32%

2.2.1 Age Conclusion

The VJB has a lower than might be expected number of 16-19 year olds. They may be 16-19 when they start but they stay with the VJB and then fall out of this age group. The VJB does not have a very high turnover of staff which would allow for the possibility of new young staff joining.

Across the 20-59 age groups the VJB employs a similar cross section of ages but it is under-represented in the 16-29 categories. – see above

A split of the national figures into those within and out with the workforce for over 60s is unavailable. Nonetheless it is clear that the VJB has an under-representation of over 60s as none are currently employed.

Currently many males achieve maximum service by the age of 60 or at least qualify for early retiral under the “rule of 85” in Local Government and almost all females have retired by 60 that work for the VJB.

From 1st October 2006 this situation changed across the country as the retiral age was, in most cases, changed to 65 with the possibility to work on to 70. Its impact on the VJB will, in the early years, probably be small, as most staff will have long service and may choose to retire at 60.

Target - the age profile of the VJB should match the age profile of the working people in Scotland.

Actions -

- Ensure that the recruitment process is age neutral.
- Consider advertising vacancies through mixed media, including by electronic means
- Attend job fairs, if appropriate, to promote VJB/public sector
- Take on Work Experience school pupils.
- Continue to enable employees to delay retiral. The Valuation Joint Board has adopted a flexible retirement policy.

2.3 Gender

The projected population (000's) of Scotland (2004-based) for 2006 is as follows:

	Scotland (000's)		VJB January 2010	
All Persons	5111	100.00%	69	100.00%
Males	2465	48.23%	28	40.58%
Females	2646	51.77%	41	59.42%

The following graph and tables illustrate the employment pattern looking to gender and corresponding salaries.

Valuation Joint Board staff profile by gender and salary January 2010

TOTAL 69		up to £10,000	£10,000 to £14,999	£15,000 to £19,999	£20,000 to £24,999	£25,000 to £29,999	£30,000 to £34,999	£35,000 to £39,999	£40,000 to £44,999	£45,000 to £49,999	£50,000 to £54,999	£55,000 to £59,999	£60,000 to £64,999	£65,000 to £69,999	£70,000 to £74,999	£75,000 to £79,999	£80,000 to £84,999	£85,000 to £89,999
Sex	Female	6	10	11	8	1	1	3	1									
	Male	1	2	3	3	3	3	4		3				2				1
Sex	Female	8.70%	14.49%	15.94%	11.59%	1.45%	1.45%	4.35%	1.45%									
	Male	1.45%	2.90%	4.35%	4.35%	4.35%	4.35%	5.80%		4.35%				2.9%				1.45%

The Royal Institution of Chartered Surveyors in a report following the paper entitled "Raising the Ratio", noted the following trends
 "In 2001 10% of the RICS membership was female. Today that figure has risen to 15%. The statistics are even better when looking at new entrants to the profession. The proportion of female trainee surveyors is 17% and the ratio of student members that are women is 23%." The Valuation Joint Board at 31st March 2010 employed RICS members as follows –

Qualified Staff (MRICS)				
All	Male		Female	
15	10	66.66%	5	33.34%

Trainees (MRICS)				
All	Male		Female	
2	1	50%	1	50%

Qualified Staff (Tech RICS)				
All	Male		Female	
2	2	100%	0	

Trainees (Tech RICS)				
All	Male		Female	
1	1	100%	0	

All VJB RICS Staff				
All	Male		Female	
20	14	70%	6	30%

2.3.1 Gender Conclusion

The comparison table shows that the Valuation Joint Board employs a slightly larger proportion of females to males than the national population statistics. However, the VJB management has a lower than average proportion of females and more females should be encouraged into management.

As can be seen from the gender to salary table above, there are a greater number of females in lower paid posts and again this is due to a historical traditional employment market.

Target –

- To ensure that the male to female ratio is the same within the clerical and administration functions as it is in the public sector generally.
- To maintain a female representation in the professional workforce which is reflective of the situation within the profession itself

Action:-

- To ensure that interviews are gender neutral.
- To encourage career development irrespective of gender.
- To retain a gender neutral application process.
- To continue to develop flexible and family friendly employment policies for all.

2.4 Ability/Disability

The 2001 Census produces the following details for Scotland's population.

Category	Scotland Area	West Dunbartonshire Council Area Working age	Valuation Joint Board Employees January 2010
Able bodied	80%	81%	97%
Disabled	20%	19%	3%

Two facts and figures taken from the research report "Disability in Scotland 2004" published by the Disability Rights Commission are:

- Scotland is estimated to have 1 million disabled adults likely to be covered by the Disability Discrimination Act - about one in five of the population.
- Disabled people hold 3 per cent of public appointments.

The Valuation Joint Board has minimum of 3% of staff disabled. As there are no set rules for defining disability and because it is self defining, it seems likely that disabled staff numbers are actually higher than 3%. From the same report, it is estimated that 20% of the Scottish working age population were estimated to have a disability. Just under half (49%) of these people were economically active in the labour force compared to 86% of non-disabled people.

2.4.1 Ability Conclusion

There is clear legislation in place regarding the rights to interview for disabled persons whose qualifications are of at least the minimum required standard.

Target - ensure a long-term balance of disabled to able staff.

Actions –

- Continue to monitor job applications to ensure interview to disabled candidates.
- The VJB should consider asking the staff again about disability, highlighting what is classified as a disability.

2.5 Employment Conclusions

Across the Equality strands the VJB will -

- Strive to broadly mirror the profile of the local communities
- Ensure that no groups are excluded from the recruitment, training and promotion processes
- Consider amendments to the current job advertisements to target minorities
- Review the staffing profiles each year and compare them with those of the local communities
- Continue to use gender neutral recruitment forms

3.0 Service Delivery

The various Equalities Acts prohibit discrimination in the provision of goods, facilities and services to the public, or a sector of the public by organisations including public and local authorities. The statutory duties of the Valuation Joint Board are always open to public scrutiny and are gender/race/age/ability neutral. In its vision and mission statement the Valuation Joint Board commits to treating stakeholders in a fair and consistent manner and in accordance with equal opportunity requirements.

The Valuation Joint Board's target is to ensure that service users receive fair and equal treatment and has examined all its policies to ensure that it does so as to -

- Enhance customer satisfaction
- Attract and retain employees
- Fulfil the legal requirement

Targets/Actions

The Valuation Joint Board will –

- Ensure its managers demonstrate and promote equality of service provision
- Provide relevant induction training to staff
- Ensure all staff are trained in Equalities
- Ensure accessibility of buildings and provide doorstep delivery of services as appropriate
- Improve its web accessibility
- Continue to provide forms when requested in a variety of formats including Braille, tape and community languages
- Continue to use LanguageLine translation services and train staff in its use on a regular basis
- Continue to monitor the responses to its customer contact surveys by equality strand to ensure meeting its target of equality of treatment and service to all.
- Continue to consult with minority groups, as appropriate, regarding our service delivery