



# **Renfrewshire Valuation Joint Board**

## **PUBLIC SECTOR EQUALITY DUTY**

**2025**

## 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
<b>TOTAL</b>	<b>16</b>

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 173,000 or so domestic subjects shown in the Council Tax Valuation List. The Valuation Roll has approximately 14,500 entries with a total rateable value in the region of £370m. 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 363,470 based on population statistics published here <https://www.nrscotland.gov.uk/publications/mid-2023-population-estimates/> .

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 new dwellings as required in order to assess the appropriate valuation band at which they should enter the Valuation List. The band details are then 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 which occurs every 3 years in line with 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. The Electoral Registration Officer (ERO) can also 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 have impacted 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/Absent Voting 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 – April 2025**

**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. Equalities training is carried out every two years and was completed by all staff in the first quarter of 2025.

#### **3.2 Equal Pay**

The Board has 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 1<sup>st</sup> April 2021, the Board's lead authority, Renfrewshire Council, revised the pay structure which has affected the Board's employees in a positive way. The effect of the new structure has been to 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 this year.

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 for regular meetings with representatives from Renfrewshire Council to discuss these issues if required.

### **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](http://www.renfrewshire-vjb.gov.uk).

### **3.6 Access to the Board's Premises**

The Board moved on 25<sup>th</sup> April 2025 to the 1<sup>st</sup> Floor of Renfrewshire House in Paisley. The building has been adapted for wheelchair accessibility by the landlord.

The landlord of Renfrewshire House has specific spaces 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](http://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 have been completed by all staff in the first quarter of 2025.

### **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 1<sup>st</sup> 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 and on the home page of our website.

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 Assistant 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 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 Assistant Assessor, and the team, 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 have been 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 into directly are generally small in terms of the service procured and Renfrewshire Council's Central Procurement Unit 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 2023 and our Aims for 2025-27.

# **Renfrewshire Valuation Joint Board**

## **Public Sector Equality Duty**

### **PART 2**

#### **Workforce Monitoring Report for 2024/25**

## **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 2025 and despite there being no requirement for staff to complete the survey, 76% of employees returned the questionnaire. Employees were able to submit a return anonymously.

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

## 1. WORKFORCE

### 1.1 Profile of Workforce by Age

- The Board's workforce is now mainly split between the 22-30 and the 51-60 age group with 35% of all staff in each age group, which is a change from the demographic of the workforce in 2023 with the age group of 41-60 having the largest %. The age ranges of 31-40 and 41-50 are very similar with 13% and 17% of the workforce respectively.
- The split of our part time work force is 25% aged 22-30, 50% between 31-40 and 25% aged 51-60%.

#### 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%	37%	25%
31 – 40	13%	7%	50%
41 – 50	17%	19%	0%
51 – 60	35%	37%	25%
61 – 65	0%	0%	0%
66 – 70	0%	0%	0%
71+	0%	0%	0%
Do not wish to declare	0%	0%	0%

### Profile of Workforce by Caring Responsibility

- 10% of staff have caring responsibilities while 87% have none. 3% do not wish to declare if they have caring responsibilities.
- 25% 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	87%	89%	75%
Yes	10%	7%	25%
Do not wish to declare	3%	4%	0%

### 1.3 Profile of Workforce by Disability

- 6% of employees have stated that they have a disability, 94% do not have a disability with all staff wishing 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	94%	96%	75%
Yes	6%	4%	25%
Do not wish to declare	0%	0%	0%

### 1.4 Profile of Workforce by Sex

- The Board's workforce is predominantly female, with 65% of employees being female and 35% male.
- 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	65%	59%	100%
Male	35%	41%	0%
Do Not Wish To Declare	0%	0%	0%



### 1.5 Profile of Workforce by Sexual Orientation

- 97% of the staff are heterosexual/straight and 3% do not wish to declare.

#### Grievances by Sexual Orientation

- There have been no recorded grievances.

#### Disciplinary Proceedings by Sexual Orientation

- There have been no disciplinary proceedings.

<b>Sexual Orientation</b>	<b>All Staff</b>	<b>Full Time</b>	<b>Part Time</b>
Bisexual	0%	0%	0%
Gay or Lesbian	0%	0%	0%
Heterosexual/straight	97%	96%	100%
Other	0%	0%	0%
Do not wish to declare	3%	4%	0%

### 1.6 Profile of Workforce by Gender Reassignment

- 97% of staff have the same gender as the one assigned at birth and 3% 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.

