



Renfrewshire Valuation Joint Board

Report to: Renfrewshire Valuation Joint Board

Meeting on: 26th May 2023

Subject: Public Sector Equalities Duty

Author: Assistant Assessor & Electoral Registration Officer

1. Introduction

The attached report is the 2 yearly progress report on how we as an organisation are meeting our Equalities Duty. This report has been published on our website in accordance with the legislation.

It is being presented to the Board for information purposes.

2. Recommendations

- i. The Board notes the report.
- ii. The Board approves the Equalities Outcomes agreed for the next 4 years with a review of progress to be reported in 2025.

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25th April 2023

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Renfrewshire Valuation Joint Board

PUBLIC SECTOR EQUALITY DUTY

2023

1. ABOUT RENFREWSHIRE VALUATION JOINT BOARD

The Renfrewshire Valuation Joint Board ("The Board") comprises elected representatives as follows:-

Renfrewshire Council	8
East Renfrewshire Council	4
Inverclyde Council	4
TOTAL	16

The Chief Officer is the Assessor and Electoral Registration Officer ("the Assessor"), who reports to the Board on the management of the service.

The Clerk and Treasurer to the Board, together with the Assessor, provide the administrative, financial and organisational framework within which the Assessor and his staff operate.

The Assessor and ERO is responsible for three functions and services to the constituent authorities. These are:

- The compilation and maintenance of the Electoral Register.
- The maintenance and annual publication of the Council Tax Valuation List.
- The maintenance of the non-domestic Valuation Roll.

There are approximately 278,000 registered electors in the area, residing mainly in the 178,000 or so domestic subjects shown in the Council Tax Valuation List. The Valuation Roll has approximately 14,100 entries with a total rateable value in the region of £375m. The Assessor's service currently operates from an office in Paisley and employs the equivalent of approximately 39 full-time staff.

Renfrewshire Valuation Joint Board serves an area with a population of just over 350,000 based on the population statistics published in 2022 and based on a collection date of mid-2021.

The aim of the Board as an employer and a service provider is to ensure that all our stakeholders and employees are treated equally and fairly, and that discrimination and harassment are avoided. We wish to actively promote equality of opportunity and to ensure that our service delivery meets the needs of all sectors of the population we serve.

Our Aims

- To ensure that the services we provide are delivered in line with statutory provisions.
- To ensure that Equalities and Social Inclusion are central elements in our planning and delivery of services.
- To strive for continuous improvement in the delivery of our services.
- To ensure that our service provision reflects the needs and priorities of our stakeholders.
- To consult our stakeholders about the way we develop and deliver our services.
- To work in partnership with our constituent authorities to achieve improvements in service provision for our mutual customers.
- To publish information about the level of services customers can expect to receive.
- To develop clear and effective customer suggestion and complaint systems.

- To develop and maintain systems for measuring, monitoring and managing our performance.
- To develop systems which encourage employees to communicate openly.
- To promote a safe and healthy working environment for our employees.
- To encourage our employees to develop themselves to achieve their full potential.

With respect to the Equality Duty, the functions of Renfrewshire Valuation Joint Board are of a limited nature and are heavily prescribed by legislation.

Board's Three Main Functions

With regard to Council Tax, the Assessor's staff inspect and survey each new domestic property as required in order to assess the appropriate valuation band at which it should be entered on the Valuation List. Once the appropriate band is determined the details are passed to the relevant Council in order that the Council may levy Council Tax.

Therefore, the Assessor's engagement with members of the public for Council Tax is generally in order to make an appointment to inspect a property, to issue a Banding Notice giving details of the council tax band determined and to deal with appeals and enquiries which relate to the band.

With regard to Non-Domestic Rates, the Assessor's staff inspect and survey new or altered properties as required in order to assess the rateable value which should be entered in the Valuation Roll. The Assessor's staff will also re-assess the rateable value of every non-domestic property as part of each general revaluation. This normally took place every 5 years but from 2023 revaluations will take place every 3 years in line with the legislative amendments to the Valuation Acts. Once a revaluation is completed, the details of new and revised rateable values are passed to the relevant Council in order that non-domestic rates may be levied.

Therefore, the Assessor's engagement with members of the public for Non-Domestic Rates is generally in order to make an appointment to inspect a property, to issue a Valuation Notice giving details of the rateable value determined and to deal with proposals and enquiries which relate to the rateable value.

With regard to Electoral Registration, the Assessor's staff undertake an annual canvass by issuing a communication to each household and adhoc canvasses throughout the year. Under canvass reform legislation, the Electoral Registration Officer can now streamline this process and utilise other forms of communication. To maintain and ensure the accuracy of the Electoral Registers for the 3 constituent areas, other forms of checks, in line with data protection legislation are carried out with these checks supplemented by door-to-door enquiries where required. Individuals who are qualified to do so may apply to be added to the Electoral Register throughout the year.

New legislation covering electoral registration was enacted in 2022 and the main provisions of the Act that will impact the Board are the requirement for Voter ID for UK Parliamentary Elections, changes to the Absent Voting application process for the UK Parliamentary Elections and changes to the eligibility to be registered as an Overseas Elector.

Therefore, the Assessor's engagement with members of the public for Electoral Registration is during the annual and adhoc canvasses where information is gathered, dealing with general enquiries, applications to be added to the Electoral Register and for Voter ID.

The Board's core functions are heavily prescribed by statute and therefore these functions are freely available to all members of the public who meet the necessary statutory requirements in order for them to be entitled to those services. The Board's core functions are therefore, by their nature, non-discriminatory.

The Equality Act 2010 and Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 set out a number of duties for Public Authorities.

2.1 The General Equality Duty

The General Equality Duty requires public authorities, in the exercise of their functions to have due regard to the need to:

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

2.2 The Protected Characteristics

The public sector equality duty covers the following protected characteristics: age, disability, sex, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation. The public sector equality duty also covers marriage and civil partnerships, with regard to eliminating unlawful discrimination in employment.

Age

Relates either to a person or persons of similar age. The Act protects people of all ages. However, different treatment because of age is not unlawful if you can demonstrate that it is proportionate means of meeting a legitimate aim. Age is the only protected characteristic that allows employers to justify direct discrimination.

