

The Highland & Western Isles Valuation Joint Board

Public Sector Equality Duty
Mainstreaming and Outcomes Report
April 2021

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THE HIGHLAND & WESTERN ISLES VALUATION JOINT BOARD
EQUALITIES MAINSTREAMING REPORT – APRIL 2021

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INTRODUCTION

The Valuation Joint Board

The Highland & Western Isles Valuation Joint Board is an independent local government body which was established by The Valuation Joint Boards (Scotland) Order 1995 which took legal operational effect on 1 April 1996. The Board comprises of 10 elected members, 8 from The Highland Council and 2 from Comhairle nan Eilean Siar. The Board is responsible for appointing the Assessor and Electoral Registration Officer (ERO) for the two councils.

The Board has full administrative oversight of the department but does not have operational responsibility for the determination of valuations, bands or electoral registration. These operational matters are for the Assessor and ERO to decide subject to the independent appeal procedures which exist for each area of activity.

Functions of the Assessor and ERO

The Assessor is responsible for valuation for non-domestic rating (The Valuation Roll) and council tax banding (The Council Tax Valuation List), and in his role as ERO, the compilation of the Electoral Register.

The primary service functions are the compilation and maintenance of the Valuation Roll, the compilation and maintenance of the Council Tax Valuation List and the preparation and publication of the Register of Electors.

The overall aim of the Department is:

“To discharge fully the Office of Assessor and Electoral Registration Officer in a manner that is exemplary”

The Legal Context – The Equality Act 2010 and the General Equality Duty

The Equality Act 2010 introduced a new equality duty for the public sector which came into force on 5 April 2011. It replaces previous public sector equality duties, namely:

- The Race Equality Duty
- The Disability Equality Duty
- Gender Equality Duty

The Act provides protection from discrimination for people on the grounds of the following characteristics:

- Age
- Disability
- Gender Reassignment
- Pregnancy and Maternity
- Race

- Religion or Belief
- Sex
- Sexual Orientation

Marriage and civil partnerships are also covered by the Public Sector Equality Duty, with regard to eliminating unlawful discrimination in employment.

The General Equality Duty as set out in the Equality Act 2010 requires public authorities when carrying out their functions to have due regard to the three needs below to:

- Eliminate discrimination, harassment, victimisation and other prohibited conduct
- 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 do not

The Equality Act 2010 highlights that advancing equality of opportunity involves having due regard to the need to:

- Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic
- Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low

The Act also sets out that:

- Meeting different needs includes (among other things) taking steps to take account of disabled people's disabilities
- Fostering good relations means tackling prejudice and promoting understanding between people from different groups
- Meeting the general equality duty may involve treating some people more favourably than others.

The Specific Equality Duties

In May 2012 the Scottish Government introduced the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 to support the better performance of the public sector equality duty by listed public bodies which includes Valuation Joint Boards. These legal duties include requirements to:

- Report on mainstreaming the equality duty every two years
- Publish equality outcomes and report progress every two years
- Assess and review policies and practices
- Gather and use employee information

- Publish gender pay gap information
- Publish statements on equal pay
- Consider award criteria and conditions in relation to public procurement
- Publish in a manner that is accessible

What is Mainstreaming equality?

The Board is required to report and publish on a cycle of either two or four years on the progress made to make the general equality duty integral to the exercise of its functions, so as to better perform that duty.

Mainstreaming simply means integrating equality into the day-to-day work of the Board – taking equality into everything we do as an employer, and when planning or providing services. In doing so equality becomes part of our structures, behaviours and culture and contributes to continuous improvement and better performance. The three needs of the general equality duty should always be considered when exercising the business functions and processes of the Board, including budget setting and project planning.

Gathering and considering relevant equality data is central to mainstreaming equality. This could mean monitoring service users and service activity with respect to all the protected characteristics and then analysing outcomes and integrating equality into all of our engagement activities.

It is also important for the Board to take steps to gather annual information on its workforce and on the recruitment, development and retention of its employees with respect to relevant protected characteristics. The Board's mainstreaming report must include (if not published previously) an annual breakdown of the information it has gathered, and details of the progress it has made in gathering, and how this information is used to better perform the general equality duty. Analysis of this information will allow the Board as an employer to identify any gaps in its performance.

Mainstreaming the equality duty is an organisational responsibility, requiring leadership and staff awareness to both promote equality and challenge inappropriate behaviour and practices to achieve success.

Leadership plays an important part in the context of the mainstreaming duty. Senior managers should ensure that clear and consistent messaging about the importance of the public sector equality duty is emphasised to all staff employed by the Board.

Training and awareness raising of equality across the Board will help ensure that equality is considered routinely and that staff recognise the relevance of equality duties in their own roles.