<b>Is Gender same as one at Birth</b>	<b>All Staff</b>	<b>Full Time</b>	<b>Part Time</b>
Yes	97%	96%	100%
No	0%	0%	0%
Do Not Wish To Declare	3%	4%	0%

## 1.7 Profile of Workforce by Marital Status & Civil Partnership

- 52% of the Board's employees are married. 29% have never been married or registered in a same sex partnership, 6% are separated but still legally married, 10% are divorced and 3% do not wish to declare.
- 50% of our part time workforce are married, 25% are divorced and 25% separated but still legally married.

### Marital Status, Civil Partnership and Grievance

- There have been no recorded grievances.

### Disciplinary Proceedings

- There have been no disciplinary proceedings.

<b>Marriage and Civil Partnership</b>	<b>All Staff</b>	<b>Full Time</b>	<b>Part Time</b>
Divorced	10%	7%	25%
Formerly in same sex partnership which is now legally dissolved	0%	0%	0%
In registered same sex civil partnership	0%	0%	0%
Married	52%	52%	50%
Never married or registered in same sex civil partnership	29%	33%	0%
Separated but still legally married	6%	4%	25%
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 which is now legally dissolved	0%	0%	0%
Widowed	0%	0%	0%
Do not wish to declare	3%	4%	0%

### 1.8 Profile of Workforce by Pregnancy and Maternity

- No members of the team are on maternity leave or have declared they are pregnant in the year 24/25.

### 1.9 Profile of Workforce by Ethnic Group

- 87% of staff are White. 3% Asian/Asian British and 4% Mixed Multiple

#### Grievance by Ethnicity

- There have been no recorded grievances.

#### Disciplinary Proceedings by Ethnicity

- There have been no disciplinary proceedings.

<b>Ethnic Group</b>	<b>Collective Group</b>	<b>All Staff</b>	<b>Full Time</b>	<b>Part Time</b>
Asian/Asian British	Bangladeshi, Chinese, Indian, Pakistani, Other	3%	4%	0%
Black/African/Caribbean/Black British	African, Caribbean, Indian, Other	0%	0%	0%
Mixed Multiple Ethnic Groups	White & Asian, White & Black African, White & Black Caribbean, Other	4%	4%	0%
Other Ethnic Group	Arab, Other	0%	0%	0%
White	British – all countries, Gypsy & Irish Traveller, Irish, Other	87%	85%	100%
Do not wish to declare		6%	7%	0%

### 1.10 Profile of Workforce by Religion and Belief

- 55% of staff declared as Christian, 35% have no religion, 4% declared as Muslim and 6% prefer not to declare.
- 75% of our part time workforce and 52% of our full time workforce are Christian. 25% of our part time workforce and 37% of our full time workforce have no religion.

#### Grievance by Religious Belief

- There have been no recorded grievances.

#### Disciplinary Proceedings by Religious Belief

- There have been no disciplinary proceedings.

<b>Religion and Belief</b>	<b>All Staff</b>	<b>Full Time</b>	<b>Part Time</b>
Buddhist	0%	0%	0%
Christian	55%	52%	75%
Hindu	0%	0%	0%
Jewish	0%	0%	0%
Muslim	4%	4%	0%
Sikh	0%	0%	0%
No Religion	35%	37%	25%
Other	0%	0%	0%
Do not wish to declare	6%	7%	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?**

	<b>Percentage of Applications</b>
<b>Agree</b>	94%
<b>Disagree</b>	0%
<b>Prefer Not to Say</b>	6%

**Do you agree diversity is welcomed and respected?**

	<b>Percentage of Applications</b>
<b>Agree</b>	97%
<b>Disagree</b>	0%
<b>Prefer Not to Say</b>	3%

**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?**

	<b>Percentage of Applications</b>
<b>Agree</b>	97%
<b>Disagree</b>	0%
<b>Prefer Not to Say</b>	3%

## 2. GENDER PAY REPORTING

The average hourly rates of pay for our staff as of 31<sup>st</sup> March 2025 are shown below:

Grouping	Mean Average Hourly Rate	Difference from All Male
All Female	£21.77	-4.3%
All Male	£22.75	
Female Full Time	£20.92	-8%
Male Full Time	£22.75	
Female Part Time	£24.53	7.8%
Male Part Time*	-	