Disability

Person or persons have a disability if they have a physical or mental impairment that has a 'substantial' and 'long term' negative effect on your ability to do normal daily activities. 'Substantial' is more than minor or trivial, e.g. it takes much longer than it usually would to complete a daily task like getting dressed and 'long-term' means 12 months or more, e.g. a breathing condition that develops as a result of a lung infection. The Act protects the employee from discrimination arising from disability. The Act states it is discrimination to treat a disabled person unfavourably because of something connected with their disability (e.g., a tendency to make spelling mistakes arising from dyslexia). This type of discrimination is unlawful where the employer or other person acting for the employer knows, or could reasonably be expected to know, that the person has a disability. This type of discrimination is only justifiable if an employer can show that it is a proportionate means of achieving a legitimate aim. Additionally, indirect discrimination covers disabled people. This means that a job applicant or employee could claim that a particular rule or requirement the Board has in place disadvantages people with the same disability. This is unlawful unless it can be justified. The Act also makes it unlawful, except in certain circumstances, for employers to ask about a candidate's health before offering them work.

Gender reassignment

A person or persons who are proposing to undergo, are undergoing or have undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex. A reference to a transsexual person is a reference to a person who has the protected characteristic of gender reassignment. The Act does not require a person to be under medical supervision to be protected – so a woman who decides to live as a man but does not undergo any medical procedures would be covered.

Pregnancy and Maternity

Breastfeeding mothers are protected against discrimination for the first six months. After six months a breastfeeding mother is protected through the sex discrimination provisions in the Equality Act. The additional protection for the crucial first six months after a woman has given birth is in recognition of the fact that she needs the strongest possible protection against discrimination that may occur in the early months when it is most important to the health of both mother and child.

Marriage and Civil Partnership

Includes only a person or persons who are married or have civil partners.

Race

A person or persons referred to by colour, nationality and ethnic or national origins.

Religion or Belief

A person or persons of any religion or of no religion at all. Also includes a person or persons of any religious or philosophical belief or no belief at all. Discrimination because of religion or belief can occur even where both the discriminator and recipient are of the same religion or belief.

Sex

A reference to a person is to a man or a woman while a group reference is to persons of the same sex.

Sexual Orientation

Means a person's sexual orientation towards persons of the same sex, persons of the opposite sex or persons of either sex. A reference to a person is to a person of a particular sexual orientation while a group reference is to persons who are of the same sexual orientation.

The Act also makes explicit the concept of 'dual discrimination', where someone may be discriminated against or treated unfairly on the basis of a combination of two or more of the protected characteristics.

2.3 Discrimination Defined**Direct Discrimination**

Direct discrimination occurs when a person (including local authorities, trade unions, employment agencies, vocational training bodies etc.) discriminates against another if, because of their protected characteristic they are treated less favourably than others.

Discrimination by Association

This applies to race, religion or belief and sexual orientation as well as age, disability, gender reassignment and sex. This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Perception Discrimination

This applies to age, race, religion or belief and sexual orientation as well as disability, gender reassignment and sex. This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

Indirect Discrimination

The Act harmonises the different definitions of indirect discrimination which includes age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, and sexual orientation.

Under the Act it is an offence to discriminate against directly or indirectly, harass or victimise a person because they have one or more protected characteristic, or because they are associated with someone who has a protected characteristic. Indirect discrimination occurs when a policy or action appears neutral but its impact particularly disadvantages people with a protected characteristic, unless the person applying the provision can justify it as a proportionate means of achieving a legitimate aim.

Harassment

Harassment involves unwanted conduct which is related to a relevant protected characteristic and has the effect or purpose of violating an individual's dignity or creating a degrading, hostile, humiliating, intimidating, or offensive environment for the complainant. The Act also includes harassment based on perception and association. Employees can complain of behaviour that they find offensive even if it is not directed at them, and the complainant need not possess the relevant characteristics themselves.

Third Party Harassment

Covers age, disability, gender, gender reassignment, race, religion or belief, and sexual orientation. The Act makes the Board liable for harassment of their employees by people (third parties) who are not employees of the Board, such as customers or clients. The Board is only liable when harassment has occurred on at least two previous occasions, the employer is aware that it has taken place, and has not taken reasonable steps to prevent it from happening again.

Victimisation

Occurs when a person subjects an individual to detriment because the individual has brought proceedings under the Act, the individual has given evidence or information in connection with proceedings under this Act, the individual has done any other thing for the purposes of or in connection with the Act, or the individual has made an allegation (express or otherwise) that the person or any other person has contravened the Act.

A person is not protected from victimisation if they have maliciously made or supported an untrue complaint.

Renfrewshire Valuation Joint Board

Public Sector Equality Duty

PART 1

Mainstreaming the Equality Duty – Updated April 2023

The Board will, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment, victimisation, will advance equality of opportunity between persons who share a protected characteristic and persons who do not share it and will foster good relations between persons who share a protected characteristic and those who do not.

3. Embedding Equalities – Mainstreaming the Equality Duty

3.1 Top-Down Involvement

Equality of treatment is a fundamental right and the Assessor and ERO has taken steps to ensure that a culture of equality is embedded in the organisation. A top-down approach has been adopted and any issues relating to equality matters are discussed in full and thereafter information is cascaded down from the Management Team meetings via bullet points and individual team briefings.

All staff receive Equalities Training as part of the Board's commitment to keeping staff aware of any changes/issues which will affect them in their day-to-day business on behalf of the Board. This training is mandatory for all staff from the Assessor & ERO down through all staffing grades. A programme of refresher training is carried out every two years and is currently being completed by all staff.

3.2 Equal Pay

In April 2011, the Board implemented the national single status agreement for Local Authority Employees in Scotland. In accordance with this agreement all jobs have been re-evaluated to ensure that there is no gender bias. The re-evaluation was undertaken using the COSLA job evaluation model and, prior to implementation, an independent consultant was engaged to undertake an equality impact assessment of the outcomes. Following detailed analysis, the consultant confirmed that the proposed outcomes were technically robust and non-discriminatory and suitable for implementation by the Board. Every post, which is either new to the existing structure or is amended, is evaluated using the agreed, current COSLA job evaluation model.

In conjunction with re-evaluating all posts the Board introduced a revised pay structure and package of terms and conditions of employment. Again, the pay structure and package of terms and conditions were endorsed by the consultant as non-discriminatory in terms of their proposed application. An integral element of the revised pay structure and package of the terms and conditions is a range of policies which are aimed at, amongst other things, eliminating discrimination and promoting an appropriate work life balance.

With effect from 1st April 2021, the Board's lead authority, Renfrewshire Council, has revised the pay structure which will affect the Board's employees in a positive way. The effect of this new structure will reduce the number of pay grades, remove any overlaps between the pay grades and reduce the number of pay increments within each grade to a maximum of 5 by year 2025.

