



**Central Scotland Valuation Joint Board  
Gender Equality Scheme  
Annual Progress Report**

**June 2008**



# Gender Equality Scheme

## **Introduction**

The Gender Equality Duty builds on and extends our commitment to equal opportunities. The Gender Equality Scheme, along with its associated action plan, is part of the overall development of equal opportunities within the Central Scotland Valuation Joint Board area.

The promotion of opportunity and the elimination of discrimination, in relation to gender is a process to which I am personally committed. This has required changes to our operations in the past year and will require further actions in the years to come. This report details the progress made to date and highlights the way forward.

**Brian Byrne**  
**Assessor and Electoral Registration Officer**  
**Central Scotland Valuation Joint Board**

**June 2008**

## **The year to June 2008**

### **1. Making sure the Gender Equality Scheme works**

- Equalities Champion chosen to promote all equalities issues to all stakeholders
- Publication of the scheme notified to all staff for their consideration
- Issues highlighted regularly at Management Team meetings
- Scheme published on the CSVJB website at <http://www.saa.gov.uk/resources/217527/GenderEqualityScheme.pdf>
- All recruitment panels are gender balanced

### **2. Identifying the relevant functions and policies**

- A process to review all VJB Policies to ensure that they do not contain any barriers to the promotion of gender equality is being established
- New policies are being impact assessed for gender

### **3. Employment**

- The following items are monitored for gender:
  - All retirements, resignations and redundancies as required
  - All applicants for new posts
  - All staff training
  - All applications for promotion
  - All grievance and disciplinary cases
- Gender pay gap is being monitored
- All staff who have left have received an exit interview

### **4. Training Staff**

- Key staff were identified and they attended a training course run in conjunction with Clackmannanshire Council

### **Actions for year to June 2009**

- Through the Management Team the VJB will ensure that equalities' issues remain to the fore and that all staff remain committed to ensure that the delivery of services is not discriminatory and promotes equality.
- Training of staff will continue with accent on the early awareness of the Gender Equality Scheme in the induction procedures
- Review of VJB policies is to commence
- Investigate what options are available to increase flexible working
- Customer satisfaction surveys to be reviewed to ensure any gender issues are identified
- Investigate possible audit and KPI measures to ensure compliance with the duty.
- Increase use of staff intranet to promote equality and provide more training opportunities
- Review the results of last year's monitoring
- Compare our gender balance with other Assessors' offices
- Introduce an Anti Harassment policy to encourage reporting of discrimination

## Results of Monitoring

### Applications for New Posts (includes temporary canvasser)

Year	No of Posts Advertised	No of Applicants	No of Male Applicants	No of Female Applicants	No of Successful Candidates	No of Male Successful Candidates	No of Female Successful Candidates
2006	4	111	35	76	3	2	1
2007	32	60	39	21	30	16	14

### Retirals, Resignations and Redundancies

Year	No of Resignations, Retirals and Redundancies	No of Males	No of Females
2006	2	2	0
2007	2	2	0
2008	3	2	1

### Staff Training

Year	Number of Courses	Number of Males on each Course	Number of Females on each Course
2006	12	22	9
2007	7	53	42
2008 (part)	3	8	10

**CSVJB Staff by Gender**

Year	Total Number of Staff	Male Staff	Female Staff
2007	59	29	30
2008	58	28	30