

**DRAFT
AGENDA ITEM 1**

MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD held within HILLSIDE HOUSE, LAURELHILL, STIRLING on FRIDAY 4 SEPTEMBER 2009 at 9a.m.

PRESENT: Depute Provost McLaren; Councillors Blackwood, Hughes, MacDonald, McNeill, Nimmo and Simpson.

CONVENER: Councillor Simpson.

APOLOGIES: Councillors Biggam, Carleschi and Patrick.

ATTENDING: Assessor, Treasurer, Ian MacGregor and Assistant to Clerk.

**DECLARATIONS
OF INTEREST:** None.

VJB7. MINUTE

There was submitted (circulated) and **APPROVED** Minute of Meeting of Central Scotland Valuation Joint Board held on 12 June 2009.

VJB8. FINAL ACCOUNTS AS AT 31 MARCH 2009

There was submitted Report (circulated) by the Treasurer (a) presenting a Report on the Board's Final Accounts 2008/09 by the Board's Auditor, Grant Thornton and (b) advising of an outturn surplus of £9,000 for the financial year which would be added to the Board's reserves.

NOTED.

VJB9. REVENUE BUDGET 2009/10 – REVIEW AS AT 30.06.09

There was submitted Report (circulated) by the Treasurer (a) advising of the Revenue Budget position as at 30 June 2009 and (b) highlighting a projected outturn underspend of £36,000 for the financial year.

Discussion focussed on:-

- Potential savings generated by staff vacancies and reduced hours
- Anticipated transport costs and projected outturn
- Anticipated support service costs and project outturn

NOTED.

VJB10. ASSESSOR'S PUBLICATION SCHEME

There was submitted Report (circulated) dated 11 August 2009 by the Depute Assessor presenting both the Assessors Service's Publication Scheme and the Board's Publication Scheme, both of which were required in terms of the Freedom of Information (Scotland) Act 2002.

Discussion focussed on the charging policy set out in both Schemes.

NOTED.

AGENDA ITEM 2

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: REVENUE BUDGET 2009/10 – REVIEW AS AT 31.08.09
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 20th November, 2009
Author: TREASURER

1. INTRODUCTION

- 1.1 The purpose of this report is to advise the Joint Board of the forecast outturn for the financial year ending 31 March 2010.

2. BACKGROUND

- 2.1 The budget for the financial year 2009/10 is £2.708 million. The projected outturn against the budget shows an underspend of £16K (see Appendix A).
- 2.2 The main reason for the reported underspend relates to a reduction in Employee Costs.

3. RECOMMENDATIONS

- 3.1 The Joint Board is asked to note the contents of this report.

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Treasurer

LIST OF BACKGROUND PAPERS

1. Various working papers associated with the production of the outturns.

Any person wishing to inspect the above background papers should contact the Treasurer, Muir Wilson, on Alloa (01259) 452033.

September Outturn**Analysis of actual variation to Budget****Employee**

Savings from Staff Vacancies and reduced hours. Removal of one post from establishment
Superannuation budgeted at 19.5%. Actual payment 18%

Underspend**Property costs**

Additional repairs and maintenance required

Overspend**Transport Costs**

No Variance

Overspend**Supplies and Services**

Additional costs of hospitality incurred which is partly recharged
Purchase of Equipment - no budget.

Overspend**Administration**

Additional postage costs incurred as a result of recent European Election.
Costs recharged to constituent authorities

Overspend**Computer Equipment**

Additional hardware and software maintenance costs incurred.

Overspend**Third Party Payments**

Additional payments to councils for enhanced salary payments to Board members

Overspend**Support Services**

Outturned on budget

Income

Additional income from constituent authorities in relation to additional Election costs incurred by VJB

Underspend**Overspend**

AGENDA ITEM 3

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: Disability Equality Scheme Review
Meeting: Central Scotland Valuation Joint Board
Date: 20th November, 2009
Author: Peter Wildman – Assistant Assessor

1.0 Introduction

Under the Disability Discrimination Acts 1995 and 2005 the Joint Board is required to review its Disability Equality Scheme every three years. It is also required to provide an annual progress report on its steps to comply with this legislation.