Having reviewed the pay structure, the terms and conditions and the equal pay related policies and procedures currently in place, the Board is satisfied that these are non-discriminatory and meet the Board's Equality Duties. However, the Board also recognises that it is important to continue to monitor these provisions and, with the support of Renfrewshire Council, will continue to update these and develop new policies as required.

3.3 Policies and Procedures

The Board has a range of policies and procedures in place, many of which are aimed at eliminating discrimination and promoting equality, some of which are listed below:

- Supporting Attendance at Work
- Acceptable Use (Information Technology)
- Complaints Handling Procedure
- Disciplinary Procedures
- Exit Questionnaires
- Flexi-Time Scheme
- Flexible Working Hours
- Flexible Retirement
- Grievance Procedures
- Health and Safety
- Job Share Scheme
- Maternity, Adoption & Paternity Leave Allowances and Related Issues
- Special Leave
- Lone Working
- Respect at Work
- Stress Policy
- Equality and Diversity at Work
- Code of Conduct
- Carers Leave
- Unacceptable Actions
- Supporting Menopause

The Board is satisfied that the above Policies and Procedures are non-discriminatory and meet the Board's Equality Duties. However, the Board also recognises that it is important to continue to monitor these provisions and, supported by Renfrewshire Council, will continue to update these, and develop new policies as required. Any new policies or amendments to existing policies will be impact assessed before implementation. Arrangements are in place to facilitate regular meetings with representatives from Renfrewshire Council to discuss these issues.

3.4 Recruitment and Selection

The Board operates a policy to ensure that recruitment and selection is undertaken within a framework which is fair, consistent, avoids discriminatory practices and provides equal access to all jobs. It includes a commitment that any disabled applicant who satisfies the minimum requirements will be invited for interview.

In conjunction with this policy, provision has been made to monitor amongst other things the racial, gender, disability, and marital status of both successful and unsuccessful applicants. This information is not available to the interview panel.

In addition, all managers within the service completed a course on Equality and Diversity in Recruitment & Selection in November 2021 and any new managers must complete the course when they take up their new position.

3.5 Service Plan

The Board has a 3-year Strategic Service Plan, of which equalities form an important part. The Plan is approved by the Board and annual updates to the Plan are reported to the Board. The Plan is therefore under review and monitoring during the 3-year period. Any changes made are relayed by Line Managers to all staff via team briefings. The Plan and the annual updates are published on the Board's website www.renfrewshire-vjb.gov.uk.

3.6 Access to the Board's Premises

The Board operates out of the ground floor of the Robertson Centre in Paisley. The building has been adapted for wheelchair accessibility and provides disabled toilet facilities.

There is good car parking associated within the curtilage of the office. Specific spaces have been reserved as disabled parking bays.

3.7 Communication with the Board

The Board's Website includes a facility to translate the content into the five most used languages in Scotland – Polish, Urdu, Arabic, Punjabi, Chinese (Mandarin). We have also added the ability to translate into Gaelic. If a stakeholder wished another language, we would add this on request.

The Board also subscribes to an interpretation and translation service which is available to all stakeholders who wish to use this service by contacting any member of the Board's staff.

The Board creates a number of publications which are available in hard copy on request. The Board also publishes information on its website www.renfrewshire-vjb.gov.uk.

3.8 Training

Funding for training for all staff is a difficult issue. Nevertheless, the Board does have a Training Team who review the opportunities for additional training.

Training is an important tool to ensure that staff are aware of the importance of Equality issues and to ensure that they behave in a way that is non-discriminatory.

As previously mentioned, the Assessor & ERO has adopted a Top-Down Strategy and has ensured that the Assessor, the Management Team and all staff have undergone Equality & Diversity Training. This training is mandatory and all "new starts" complete this training as part of their induction package.

Refresher courses in Equality & Diversity are mandatory and must be completed every two years and are currently being completed by all staff.

3.9 Appeals and Complaints to the Board

The Board has in place provisions whereby our service users may complain about the organisation and have adopted the new Scottish Public Sector Ombudsman Customer Complaint Handling Policy which was effective from 1st April 2021. The Customer Complaint Handling Policy is available to the public and published on our website.

The Policy is available to all staff via our document management system and is part of the induction material to be read by all new starts commencing employment with the Board.

3.10 Customer Satisfaction Surveys

The Board has a customer satisfaction survey which is an online form, accessible via a link contained within every email sent by RVJB staff. In addition to asking questions regarding the service the stakeholder received from the Board, it also asks if the services provided by the Assessor and ERO are inclusive, free from discrimination and if our services are easy to access. The responses to these questions have been mostly positive with a small number stating the stakeholder does not know. Each response is recorded and analysed with the results discussed at management team meetings and any actions arising are cascaded to the relevant members of staff or teams..

3.11 Scottish Assessors Association

The Assessor is a member of the Governance Committee of the Scottish Assessors' Association which has equality issues as a standing item on the Agenda of its regular meetings.

In brief, the Scottish Assessors' Association was instituted in 1886 and is a voluntary organisation where all Assessors and their senior staff are members. One of the functions of the Association is to facilitate consistency of approach in the administration of rating, council tax and electoral registration services throughout Scotland. Being a member of the Scottish Assessors' Association Governance Committee gives the Assessor, and his staff, the opportunity to share information on equality issues and agree best practices with colleagues from throughout Scotland.

3.12 Impact Assessment

The Board adopts, wherever appropriate, the policies, practices, and procedures of Renfrewshire Council. This includes, among others, policies concerning; Equality and Diversity at Work, Respect at Work, Unacceptable Actions and Carers Leave, etc.

The equality impact of the policies and procedures the Board adopts from Renfrewshire Council will be assessed by Renfrewshire Council. Any changes arising from such impact assessment will be reflected by updating the Board's policies, practices, and procedures in line with those of Renfrewshire Council.

The Board's Management Team will review the impact on equality groups of the practices and procedures followed in the exercise of its statutory functions, which do not directly follow those of Renfrewshire Council, at the regular management meetings.

Where impacts arising from these practices and procedures are considered to be of high relevance a full impact analysis will be carried out in accordance with Renfrewshire Council's guidance. In addition, in order for the Management Team to carry out a full impact analysis effectively, all members of the Management Team will complete an Equality and Human Rights Impact Assessment online training course.

3.13 Procurement

Regulation 9 of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, imposes a duty on public bodies when considering award criteria and conditions in relation to public procurement, to have due regard to whether the award criteria should include considerations which will help it meet its Equality Duty. Any such award criteria should be related to and proportionate to the subject matter of the proposed agreement.