The median hourly rates of pay for our staff as of 31<sup>st</sup> March 2025 are shown below:

Grouping	Median Hourly Rate	Difference from All Male
All Female	£18.89	2.5%
All Male	£18.42	
Female Full Time	£17.75	-3.6%
Male Full Time	£18.42	
Female Part Time	£26.50	43.8%
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:

<b>Grade</b>	<b>All</b>	<b>Male</b>	<b>Female</b>
<b>Grade 1</b>	0%	0%	0%
<b>Grade 2</b>	0%	0%	0%
<b>Grade 3</b>	20%	38%	63%
<b>Grade 4</b>	20%	50%	50%
<b>Grade 5</b>	5%	50%	50%
<b>Grade 6</b>	8%	0%	100%
<b>Grade 7</b>	7%	33%	67%
<b>Grade 8</b>	7%	67%	33%
<b>Grade 9</b>	10%	25%	75%
<b>Grade 10</b>	7%	33%	67%
<b>Grade 11</b>	0%	0%	0%
<b>Grade 12</b>	5%	50%	50%
<b>Grade 13</b>	0%	0%	0%
<b>Grade 14</b>	7%	33%	67%
<b>Grade 15</b>	0%	0%	0%
<b>Grade 16</b>	2%	0%	100%
<b>CO Grades</b>	2%	100%	0%
<b>All Grades</b>		39%	61%

### **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 near parity for all female and all male staff. Please note anyone employed at the same grade is paid the same salary regardless of gender.

### **4. STAFF RETENTION**

All members of staff leaving the Board's employment are requested to complete an exit questionnaire. The responses in these questionnaires are considered and actioned where required. During 24/25 6 members of staff left and this level of staff leaving is not uncommon throughout the 14 Assessors offices within Scotland and is substantially less than the number of staff who left as reported in RVJB's Public Sector Equality Duty Report in 2022-23 which was 13.

## 5. RECRUITMENT MONITORING FOR 2024/25

For recruitment purposes the Board advertises on 'MyJobScotland' which is the national jobs portal for all of Scotland's 32 councils. In 2023 the Board changed the way in which recruitment drives are achieved by utilising the Talentlink service via Renfrewshire Council. Prior to this completing an equalities questionnaire was not mandatory to apply for a position within the Board, as a paper form was issued. Now the recruitment questions on Talentlink are mandatory however the applicant can prefer not to say. Please note disability information was always required as the Board has a commitment that any disabled applicant who satisfies the minimum requirements will be invited for interview.

During 2024/25 the Board advertised 8 posts, and the analysis for the posts are listed below.

The analysis for each protected characteristic is based on the forms returned for each post advertised with the questions on the forms held on Talentlink being slightly different from the forms the Board issues which mirror the categories from Scotland's Census 2022.

### Property Assistant Post – 2 Recruitment Drives

Age Range	Percentage of Applicants
16 -17	0%
18 -21	7%
22 – 30	42%
31 – 40	26%
41 – 50	19%
51 – 60	7%
61 – 65	0%
66 – 70	0%
71+	0%
Prefer Not to Say	0%

Caring Responsibilities	Percentage of Applicants
No	90%
Yes	7%
Prefer Not to Say	3%

Disability	Percentage of Applicants
No	97%
Yes, Limited a lot	3%
Yes, Limited a little	0%
Prefer Not to Say	0%

Consider Yourself to be Trans/Trans History	Percentage of Applicants
No	100%
Yes	0%
Prefer Not to Say	0%



<b>Marriage and Civil Partnership</b>	<b>Percentage of Applicants</b>
Single	49%
Married/Civil Partnership	44%
Never Married and Never Registered in a Civil Partnership	0%
Formerly in Civil Partnership but now Legally Dissolved	0%
Divorced	2%
Separated but Legally Married	0%
Separated, but Legally in Civil Partnership	0%
Widowed	0%
Surviving Partner from Civil Partnership	0%
Prefer Not to Say	5%

<b>Ethnic Group</b>	<b>Percentage of Applicants</b>
White – Scottish, Other British, Irish, Polish, Gypsy/Traveller, Showman/Showwoman, Roma, Other White	72%
Mixed	2%
Asian – Pakistani, Indian, Bangladeshi, Chinese, Other	16%
African	0%
Caribbean or Black	0%
Arab	0%
Other	0%
Prefer Not to Say	10%