2.0 Disability Equality Scheme

The Board's Disability Equality Scheme has now been in force for three years and in accordance with the legislation a draft updated scheme has been prepared. This sets out the proposed actions for the next three years in order for the Joint Board to meet its obligations under the Acts.

3.0 Annual Progress Report

The Joint Board is obliged to publish an annual progress report. This highlights the actions taken during the last 12 months to ensure that the objectives of the Disability Discrimination Acts are achieved

4.0 Recommendation

It is recommended that the Valuation Joint Board approves both the updated Disability Equality Scheme and the Annual Progress Report.

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Author: Peter Wildman
Date: 12th November, 2009



Central Scotland Valuation Joint Board - **DISABILITY EQUALITY SCHEME**

AUTHOR : PETER WILDMAN
ASSISTANT ASSESSOR/EQUALITY CHAMPION

DISABILITY EQUALITY SCHEME

- **About the Assessor & Electoral Registration Officer**
- **General Duty**
- **Specific Duties**
- **How we will meet the General Duty**
- **How we will meet the Specific Duties**
- **Monitoring the impact of Service on Disabled People**
- **Involvement**
- **Access**
- **Employee Training**
- **Meeting the Specific Duties under the Act in terms of Employment**
- **Communication**

Appendix 1 – Equal Opportunities Policy

Appendix 2 – Action Plans

Appendix 3 – Definition of Disability

ABOUT THE ASSESSOR & ELECTORAL REGISTRATION OFFICER

The Assessor/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 publication of the Council Tax Valuation List and the maintenance and publication of the non-domestic Valuation Roll. There are around 212,000 registered electors in the area, residing mainly in the 135,000 or so domestic subjects shown in the Council Tax Valuation List. The Valuation Roll has some 10,800 entries with a total rateable value in the region of £250m. The Assessor's service operates from one central location employing approximately sixty personnel.

Central Scotland Valuation Joint Board serves an area with a population of 279,480, 20.43% of which has a limiting long-term illness (Source 2001 Census)

Although the Disability Discrimination Act 2005 places new obligations the service has always been conscious of avoiding discrimination.

A copy of the Joint Board's Equal Opportunities Policy Statement is attached. (Appendix 1)

GENERAL DUTY

Through the Disability Discrimination Act 1995 as amended by the Disability Discrimination Act 2005, the Government has placed a general duty on all public bodies, including local authorities, to adopt a proactive approach to promote equality for disabled people into all activities and decisions - taking action to prevent acts of disability discrimination before they occur. In practice this translates into a requirement to:

- Involve disabled people in the preparation of a Disability Equality Scheme
- Eliminate unlawful discrimination of people with a disability
- Eliminate harassment of disabled people that is related to their disabilities
- Promote equality of opportunity between disabled people and other people
- Take steps to take account of disabled peoples' disabilities, even when that involves treating disabled people more favourably than other people
- Promote positive attitudes to people with a disability
- Encourage participation in public life by disabled people

The duty makes the promotion of disability equality central to the way that the Assessor/Electoral Registration Officer's service operates, improving our services to everyone and helping to mainstream disability equality.

The Assessor/Electoral Registration Officer will strive to eliminate discrimination by auditing all policies and procedures, whether old or new, to ensure that they do not discriminate and by making any necessary amendments.

The Valuation Joint Board will promote equality of opportunity by ensuring that all employees are trained in the promotion of disability equality and our responsibilities under the Disability Equality Scheme.

Promotion of positive attitudes of people with a disability and an encouragement to participate in public life will be achieved by the implementation of good communication strategies, which will ensure active involvement as well as positive initiatives to involve the wider community as consumers of our services.

SPECIFIC DUTIES

We are required to formally review our Disability Equality Scheme which sets out our functions and services relevant to the General Duty. This is due by the 4th December 2009 and should involve people with disabilities both staff and stakeholders.

