



**Central Scotland Valuation Joint Board
Disability Equality Scheme**

Annual Progress Report

February 2009

Disability Equality Scheme

Introduction

The Disability Equality Duty builds on and extends our commitment to equal opportunities. The Disability 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 disabled persons, 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

February 2009

The year to December 2008

1. Making sure the Disability Scheme works

- Issues highlighted regularly at Management Team meetings.
- Scheme published on the CSVJB website at <http://www.saa.gov.uk/resources/218209/DISABILITYEQUALITYSCHEME2.pdf>
- Senior staff have attended seminars on equality issues and in particular access to electoral services.
- Equality champion participates in local Equality forum.

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 disability equality is being established.

3. Ensuring Access to buildings, functions and services

- Standard Forms converted to Arial font.
- Doorbell button relocated to a more accessible location (previous location was reported as inaccessible by a wheelchair user).

4. Employment

- Monitoring forms are issued to and the returns collated for:
 - All retirements, resignations and redundancies as required.
 - All applicants for new posts.
 - All staff.

Any job applicants who have identified themselves as having a disability, who meet the requirements of the person specification for the advertised post have been interviewed.

Actions for year to December 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.
- The CSVJB building is to be re-examined to ensure disabled accessibility.
- The VJB will continue to provide support to disabled staff and will encourage staff to "self declare" disabilities to assist in removing the stigma of disability and also to ensure that the VJB is properly meeting the needs of disabled people.
- Training of staff will continue with accent on the early awareness of the Disability Equality Scheme in the induction procedures.
- All staff training to be monitored.
- Review of VJB policies is to commence.

Results of Monitoring

Applications for New Posts

Year	No. of Posts Advertised	No. of Applicants	No. of Applicants with a Declared Disability	No. of Successful Candidates	No. of Successful Candidates with a Declared Disability
2008	3	35	2	4	1

Retirals, Resignations and Redundancies

Year	No. of Resignations, Retirals and Redundancies	No. of Resignations, Retirals and Redundancies with a Declared Disability
2008	4	2

Current Staffing

Year	No. of Staff	No. of staff with a Declared Disability
2008	58	2