Currently the Board enters very few procurement contracts directly. Contracts of any substance are procured via a list of approved contractors supplied by the Scottish Government and are subject to their procurement procedures in accordance with the Public Contracts (Scotland) Regulations 2012. Any contracts the Board does enter in to directly are generally small in terms of the service procured and Renfrewshire Council's Procurement Service would provide guidance throughout the process. Notwithstanding, the Board will have due regard to whether the award criteria should include considerations to enable us to better perform the Equality duty. By having due regard to the above, the Board can satisfy its requirements under Regulation 9 of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.

3.14 Exit Questionnaires

The Board has procedures for Exit Questionnaires and all staff leaving the service are invited to complete a questionnaire. Any equality related issues are highlighted and reported to the Management Team where appropriate.

3.15 Electoral Registration

Electoral Registration Officers continue to actively engage and encourage all members of the public to become registered and the underrepresented groups continue to be looked at in detail in terms of one of our Equality Outcomes, please see more information on this in Part 3 – Progress since 2021 and our Aims for 2023-25.

Renfrewshire Valuation Joint Board

Public Sector Equality Duty

PART 2

Workforce Monitoring Report for 2022/23

INTRODUCTION

The Board is committed to providing a working environment which values diversity and fosters a workplace culture which is free from unlawful discrimination, harassment, victimisation or bullying and where all employees and our stakeholders are treated with dignity and respect.

One of the key tools the Board can use to evaluate the effectiveness of our equality measures is to monitor the make-up of staff annually. By doing this, we are better able to identify any equality issues in employment and take action if required. Monitoring also enables us to understand the impact of our policies and procedures on the teams and identify any trends or patterns.

The data from the Board's workforce was gathered during the first quarter of 2023 and despite there being no requirement for staff to complete the survey, 49% of employees returned the questionnaire.

The analysis for each protected characteristic is based on the forms returned.

1. WORKFORCE

1.1 Profile of Workforce by Age

- The largest percentage of our workforce is made up by employees in the 41 to 60 age group which make up 45% of staff and the age bracket of 22-30 is 35%. 10% of employees are aged 31 to 40, 10% are aged 61-71+.
- The split of our part time work force is 25% aged 22-30, 50% between 41-50 and 5% aged 71+.

Grievance by Age

- There have been no recorded grievances.

Disciplinary Proceedings by Age

- There have been no disciplinary proceedings.

1.2

Age Range	All Staff	Full Time	Part Time
16 -17	0%	0%	0%
18 -21	0%	0%	0%
22 – 30	35%	40%	20%
31 – 40	10%	13.4%	0%
41 – 50	20%	13.4%	40%
51 – 60	25%	26.6%	20%
61 – 65	5%	6.6%	0%
66 – 70	0%	0%	0%
71+	5%	0%	20%
Do not wish to declare	0%	0%	0%

Profile of Workforce by Caring Responsibility

- 32% of the staff have caring responsibilities while 65% have none. 5% do not wish to declare if they have caring responsibilities.
- 40% of our part time workforce have a caring responsibility.

Grievance by Carer Responsibility

- There have been no recorded grievances.

Disciplinary Proceedings by Carer Responsibility

- There have been no disciplinary proceedings.

Carer Responsibility	All Staff	Full Time	Part Time
No	65%	73.3%	40%
Yes	30%	26.7%	40%
Do not wish to declare	5%	0%	20%

1.3 Profile of Workforce by Disability

- 10% of employees have stated that they have a disability. 85% do not have a disability. The remainder did not wish to declare.

Disability and Grievance

- There have been no recorded grievances.

Disciplinary Proceedings

- There have been no disciplinary proceedings.

Disability	All Staff	Full Time	Part Time
No	85%	86.7%	80%
Yes	10%	13.3%	0%
Do not wish to declare	5%	0%	20%

1.4 Profile of Workforce by Sex

- The Board's workforce is predominantly female, with 60% of employees being female and 40% male. However this is closer to parity than the national position within local authorities.
- Our Part time workforce is all female.

Grievances by Sex

- There have been no recorded grievances.

Disciplinary Proceedings by Sex

- There have been no disciplinary proceedings.

Sex	All Staff	Full Time	Part Time
Female	60%	46.7%	100%
Male	40%	53.3%	0%
Do Not Wish To Declare	0%	0%	0%

1.5 Profile of Workforce by Sexual Orientation

- 100% of the staff are heterosexual/straight.

Grievances by Sexual Orientation

- There have been no recorded grievances.

Disciplinary Proceedings by Sexual Orientation

- There have been no disciplinary proceedings.

Sexual Orientation	All Staff	Full Time	Part Time
Bisexual	0%	0%	0%
Gay or Lesbian	0%	0%	0%
Heterosexual/straight	100%	100%	100%
Other	0%	0%	0%
Do not wish to declare	0%	0%	0%

1.6 Profile of Workforce by Gender Reassignment

- 95% of staff have the same gender as the one assigned at birth and 5% of the workforce do not wish to declare.

Gender Reassignment and Grievance

- There have been no recorded grievances.

Disciplinary Proceedings by Gender Reassignment

- There have been no disciplinary proceedings.

Is Gender same as one at Birth	All Staff	Full Time	Part Time
Yes	95%	93.3%	100%
No	0%	0%	0%
Do Not Wish To Declare	5%	6.7%	0%

1.7 Profile of Workforce by Marital Status & Civil Partnership

- 30% of the Board's employees are married. 55% have never been married or registered in a same sex partnership, 10% are divorced and 5% are widowed.
- 80% of our part time workforce are married and 20% are widowed.

Marital Status, Civil Partnership and Grievance

- There have been no recorded grievances.

Disciplinary Proceedings

- There have been no disciplinary proceedings.

Marriage and Civil Partnership	All Staff	Full Time	Part Time
Divorced	10%	13.3%	0%
Formerly in same sex partnership which is now legally dissolved	0%	0%	0%
In registered same sex civil partnership	0%	0%	0%
Married	30%	13.3%	80%
Never married or registered in same sex partnership	55%	73.4%	0%
Separated but still legally married	0%	0%	0%
Separated but still legally in same sex civil partnership	0%	0%	0%
Surviving partner from same sex civil partnership	0%	0%	0%
Formerly in same-sex civil partnership civil partnership	0%	0%	0%
Widowed	5%	0%	20%
Do not wish to declare	0%	0%	0%

1.8 Profile of Workforce by Pregnancy and Maternity

- One member of staff returned from Maternity Leave within 2022/2023.

1.9 Profile of Workforce by Race

- 100% of staff are White.

