



**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 |