<b>Religion and Belief</b>	<b>Percentage of Applicants</b>
Buddhist	0%
Church of Scotland	10%
Hindu	2%
Jewish	0%
Muslim	2%
No Religion	56%
Other Christian	5%
Sikh	2%
Pagan	0%
Roman Catholic	10%
Other	3%
Prefer Not to Say	10%

<b>Sex</b>	<b>Percentage of Applicants</b>
Female	56%
Male	44%
Prefer Not to Say	0%

<b>Sexual Orientation</b>	<b>Percentage of Applicants</b>
Bisexual	8%
Gay/Lesbian	5%
Heterosexual/straight	82%
Other	0%
Prefer Not to Say	5%

**Trainee Technician - 2 Recruitment Drives**

<b>Age Range</b>	<b>Percentage of Applicants</b>
16 -17	5%
18 -21	10%
22 – 30	36%
31 – 40	33%
41 – 50	13%
51 – 60	3%
61 – 65	0%
66 – 70	0%
71+	0%
Prefer Not to Say	0%

<b>Caring Responsibilities</b>	<b>Percentage of Applicants</b>
No	88%
Yes	8%
Prefer Not to Say	4%

<b>Disability</b>	<b>Percentage of Applicants</b>
No	93%
Yes, Limited a lot	3%
Yes, Limited a little	0%
Prefer Not to Say	4%

<b>Consider Yourself to be Trans/Trans History</b>	<b>Percentage of Applicants</b>
No	96%
Yes	0%
Prefer Not to Say	4%

<b>Marriage and Civil Partnership</b>	<b>Percentage of Applicants</b>
Single	0%
Married/Civil Partnership	42%
Never Married and Never Registered in a Civil Partnership	42%

Formerly in Civil Partnership but now Legally Dissolved	0%
Divorced	0%
Separated but Legally Married	0%
Separated, but Legally in Civil Partnership	0%
Widowed	0%
Surviving Partner from Civil Partnership	0%
Prefer Not to Say	16%

<b>Ethnic Group</b>	<b>Percentage of Applicants</b>
White – Scottish, Other British, Irish, Polish, Gypsy/Traveller, Showman/Showwoman, Roma, Other White	63%
Mixed	4%
Asian – Pakistani, Indian, Bangladeshi, Chinese, Other	17%
African	8%
Caribbean or Black	0%
Arab	0%
Other	0%
Prefer Not to Say	8%

<b>Religion and Belief</b>	<b>Percentage of Applicants</b>
Buddhist	0%
Church of Scotland	4%
Hindu	8%
Jewish	0%
Muslim	4%
No Religion	58%
Other Christian	4%
Sikh	0%
Pagan	0%
Roman Catholic	5%
Other	0%
Prefer Not to Say	17%

<b>Sex</b>	<b>Percentage of Applicants</b>
Female	21%
Male	75%
Prefer Not to Say	4%

<b>Sexual Orientation</b>	<b>Percentage of Applicants</b>
Bisexual	0%
Gay/Lesbian	8%
Heterosexual/straight	88%
Other	0%
Prefer Not to Say	4%

### Trainee Valuer

<b>Age Range</b>	<b>Percentage of Applicants</b>
16 -17	0%
18 -21	3%
22 – 30	48%
31 – 40	21%
41 – 50	28%
51 – 60	0%
61 – 65	0%
66 – 70	0%
71+	0%
Prefer Not to Say	0%

<b>Caring Responsibilities</b>	<b>Percentage of Applicants</b>
No	88%
Yes	9%
Prefer Not to Say	3%

<b>Disability</b>	<b>Percentage of Applicants</b>
No	88%
Yes, Limited a lot	0%
Yes, Limited a little	6%
Prefer Not to Say	6%

<b>Consider Yourself to be Trans/Trans History</b>	<b>Percentage of Applicants</b>
No	100%
Yes	0%
Prefer Not to Say	0%

<b>Marriage and Civil Partnership</b>	<b>Percentage of Applicants</b>
Single	63%
Married/Civil Partnership	22%
Never Married and Never Registered in a	0%

Civil Partnership	
Formerly in Civil Partnership but now Legally Dissolved	0%
Divorced	3%
Separated but Legally Married	0%
Separated, but Legally in Civil Partnership	0%
Widowed	0%
Surviving Partner from Civil Partnership	0%
Prefer Not to Say	12%