Grievance by Ethnicity

- There have been no recorded grievances.

Disciplinary Proceedings by Ethnicity

- There have been no disciplinary proceedings.

Race	Collective Group	All Staff	Full Time	Part Time
White	British – all countries	100%	75%	25%

1.10 Profile of Workforce by Religion and Belief

- 40% of staff declared as Christian, 45% have no religion and 15% prefer not to declare.
- 40% of our part time workforce and 40% of our full time workforce are Christian.

Grievance by Religious Belief

- There have been no recorded grievances.

Disciplinary Proceedings by Religious Belief

- There have been no disciplinary proceedings.

Religion and Belief	All Staff	Full Time	Part Time
Buddhist	0%	0%	0%
Christian	40%	40%	40%
Hindu	0%	0%	0%
Jewish	0%	0%	0%
Muslim	0%	0%	0%
No Religion	45%	53.3%	20%
Other	0%	0%	0%
Sikh	0%	0%	0%
Do not wish to declare	15%	6.7%	40%

2. GENDER PAY REPORTING

The average hourly rates of pay for our staff as of 31st March 2023 are shown below:

Grouping	Mean Average Hourly Rate	Difference from All Male
All Female	£20.04	0%
All Male	£20.03	
Female Full Time	£19.27	3.5%
Male Full Time	£20.03	
Female Part Time	£21.66	-7.5%
Male Part Time*	-	

The median hourly rates of pay for our staff as of 31st March 2023 are shown below:

Grouping	Median Hourly Rate	Difference from All Male
All Female	£18.68	-7.5%
All Male	£17.29	
Female Full Time	£17.85	-3.25%
Male Full Time	£17.29	
Female Part Time	£21.45	-19.5%
Male Part Time*	-	

Please note part-time is any employee with a working pattern averaging fewer than 35 hours per week.

*There are no part time male workers.

The table below shows the distribution by gender across the Board's pay grades:

Grade	All	Male	Female
Grade 1	0%	0%	0%
Grade 2	0%	0%	0%
Grade 3	18%	57%	43%
Grade 4	15%	33%	67%
Grade 5	2%	0%	100%
Grade 6	12%	60%	40%
Grade 7	5%	0%	100%
Grade 8	5%	100%	0%
Grade 9	10%	25%	75%
Grade 10	22%	33%	67%
Grade 11	0%	0%	0%
Grade 12	2%	100%	0%
Grade 13	0%	0%	0%
Grade 14	5%	0%	100%
Grade 15	2%	0%	100%
Grade 16	0%	0%	0%
CO Grades	2%	100%	0%
All Grades		41%	59%

3. EQUAL PAY STATEMENT

The Board is committed to the principles of equal opportunities for all and to ensure that employees are not discriminated against irrespective of their sex, age, race, disability, sexual orientation, gender reassignment, marriage/civil partnership, pregnancy, maternity, religion or belief.

As an employer, the Board will continuously strive to treat all staff equally as individuals, free from any prejudice or other bias and will take action to eliminate any form of discrimination it encounters. However, the Board also recognises it is important to continue to monitor these provisions and, with the support of Renfrewshire Council, will continue to update these and develop new policies as required.

With regard to the Gender Pay Gap reporting it should be noted that this is an arithmetical calculation with the median hourly rate showing a pay gap. This is due to the fact that as the grades progress the gender balance is towards female. The gender pay gap figure should be treated with caution as anyone employed at the same grade is paid the same salary regardless of gender.

4. STAFF RETENTION

All members of staff on leaving the Board's employment are requested to complete an exit questionnaire. The responses in these questionnaires are considered and actioned where required. During 22/23 thirteen members of staff left and this level of staff leaving is not uncommon throughout the 14 Assessors offices within Scotland.

5. **RECRUITMENT MONITORING FOR 2022/23**

For recruitment purposes the Board utilises 'MyJobScotland' which is the national jobs portal for all of Scotland's 32 councils. Completing an equalities questionnaire is not mandatory to apply for a position within the Board, although disability information is required as the Board has a commitment that any disabled applicant who satisfies the minimum requirements will be invited for interview.

During 2022/23 the Board advertised 21 posts, due to the possibility of identifying individuals, the analysis relates to all vacancies as opposed to individually identifying returns for each post advertised.

The analysis for each protected characteristic is based on the forms returned for each post advertised.

Age Range	Percentage of Applicants
16 -17	0%
18 -21	8%
22 – 30	33%
31 – 40	25%
41 – 50	17%
51 – 60	17%
61 – 65	0%
66 – 70	0%
71+	0%
Do not wish to declare	0%

Carer Responsibility	Percentage of Applicants
No	50%
Yes	50%
Do not wish to declare	0%

Disability	Percentage of Applicants
No	92%
Yes	8%
Do not wish to declare	0%

Gender Reassignment	Percentage of Applicants
No	92%
Yes	0%
Do not wish to declare	8%

Marriage and Civil Partnership	Percentage of Applicants
Single	25%
Married/Civil Partnership	25%
Living with Partner	25%
Divorced	25%
Divorced/Separated	0%
Separated	0%
Widowed	0%
Do not wish to declare	0%

Ethnic Group	Percentage of Applicants
White	83%
Mixed or Multiple Ethnic Groups	0%
Asian, Asian Scottish or Asian British	17%
African	0%
Caribbean or Black	0%
Arab	0%
Other	0%
Do not wish to declare	0%

Religion and Belief	Percentage of Applicants
Buddhist	8%
Church of Scotland	17%
Hindu	0%
Humanist	0%
Jewish	0%
Muslim	8%
No Religion	42%
Other Christian	0%
Sikh	0%
Pagan	0%
Roman Catholic	17%
Other	0%
Do not wish to declare	8%

Sex	Percentage of Applicants
Female	83%
Male	17%
Do not wish to declare	0%

Sexual Orientation	Percentage of Applicants
Bisexual	0%
Gay or Lesbian	10%
Heterosexual/straight	90%
Other	0%
Do not wish to declare	0%

Staff Survey

Renfrewshire Valuation Joint Board is an employer that promotes equality of opportunity and where diversity is welcomed and respected. Do you agree there exists a perception of equality & opportunity?

	Percentage of Applications
Agree	100%
Disagree	0%
Prefer Not to Say	0%

Do you agree diversity is welcomed and respected?

	Percentage of Applications
Agree	100%
Disagree	0%
Prefer Not to Say	0%

Everyone who works for RVJB fully appreciates the equalities duties placed on both the Board and their own individual duty to promote equality and prevent harassment and discrimination. Do you agree that as an employee of the Board you have a duty to adhere to the Board's policy and the Equalities and Duty as part of your employment?