In addition, the Valuation Joint Board has to :-

- Revise the Scheme regularly at least every 3 years
- Monitor the impact of its policies on the promotion of disability equality
- Formulate an Action Plan to ensure the General Duty is fulfilled
- Publish the results of assessments, consultations and monitoring
- Ensure public access to information and to services
- Train staff in issues relevant to the duty

In order to meet both the General Duty and the Specific Duties of the Disability Discrimination Act 2005, Central Scotland Valuation Joint Board has published this Disability Equality Scheme. The Scheme is a timetabled and realistic plan, setting out our arrangements for meeting the general and specific duties in terms of disability equality. Its aim is to help us eliminate unlawful disability discrimination and promote disability equality.

Disability equality will be more relevant to some of our services and functions than others, but, in this context, relevance is about how our actions affect people rather than the number of people they affect. Disabled people make up 20.43% of the population within the Board's area; our functions and policies affect those members of the community directly and indirectly, and are therefore relevant to disability equality. The Valuation Joint Board's Disability Equality Scheme will help to ensure that citizens and employees will not suffer from direct or indirect discrimination on disability grounds.

HOW WE WILL MEET THE GENERAL DUTY

We will make measured progress in achieving disability equality by

- Making sure policies are properly targeted
- Improving our systems to deliver suitable and accessible services to meet the needs of the community
- Increasing confidence in our service
- encouraging us to be more aware of possible problems
- Assess each service for relevance to the General Duty
- Comply with Specific Duties
- Develop anti harassment policies

HOW WE WILL MEET THE SPECIFIC DUTIES

The Valuation Joint Board will, in conjunction with disabled people, assess its policies & public services for their impact on disability equality and will develop its action plan for the next three years.

Timetables for action can be found within the Action Plans at Appendix 2 of this document.

MONITORING THE IMPACT OF SERVICES ON DISABLED PEOPLE

Services provided by the Valuation Joint Board will be monitored on an ongoing basis to check their effects on disabled people and whether there is any adverse impact on those people. If changes are required these will be carried out over the three years of the Disability Equality Scheme and timescales will be outlined in the Action Plans.

INVOLVEMENT

Involvement is a priority within the Disability Equality Scheme and we are working with Partnership Organisations to achieve this. We will also seek to involve Disabled staff in identifying needs and priorities that the Scheme should address

EMPLOYEE TRAINING

Some existing staff have been trained in Disability Equality scheme and the achievement of equality targets as set out in the Action Plan.

Diversity training will form part of all induction packages to ensure that all new staff are aware of the Valuation Joint Board's commitment to equality of opportunity and the Disability Equality Scheme.

Training will be reviewed and updated on an on going basis and will be delivered in house and in conjunction with Partnership organisations.

MEETING THE SPECIFIC DUTIES UNDER THE ACT IN TERMS OF EMPLOYMENT

The Valuation Joint Board is required to monitor employees in the following categories;

- the numbers of staff in post and applicants for employment who have a disability
- those who receive training
- the number of staff with a disability who are promoted within the organisation
- the number of employees who are involved in disciplinary proceedings
- those who leave employment.

Existing monitoring of applicants and the workforce have been extended to cover our duties under the disability legislation. We use the information to help assess the effect of our functions and policies on the recruitment training and retention of employees with a disability

Our new employee application packs identify, by means of a separate form, if the applicant considers that they have a disability. This form is not available to anyone involved in the selection process.

Recruitment applications will be monitored and statistics kept.

Analysis of the results will provide information to inform for any future amendments.

COMMUNICATION

Employees of the Valuation Joint Board will be informed about our progress on Disability Equality through in-house communication and through Service Plans and Best Value reviews. The public will be kept informed through focus groups, consultative forums, involvement in local voluntary sector organisations and through the press and our website.

Appendix 1

Equal Opportunities Statement

EQUAL OPPORTUNITIES POLICY STATEMENT

The Valuation Joint Board believes that equality of opportunity should be a guiding principle in all of its activities. The Board is actively working towards the elimination of Policies and Practices which discriminate. It is opposed to any form of discriminatory practices on grounds including :-

- gender
- marital status
- religious belief
- disability
- race
- ethnic origin
- colour
- nationality
- political belief
- sexual orientation
- socio-economic status
- age

We are actively working towards the elimination of all discriminatory practices.