<b>Ethnic Group</b>	<b>Percentage of Applicants</b>
White – Scottish, Other British, Irish, Polish, Gypsy/Traveller, Showman/Showwoman, Roma, Other White	76%
Mixed	3%
Asian – Pakistani, Indian, Bangladeshi, Chinese, Other	9%
African	6%
Caribbean or Black	0%
Arab	0%
Other	0%
Prefer Not to Say	6%

<b>Religion and Belief</b>	<b>Percentage of Applicants</b>
Buddhist	0%
Church of Scotland	3%
Hindu	3%
Jewish	0%
Muslim	9%
No Religion	56%
Other Christian	3%
Sikh	3%
Pagan	0%
Roman Catholic	19%
Other	0%
Prefer Not to Say	4%

<b>Sex</b>	<b>Percentage of Applicants</b>
Female	44%
Male	53%
Prefer Not to Say	3%

<b>Sexual Orientation</b>	<b>Percentage of Applicants</b>
Bisexual	9%
Gay/Lesbian	0%
Heterosexual/straight	81%
Other	4%
Prefer Not to Say	6%

**Remaining 3 Vacancies – Returns grouped together due to the possibility of identifying individuals**

<b>Age Range</b>	<b>Percentage of Applicants</b>
16 -17	0%
18 -21	0%
22 – 30	11%
31 – 40	32%
41 – 50	42%
51 – 60	15%
61 – 65	0%
66 – 70	0%
71+	0%
Prefer Not to Say	0%

<b>Caring Responsibilities</b>	<b>Percentage of Applicants</b>
No	88%
Yes	10%
Prefer Not to Say	2%

<b>Disability</b>	<b>Percentage of Applicants</b>
No	95%
Yes, Limited a lot	0%
Yes, Limited a little	0%
Prefer Not to Say	5%

<b>Consider Yourself to be Trans/Trans History</b>	<b>Percentage of Applicants</b>
No	93%
Yes	0%
Prefer Not to Say	7%

<b>Marriage and Civil Partnership</b>	<b>Percentage of Applicants</b>
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Single	60%
Married/Civil Partnership	10%
Never Married and Never Registered in a Civil Partnership	10%
Formerly in Civil Partnership but now Legally Dissolved	0%
Divorced	17%
Separated but Legally Married	0%
Separated, but Legally in Civil Partnership	0%
Widowed	0%
Surviving Partner from Civil Partnership	0%
Prefer Not to Say	3%

<b>Ethnic Group</b>	<b>Percentage of Applicants</b>
White – Scottish, Other British, Irish, Polish, Gypsy/Traveller, Showman/Showwoman, Roma, Other White	60%
Mixed	0%
Asian – Pakistani, Indian, Bangladeshi, Chinese, Other	20%
African	12%
Caribbean or Black	0%
Arab	4%
Other	0%
Prefer Not to Say	4%

<b>Religion and Belief</b>	<b>Percentage of Applicants</b>
Buddhist	0%
Church of Scotland	13%
Hindu	4%
Jewish	0%
Muslim	4%
No Religion	46%
Other Christian	4%
Sikh	0%
Pagan	0%
Roman Catholic	13%
Other	4%
Prefer Not to Say	12%

<b>Sex</b>	<b>Percentage of Applicants</b>
Female	74%
Male	22%
Prefer Not to Say	4%

<b>Sexual Orientation</b>	<b>Percentage of Applicants</b>
Bisexual	0%
Gay/Lesbian	4%
Heterosexual/straight	87%
Other	0%
Prefer Not to Say	9%



# **Renfrewshire Valuation Joint Board**

## **Public Sector Equality Duty**

### **PART 3**

**Equality Outcomes – Progress since 2023 and  
our Aims for 2025/27**

## INTRODUCTION

In 2023 we continued with one of our Equality Outcomes in relation to Electoral Registration and identified a new Equality Outcome which was in relation to the Board, ensuring we are an inclusive equal opportunities employer where all staff feel valued and respected.