	Percentage of Applications
Agree	100%
Disagree	0%
Prefer Not to Say	0%

Renfrewshire Valuation Joint Board

Public Sector Equality Duty

PART 3

Equality Outcomes – Progress since 2021 and our Aims for 2023/25

INTRODUCTION

In 2021 we continued with the set three Equality Outcomes that had been identified in 2019, these reflected the size and nature of the Renfrewshire Valuation Joint Board. Our first two outcomes covered age and gender imbalance. Our third target was focused on Electoral Registration and in particular to work with underrepresented groups and those with protected characteristics.

EQUALITY OUTCOMES

Equality Outcome 1

Young People have a greater representation within our workforce

Inequality Problem

In 2021 young people were underrepresented within our workforce.

General Equality Duty

To “Advance equality of opportunity between persons who share a protected characteristic and those who don’t” and,

“Foster good relations between persons who share a relevant protected characteristic and persons who do not share it”.

Progress

Since 2021, we have increased the number of young people who have joined the Board. As of 31st March 2023, using our employee information, 31% of staff are aged 30 or younger which is a marked increase of young staff members from 2021. Within the age bracket of 51 to 60, the percentage of the workforce is now 36% which is a reduction from 2021.

We have reduced the average age of our workforce to 43, which is a significant reduction from previous years as the Board is a small organisation with only a workforce of 42.

Review

The good progress made in altering the staff age profile from 2021 is as a result of the changes to the recruitment market for surveyors resulting in the Board advertising for a number of trainee positions e.g., trainee valuer/technician. This has been attractive for young people to earn while studying for a qualification.

As a result of this progress, we believe we have achieved this Equality Outcome and have advanced our general equality duty in relation to age.

Equality Outcome 2

Gender Segregation within our Administrative Section is improved

Inequality Problem

In 2021 we have again identified within our Administrative section there is a very marked and obvious issue concerning gender segregation.

22% of our administration sections were male and at that time the administration sections totaled 46% of the total workforce, therefore, the gender segregation evident there is not insignificant.

General Equality Duty

To “Advance equality of opportunity between persons who share a protected characteristic and those who don’t” and,

“Foster good relations between persons who share a relevant protected characteristic and persons who do not share it”.

Progress

Since 2021, we have increased the number of male staff members employed in administration. As of 31st March 2023, using our employee information, 14 members of staff are employed within either our clerical or technical support sections. 36% of the staff within these sections are male which is an increase from 22% in 2021 which is a significant increase when looking at the size of the organisation, the Board only has 42 members of staff.

Review

As a result of this progress, we believe we have achieved this Equality Outcome and have advanced our general equality duty in relation to sex.

Equality Outcome 3

Increasing the representation of underrepresented groups and those with protected characteristics are empowered to actively contribute and participate in Electoral Registration.

Inequality Problem

The Electoral Register is the cornerstone to democracy and public accountability within the United Kingdom. Electoral Registration Officers actively engage and encourage all members of the public to become registered and during 2021-23 this resulted in a number of initiatives and activities undertaken by the Board, the most significant examples are listed below.

During 2020, as a result of the Scottish Elections (Franchise and Representation) Act 2020, the voting franchise in Scotland was widened. In relation to the Scottish Parliament and local government elections in Scotland, the Act gave the right to extend the electoral franchise to include all those with a legal right to live in Scotland and extending the right to vote to prisoners sentenced to 12 months or less. This extension also applies in respect of other devolved elections that rely on the local government franchise.

General Equality Duty

To “Advance equality of opportunity between persons who share a protected characteristic and those who don’t “and,

“Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.”

Progress Made

Since the adoption of this Equality Outcome, the Board has;

- **Increase Public Awareness of the changes to the Election Franchise in Scotland**

The ERO continues to work with various external bodies e.g., the Scottish Refugee Council, Electoral Commission and the Scottish Prisoner Service (SPS) to raise awareness of the rights of people affected by the changes to the election franchise in Scotland.

RVJB website is signposted to alert the potential electors who are now eligible to vote to have access to the information they need to apply to register to vote. In addition, an interpretation and translation service was sourced and subscribed to, to help stakeholders wishing to engage with our staff and understand their rights with no barriers.

- **Private Rented Accommodation**

This has been identified previously as an underrepresented group and there is evidence from the Electoral Commission of under registration. To help address this we promote the inclusion into the landlords “Tenancy Packs “a postcard encouraging the tenants to register giving our contact details. We also engage with private landlords directly to encourage information to be shared with their tenants to promote registration.

- **Accessibility Groups**

The Electoral Registration Officer through the Scottish Assessors Association (SAA) is involved in increasing the accessibility of voting to all in conjunction with both the Cabinet Office and

Scottish Government. During 21-23 SAA members engaged with representatives of suffering from, e.g., visual impairment, mental health and learning disabilities to gain knowledge regarding the issues facing the participants. This work is part of a national strategy for both Scottish Government and UK Parliament to make elections more accessible to all stakeholders.

- **Target Young Voters**

We had, for a considerable number of years, engaged with our local secondary schools in our three constituent authorities delivering Registration Workshops. As a result of resource implications, we decided to deliver bespoke training to the Council's respective Community Education Officers which allowed them to deliver the relevant workshops. Despite the resource implications, the ERO is committed to encouraging young people to engage in the democratic process and as a result of this, staff have attended bespoke outreach events for this age group and where possible, will attend local secondary schools in the three constituent authorities.

We also actively engage with our three constituent authorities' Education Departments to ensure we have the relevant up to date data to allow this age group to register to vote.

Review

Covid restrictions have inhibited the engagement the Board could have had with the underrepresented groups but since restrictions have lifted, staff have engaged with partnership organisations to promote and attend outreach events for young people. More work is required to engage with other underrepresented groups and this is planned for 2023 to 2025. As a result of this, the Equality Outcome will continue to be in place until 2025.

During 2023-25

Our aim going forward is to build on what we have already achieved, and to carry out the following activities:

- Increase public awareness to maximise registration, in particular targeting the underrepresented groups.
- Continue to liaise closely with the local authority Education Departments to obtain names and addresses of young people or young attainers eligible to be added to the Electoral Register in line with data protection legislation.
- Continue to liaise closely with further education colleges and universities.
- Through the SAA, the Association of Electoral Administrator, the Electoral Management Board, and other groups advise on the likely impact on registration levels of new legislation. Adopt, where appropriate, best practice in the registration process as advised by the Electoral Commission.