Legal Framework:

The Joint Board is committed to adhering to the principles of domestic legislation as presented in the following Acts and Regulations:

Equal Pay Act	1970
Sex Discrimination Act	1975
Race Relations Act	1976
Disability Discrimination Act	1995
The Race Relations Amendment Act	2000
The Race Relations Act 1976 (Amendment) Regulations	2003
Equal Pay Act 1970 (Amendment) Regulations	2003
Employment Equality (Sexual Orientation) Regulations	2003
Employment Equality (Religion or Belief) Regulations	2003
Disability Discrimination Act	2005
The Employment Equality (Age) Regulations	2006
Equality Act	2006
The Equality Act (Sexual Orientation) Regulations	2007

In addition the Joint Board will adhere to European Directives, information on which will be made available on a regular basis.

Updated by Central Scotland
Valuation Joint Board
22nd June, 2007

Appendix 2

3 Year Action Plan

THREE YEAR ACTION PLAN

Objective	Action	Timescale	Priority
Collect Information on Disabled Staff and their needs	Review biennial staff questionnaire. Reissue monitoring forms Establish Disabled Staff Forum	By June 2010	High
Ensure Staff are aware of statutory duties	Complete Training Programme and improve Induction Training	By December 2010	Medium
Ensure that the public are aware of our commitment to Disability Equality	Publish Scheme on Web Portal. Ensure that copies are also available in alternative formats for those that need them	By June 2010	High
Encourage Participation of Disabled People in Public Life	Promote the benefits of registering to vote. Work with disabled stakeholders and disabled groups to identify and overcome barriers to registering to vote	June 2010 onwards	High
Ensuring access to buildings and services	Review physical layout of offices so that they are fully accessible to disabled people. Review communication methods so that disability does not prevent a stakeholder accessing our services	June 2010	Medium
Reporting of harassment or discrimination	Review current policies and procedures to ensure that staff and stakeholders are able to report easily and confidentially any alleged instances of harassment and discrimination	June 2011	Medium
Impact Assessment and ongoing review	The Management Team in conjunction with the Disabled Staff Forum will ensure new and existing policies are impact assessed and reviewed to prevent discrimination of disabled people and to promote a positive image of disabled life	June 2011	Medium

Appendix 3

Definition of Disability

DEFINITION OF DISABILITY

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 activities”

Impairment

The definition covers physical and mental impairments. These include:

- ☐ Physical impairments affecting the senses, such as sight and hearing
- ☐ Mental impairments including learning disabilities and mental illness

Substantial

The following are examples that are likely to be considered substantial:

- ☐ Inability to see moving traffic clearly enough to cross a road safely
- ☐ Inability to turn taps or knobs
- ☐ Inability to remember and relay a message correctly

Long-term

These are effects that:

- ☐ Have lasted at least 12 months or
- ☐ Are likely to last at least 12 months or
- ☐ Are likely to last for the rest of the life of the person affected

Long-term effects include those which are likely to recur. For example, an effect will be considered to be long-term if it is likely both to recur, and to do so at least once beyond the 12 month period following the first occurrence.

Day-to-day activities

Day-to-day activities are activities carried out by most people on a regular basis and must involve one of the following categories:

- ☐ Mobility – moving from place to place
- ☐ Manual dexterity – use of the hands
- ☐ Physical co-ordination
- ☐ Continence
- ☐ The ability to lift, carry or move ordinary objects
- ☐ Speech, hearing or eyesight
- ☐ Being able to recognise physical danger

The Government has issued guidance under the Act about whether an impairment has a substantial or long-term effect. This guidance does not in itself impose legal obligations on an employer or service provider, but a tribunal or court must, when considering a complaint about discrimination take into account any of the guidance which appears to be relevant.

Particular Cases or Conditions Covered by the Legislation

Severe Disfigurements -

The Act's definition treats severe disfigurements as disabilities although they have no effect on a person's ability to carry out normal day-to-day activities.

If, however, the disfigurement consists of a tattoo which has not been removed, non-medical body piercing or an object attached through such a piercing regulations have the effect of ensuring that this would not be treated as a disability.