## EQUALITY OUTCOMES

### Equality Outcome 1

**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.

In 2024 we devised a new way of collating the data we need to evaluate the effectiveness of our equality measures by transferring the process online and the resultant response rate was 93%. This method of collation was utilised in 2025, and the response rate was 76% but this has been attributed to work pressures for the team including organising a move of office premises. We believe the increase in returns indicates staff feel part of the organisation and wish to contribute to the Board's development and as well empowering the staff to be involved with evaluating our equality measures

Since 2023 an online staff suggestion box was launched which allows staff to contribute in another way to the development of the Board.

In relation to recruitment questionnaires relating to equalities were 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.

By moving our recruitment processes to Talentlink, we have removed the paper application packs and allowed us to radically increase our return rate of recruitment equalities questionnaires. We now receive a 100% return with only a small proportion of the returns with responses stating "Prefer not to say". The recruitment equalities monitoring results can be seen in section 5.

As can be seen we have greatly improved how we gather this important information, but we believe we have more work to do to increase awareness of equalities and why this data is so important. Staff are the Board's most important asset, and the views of our staff are integral to the development of the Board.

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.

We have built on our existing training by launching a global training plan for all staff which is communicated regularly to the team via Management Team Bullet Points. We actively encourage staff to request training which will help them personally and professionally. Courses are carefully selected by the Training Team to help all staff and suggestions for bespoke training are also encouraged by Line Managers. The Board will build on this training already provided to all staff and ensure the relevance of training over the next two years. As we have found over the last two years, a good, structured training programme reinforces the Board's ethics, values, policies, vision and mission.

## Equality Outcome 2

**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 since 2023 we have undertaken initiatives and activities, as well as dealing with the changes to electoral registration as a result of the Elections Act 2022 and delivering a snap UK Parliamentary General Election (UKPGE) in July 2024.

### 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;

- **Increased Public Awareness of the changes to the Election Franchise in Scotland.**
- **Undertaken engagement in conjunction with our constituent authorities e.g. Welcome to Your Vote Week, Youth Parliament Elections.**
- **Reached out to Residential Homes and where engagement from the responsible person, carried out a visit to promote electoral registration.**

- **Continue to liaise with each constituent authorities' Communications Team to provide information on our electoral registration activities.**

The ERO continues to work with various external bodies e.g. Electoral Commission, Association of Electoral Administrators, Scottish/UK Governments and other EROs to raise awareness of electoral registration and in particular with underrepresented groups and those with protected characteristics.

In addition, RVJB's website is signposted to alert 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.

Below is what the ERO has been involved with over the last 2 years to promote this equality outcome.

- **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 UK Government and Scottish Government. The ERO was a member of the Electoral Commission Accessibility of Elections Working Group, other members of the group included representatives of a number of third sector organisations including Mencap, RNIB, and Sense. The ERO has attended a number of meetings with these third parties to identify areas of improvement and as Chair of the SAA's Electoral Registration Committee is heavily involved in promoting accessibility.

- **Target Young Voters**

We 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 as well as engaging with each private school within the Joint Board area.

## **Review**

Since late 2022, the ERO and his team have been dealing with the legislative changes the Elections Act 2022 brought in which have affected all aspects of electoral registration. This combined with the snap UKPGE in July 2024 has meant our resources to advance this equality outcome have been heavily stretched dealing with the legislative changes and the election.

The ERO and his team will develop ideas on how to advance this outcome and more work is required to deliver this equality outcome and the ERO is committed over the next two years to accomplish this outcome. As a result of this, the Equality Outcome will continue to be in place until 2027 but will be amended to include accessibility with the outcome now being **"Increasing the representation within and accessibility to Electoral Registration for underrepresented groups and those with protected characteristics, to allow them to be actively empowered to contribute and participate in democracy"**.

## **During 2025-27**

**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 e.g. advance the use of social media, engage with charities various voluntary and representative groups etc.
- Undertake bespoke engagement with our partners e.g. East Renfrewshire, Inverclyde and Renfrewshire Councils, Electoral Commission.
- 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. Attend the schools within our area careers fairs and events.
- Continue to liaise closely with further education colleges and universities and look to attend open days or admission events. Request flyers etc. to be posted on noticeboard.
- Through the SAA, the Association of Electoral Administrators, 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.

## **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 2025-27**

For the next two years the Equality Outcomes for the Board are to continue both outcomes as the Board has more to achieve although the Equality Outcome 2 has been slightly amended;

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 within and accessibility to Electoral Registration for underrepresented groups and those with protected characteristics, to allow them to be actively empowered to contribute and participate in democracy.