New Equality Outcome

The Board is seen as an inclusive equal opportunities employer where all staff feel valued and respected.

Inequality Problem

The Board is committed to providing a working environment which values diversity and fosters a workplace culture which is free from unlawful discrimination, harassment, victimisation or bullying and where all employees and our stakeholders are treated with dignity and respect. The Board is also committed to being an inclusive organisation which supports employees, regardless of their background or circumstance, to thrive at work and allowing all staff to contribute and feel part of an organisation.

One of the key tools the Board uses to evaluate the effectiveness of our equality measures is to monitor the make-up of staff annually. To do this staff are invited to complete questionnaires with respect to their protected characteristics. An additional survey with the following three questions is also attached with the equalities questionnaire.

- Renfrewshire Valuation Joint Board is an employer that promotes equality of opportunity and where diversity is welcomed and respected. Do you agree there exists a perception of equality & opportunity?
- Do you agree diversity is welcomed and respected?
- Everyone who works for RVJB fully appreciates the equalities duties placed on both the Board and their own individual duty to promote equality and prevent harassment and discrimination. Do you agree that as an employee of the Board you have a duty to adhere to the Board's policy and the Equalities and Duty as part of your employment?

For 2023 49% of employees completed a questionnaire and the additional survey. The three questions listed above were answered positively by all staff completing the questionnaire.

In addition, questionnaires relating to equalities are issued with application packs for all posts within the Board in order for recruitment monitoring to be carried out. For the year 2022/23 only 30% of applicants completed the recruitment equalities questionnaire.

The return rate for both staff surveys is at an acceptable level, but the Board is looking for the return rate to be higher to ensure the survey is an accurate reflection of our workforce and their views and we will identify ways in which we can increase the responses submitted.

The Board will also continue to try and create an environment where staff feel confident about declaring protected characteristics, where applicable. It will also help build on the Board's existing inclusive workplace.

The Board will build on the training already provided to all staff and ensure the relevance of training. A good, structured training programme reinforces the Board's ethics, values, policies, vision and mission.

General Equality Duty

To “Advance equality of opportunity between persons who share a protected characteristic and those who don’t “and,

“Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.”

Summary of Equality Outcomes for 2023-25

For the next two years the Equality Outcomes for the Board are;

Equality Outcome 1 – The Board is seen as an inclusive equal opportunities employer where all staff feel valued and respected.

Equality Outcome 2 - Increasing the representation of underrepresented groups and those with protected characteristics are empowered to actively contribute and participate in Electoral Registration.

Appendix 1

Monitoring Information Form

Monitoring Information



The elimination of discrimination, harassment, victimisation and other conduct prohibited under the Equality Act 2010 and the advance of equality of opportunity and fostering good relations are at the heart of every activity of the Valuation Joint Board. The Board is committed to equal opportunities in employment, with the aim of ensuring that everyone who works for us receives fair treatment and we positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status.

The information you provide on this form will be used to help achieve that commitment. **The information will not be shared with other members of staff and the information will be retained confidentially and used only for equalities monitoring purposes.**

Effective monitoring is an important means of measuring our performance and progress towards our equality and diversity goals. It also allows us to fulfil our legal requirements to collate equality information, required by the public sector equality duty. The collated information will not only help the Board demonstrate compliance with the law but will also assist in concentrating efforts on achieving a truly inclusive and diverse workforce.

The information collected will help us to identify disparities in outcomes and experiences between groups, identify trends over periods of time, to investigate the reasons for these differences and to put suitable actions in place. To help us achieve this aim we ask you to complete this monitoring form. We collate equality information on age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status.

The request for this information and how it is used is within the scope of data protection legislation specifically the General Data Protection Regulations and the Data Protection Act 2018 which allows for the collation and reporting of special category data for monitoring purposes.

Where relevant the information may be used to assist us in the delivery of equal opportunity measures.

Please choose one option from each of the sections listed below and then tick or place an X in the appropriate box.

A. Your age

16 – 17	<input type="checkbox"/>
18 – 21	<input type="checkbox"/>
22 – 30	<input type="checkbox"/>
31 – 40	<input type="checkbox"/>
41 – 50	<input type="checkbox"/>
51 – 60	<input type="checkbox"/>
61 – 65	<input type="checkbox"/>
66 - 70	<input type="checkbox"/>
71 +	<input type="checkbox"/>
Do not wish to declare	<input type="checkbox"/>

B. Your disability

The Board believes that people are disabled by the barriers society places in their way and not by their own impairments. Providing this information will allow us to monitor our commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect.

Do you consider yourself to have a disability?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Do not wish to declare	<input type="checkbox"/>

C. Your ethnic group

(These are based on the Census 2022 categories)

Asian/ Scottish Asian / British Asian

Bangladeshi, Scottish Bangladeshi, British Bangladeshi	<input type="checkbox"/>
Chinese, Scottish Chinese, British Chinese	<input type="checkbox"/>
Indian, Scottish Indian, British Indian	<input type="checkbox"/>
Pakistani, Scottish Pakistani, British Pakistani	<input type="checkbox"/>
Any other Asian background (specify below if you wish)	<input type="checkbox"/>

African, Scottish African or British African

Any African background (specify below if you wish)	<input type="checkbox"/>
----------------------------------------------------	--------------------------

Caribbean or Black

Any Caribbean or Black background (specify below if you wish)	<input type="checkbox"/>
---------------------------------------------------------------	--------------------------

Mixed/ Multiple Ethnic Groups

Any mixed or multiple ethnic group (specify below if you wish)	<input type="checkbox"/>
----------------------------------------------------------------	--------------------------

Other Ethnic Group

Arab, Scottish Arab or British Arab	<input type="checkbox"/>
Any other Ethnic Group (specify below if you wish)	<input type="checkbox"/>

White

Scottish	<input type="checkbox"/>
Other British	<input type="checkbox"/>
Irish	<input type="checkbox"/>

Polish	<input type="checkbox"/>
Gypsy /Traveller	<input type="checkbox"/>
Roma	<input type="checkbox"/>
Showman / Showwoman	<input type="checkbox"/>
Any other White background (specify if you wish)	<input type="checkbox"/>

Do not wish to declare

Do not wish to declare	<input type="checkbox"/>
------------------------	--------------------------

D. Your sex

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Do not wish to declare	<input type="checkbox"/>

E. Is your present gender the same as the one assigned to you at birth?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

F. Your sexual orientation

Which of the following options best describes how you think of yourself?