Impairments Helped by Treatment or Artificial Aids –

Medication or equipment (such as an artificial limb) which helps an impairment, is not taken into account when considering whether an impairment has a substantial effect.

For example, a person who wears a hearing aid is considered to have the hearing loss that would exist without the use of the aid. An exception is when people wear glasses or contact lenses-it is the

effect on the person's vision, while wearing their glasses or contact lenses, that is considered.

If, however, the treatment is likely to cure the impairment, this should be taken into account in assessing whether the impairment is long-term.

Progressive Conditions -

The Act covers progressive conditions where impairments are likely to become substantial. Examples of progressive conditions include:

- ☐ Cancer
- ☐ HIV infection
- ☐ Multiple sclerosis
- ☐ Muscular dystrophy

The Act covers people with these conditions from the moment that there is a noticeable effect on normal day-to-day activities however slight.

For example, a person with multiple sclerosis would be covered from the time they first developed symptoms that affect their ability to carry out normal day-to-day activities. They would not be covered just because the illness had been diagnosed.

Genetic Predispositions -

The Act does not cover people with a gene that causes a disability unless they develop the disability. For example people with the gene that causes Huntington's Chorea are not covered if they do not have the condition. People are covered as soon as the first effects on normal day-to-day activities appear.

Past Disabilities

The definition covers people who have had a disability in the past. If a person once had a disability which is covered by the Act, they are still protected if they have recovered. This applies even if they recovered before the Act came into force.

Babies and Young Children Under the Age of Six -

It may be difficult to see the effects of an impairment on a baby or young child and thus determine if he or she is disabled. However, a young child with an impairment will be treated as disabled under the Act if someone over the age of six with such an impairment would normally be covered by the Act.

Impairments which are excluded -

The following conditions are not to be treated as impairments for the purposes of the Act

- ☐ Addiction to or dependency on alcohol, nicotine or other substance (unless the addiction resulted from the substance being medically prescribed)
- ☐ Seasonal allergic rhinitis (e.g hay fever) except where it aggravates the effect of another condition
- ☐ A tendency to set fires
- ☐ A tendency to steal
- ☐ A tendency to the physical or sexual abuse of others
- ☐ Exhibitionism
- ☐ Voyeurism



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

Annual Progress Report

December 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

December 2009

The year to December 2009

1. Making sure the Disability Scheme works

- Issues highlighted regularly at Management Team meetings
- Scheme reviewed and updated
- 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 underway

3. Ensuring Access to buildings, functions and services

- Access audit being investigated

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 2010

- 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.
- Disabled staff to be asked to participate in Forum to review policies and procedures
- 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 and will be monitored to ensure all staff are trained
- All staff training to be monitored to ensure no discrimination occurs
- Review of VJB policies is to continue

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
2009	3	72	1	3	0

Retirals, Resignations and Redundancies

Year	No of Resignations, Retirals and Redundancies	No of Resignations, Retirals and Redundancies with a Declared Disability
2009	1	0

Current Staffing

Year	No of Staff	No of staff with a Declared Disability
2009	59	4

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: DATES FOR FUTURE MEETINGS 2010
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 20 November 2009
Author: CLERK TO THE BOARD

1. INTRODUCTION

- 1.1 The purpose of this Report is to propose dates and venues for ordinary meetings of the Valuation Joint Board for 2010.

2. PROPOSALS

- 2.1 It is proposed that the Board meet on the undernoted dates:-

Friday 19 February 2010 at 10am in Hillside House, Stirling
Friday 18 June 2010 at 10am in Hillside House, Stirling
Friday 10 September 2010 at 10am in Hillside House, Stirling
Friday 26 November 2010 at 10am in Hillside House, Stirling

- 2.2 Members are asked to note that Special Meetings of the Board may be convened outwith the proposed timetable.

3. RECOMMENDATIONS

- 3.1 The Valuation Joint Board is invited to

- (i) approve the proposed dates for Ordinary Meetings of the Board for 2010; and
- (ii) note that Special Meetings of the Board may be convened as necessary outwith the planned timetable.

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Clerk to the Board

Date: 30 October 2009

Contact Officer: Brian Pirie

LIST OF BACKGROUND PAPERS

NIL