Bisexual	<input type="checkbox"/>
Gay/ Lesbian	<input type="checkbox"/>
Straight / Heterosexual	<input type="checkbox"/>
Other (specify below if you wish)	<input type="checkbox"/>
Do not wish to declare	<input type="checkbox"/>

G. Your religion or belief

(These are based on the Census 2022 categories)

None	<input type="checkbox"/>
Church of Scotland	<input type="checkbox"/>
Roman Catholic	<input type="checkbox"/>
Other Christian (specify below if you wish)	<input type="checkbox"/>
Muslim (specify denomination or school below if you wish)	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Pagan	<input type="checkbox"/>
Any other religion or belief (specify if you wish)	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

H. What is your legal marital or same-sex civil partnership status?

(These are based on the Census 2022 categories)

Never Married and never registered in a civil partnership	<input type="checkbox"/>
Married	<input type="checkbox"/>
Separated, but still legally married	<input type="checkbox"/>
Divorced	<input type="checkbox"/>
Widowed	<input type="checkbox"/>
In a registered civil partnership	<input type="checkbox"/>
Separated, but still legally in a same-sex civil partnership	<input type="checkbox"/>

Formerly in a civil partnership which is now legally dissolved	<input type="checkbox"/>
Surviving partner from a civil partnership	<input type="checkbox"/>
Do not Wish to Declare	<input type="checkbox"/>

I. Do you perform the role of a carer?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Do not wish to declare	<input type="checkbox"/>

Name	
Date	

Appendix 2

Recruitment Questionnaire



EQUAL OPPORTUNITIES MONITORING FORM

CONFIDENTIAL

In order to check the effectiveness of the Board's Equality and Diversity Policy, The Board monitors a range of areas where people may experience discrimination. The Board would be pleased if you would complete the form below. The information you give will not be available to people involved in the selection process and will be used for monitoring purposes only. All information will be treated in strict confidence and no names will be shown in any statistics produced.

1. POST DETAILS

Advert Reference Number: _____ Post Title _____

Service: _____ ☐ full-time ☐ part-time

2. GENDER IDENTITY

How would you describe your gender?

☐ Female ☐ Male ☐ Prefer not to answer

Have you ever identified as a transgender person or trans person?
(for the purpose of this question, 'transgender' is defined as an individual who lives, or wants to live, full-time in the gender opposite to that which they were assigned at birth)

☐ Yes ☐ No ☐ Prefer not to answer

3. MARITAL STATUS

What is your legal marital status?

☐ Single ☐ Married/Civil Partnership ☐ Living with partner
☐ Divorced/Separated ☐ Widowed ☐ Prefer not to answer

4. AGE

What is your date of birth?

Day _____ Month _____ Year _____ ☐ Prefer not to answer

5. CARING RESPONSIBILITIES

Do you have caring responsibilities? (Please tick all that apply)

☐ Yes (children under 18) ☐ Yes (other) ☐ No
☐ Prefer not to answer

6. RELIGION OR BELIEF

What is your religion or belief?

☐ Buddhist ☐ Church of Scotland ☐ Hindu ☐ Humanist ☐ Jewish
☐ Muslim ☐ None ☐ Other Christian ☐ Sikh ☐ Pagan
☐ Roman Catholic ☐ Prefer not to answer ☐ Other religion or belief, please specify _____

7. SEXUAL ORIENTATION

What is your sexual orientation?

☐ Bisexual ☐ Gay ☐ Heterosexual/Straight ☐ Lesbian ☐ Prefer not to answer

8. NATIONAL IDENTITY

What is your national identity?

☐ Scottish ☐ English ☐ Welsh ☐ Northern Irish ☐ British ☐
☐ Prefer not to answer Other, please specify _____

9. ETHNIC GROUP

What is your ethnic group? For this question, you should choose one section from A to G to indicate your ethnic group. Choose H if you prefer to not answer this question.

A. White

- ☐ Scottish
☐ Other British
☐ Irish
☐ Gypsy/Traveller
☐ Eastern European (for example Polish)
☐ Other white ethnic group, please specify _____

B. Mixed or Multiple Ethnic Groups

- ☐ Any mixed or multiple ethnic groups, please specify _____

C. Asian, Asian Scottish or Asian British

- ☐ Pakistani, Pakistani Scottish or Pakistani British
☐ Indian, Indian Scottish or Indian British
☐ Bangladeshi, Bangladeshi Scottish or Bangladeshi British
☐ Chinese, Chinese Scottish or Chinese British
☐ Other, please specify _____

D. African

- ☐ African, African Scottish or African British
☐ Other, please specify _____

E. Caribbean or Black

- ☐ Caribbean, Caribbean Scottish or Caribbean British
☐ Black, Black Scottish or Black British
☐ Other, please specify _____

F. Arab

- ☐ Arab, Arab Scottish, Arab British
☐ Other, please specify _____

G. Other

- ☐ Other, please specify _____

H. Prefer not to answer

- ☐ Prefer not to answer

10. DISABILITY

Under the terms of the Equality Act 2010, a disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day tasks.

Do you consider that you have a disability?

- ☐ Yes ☐ No ☐ Prefer not to answer

If yes to the above question, please state the type of impairment which applies to you. You may indicate more than one. If none of the categories apply, please mark 'Other' and specify the type of impairment.

- ☐ Learning disability (such as Down's Syndrome or dyslexia) or cognitive impairment (such as autism or head injury) ☐ Physical Impairment (such as difficulty using your arms or mobility issues which means using a wheelchair or crutches)
☐ Long standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease or epilepsy) ☐ Sensory Impairment (such as being blind/ having serious visual impairment, or being deaf/ having a serious hearing impairment)
☐ Mental health condition (such as depression or schizophrenia)
☐ Other (such as disfigurement) please specify _____ ☐ Prefer not to answer

If you have a disability and you require assistance to enable you to attend for, and participate fully in the interview process (for example ramp access, large print material, a signer), please provide details in the application form)

11. PREGNANCY/MATERNITY LEAVE

Are you currently pregnant or on maternity leave?

- ☐ Pregnant ☐ On maternity leave ☐ Neither ☐ Prefer not to answer

12. TO BE COMPLETED BY EXISTING BOARD EMPLOYEES ONLY

Are you applying for a promoted post? ☐ Yes ☐ No ☐ Prefer not to answer

13. DATA PROTECTION ACT

In terms of the Data Protection Act 2018, I consent to the information which I have provided being processed to monitor the effectiveness of the Board's Equality and Diversity Policy. I understand that this information will be held on manual or electronic records.

Signed.....

Date.....