The following equalities mainstreaming and equalities outcomes report can be found on our website:

- Equalities Outcomes Report 2017
- Equalities Mainstreaming Update 2019

- Equalities Mainstreaming Report 2017 - 2021

Highland & Comhairle nan Eilean Siar Equality Profiles

Key information in relation to some of the protected characteristics in both Highland and Comhairle nan Eilean Siar are as follows:

Highland	Comhairle nan Eilean Siar
51% of the population is female and 49% is male, compared to 51.3% and 48.7% respectively for Scotland. In 2019 Highland had the 7 th highest population out of the 32 local council areas in Scotland. ¹	49.4% of the population is male and 50.6% female which is comparable to 48.5% male and 51.5% female Scottish profile (Census, 2011)
Highland has an older population when compared to the rest of Scotland. 21.3% of the population of Highland is over 65, compared to 18.5% of Scotland In terms of overall size, the 45 to 64 age group was the largest in 2019, with a population of 69,486. In contrast, the 16 to 24 age group was the smallest, with a population of 21,239. In 2019, more females than males lived in Highland in 4 out of 6 age groups. ²	Comhairle nan Eilean Siar has an aging population with 30% under 30 compared with 36% under 30 across Scotland. 29% of the population are over 60 compared with only 23% across Scotland (Census, 2011) As at June 2019 the median age in the islands was estimated to be 49.5 years compared to the Scottish average of 42 yrs. According to the National Records of Scotland as at 2019 approximately one in four people (26%) living in the Outer Hebrides are aged 65 and over, in comparison to the Scottish average of 19%. The population continues to age with 16% of the population aged under 16 (17% nationally) and 59% of the population of working age (64% nationally) while 25% are pensionable age (19% nationally).
In Highland there is a less diverse population compared to the rest of Scotland. Most people identify as having a 'white' ethnic background. The minority ethnic population of Highland in 2011 was 1.4% of the total, up from 0.8% in 2001, but compared to 4% for Scotland overall. Highland has a higher than average Polish population (1.48% compared to 1.16% in Scotland). ³	In 2011, 84% of Scotland's population reported their ethnicity as 'White: Scottish' and a further 8% as 'White: Other British'. Together, minority ethnic groups and white non-British made up 8% of the total population. Across the Western Isles 87% of the population reported their ethnicity as 'White: Scottish' and a further 10.5% as 'White: Other British'. Together, minority ethnic groups and white non-British made up 2.5% of the population of the Western Isles.
The most common response to the question of faith in the 2011 Census was "No religion" in Highland and Scotland. The second most popular faith was Church of Scotland, and the percentage is higher in Highland (36.9%) than in Scotland (32.4%).	The predominant religion in Comhairle nan Eilean Siar is Church of Scotland with 42.5% of the population identifying with this faith in comparison to 32.4% in Scotland. This is followed by 19.1% for 'other Christian'; 18.1% 'no religion' and 12.3% Roman Catholic (Census, 2011)

¹ https://www.nrscotland.gov.uk/files//statistics/council-area-data-sheets/highland-council-profile.html#population_estimates

² https://www.nrscotland.gov.uk/files//statistics/council-area-data-sheets/highland-council-profile.html#population_estimates

³ [Mainstreaming Equality Report | Equality - mainstreaming and outcomes report 2017-19 \(highland.gov.uk\)](https://www.highland.gov.uk/mainstreaming-equality-report)

Pertinence and proportionality

The process of preparing equality outcomes requires to understand the most significant equality issues arising in the organisation and sector. Efforts and resources require to be targeted as effectively as possible to meet the equality duties. Setting outcomes should focus on the areas where the organisation can have the most impact taking a strategic overview of the organisation as a whole and its functions.

Partnership and working with others

The Joint Board does not operate in a vacuum albeit that its remit has a very narrow, wholly statutory compass. It is important to recognise that its functions are restricted but also that the impact of its functions are fundamental – the franchise and taxation.

Quite apart from the assistance gained in addressing the Board's equalities duties that is received by utilising specialist skills in the lead authority, the billing activities of the constituent councils are a continuation of the valuation and banding process and require close co-operation. This same holds true of the Returning Officer function where the year round activity of registration forms the bedrock of the large but short lived organisation that comes into existence when there is a major polling event.

The department is one of a number of Boards and liaison with other Assessors and EROs as to experiences and developments in the field is plainly pertinent. In the field of electoral registration the involvement of the Electoral Commission through their research, monitoring and more specific duties is also of great importance.

The full realisation of equality outcomes requires that the wider environment be kept in mind and that the complex interactions that can arise are not permitted to act counter to individual initiatives.

The many organisations which seek to advance the interests of those with protected characteristics are also viewed as partners with a particularly important role to play in providing feedback as to performance.

A separate body of information particularly relevant to the department's functions is to be found in the work of the Electoral Commission which since its creation has engaged in much research in the electoral field. In particular there is research suggesting differential levels of registration and attitudes amongst ethnic groups, between age groups and other demographic and economic characteristics.

It is clear that even if the equalities legislation did not apply to electoral registration there would be many issues arising in registration that demand attention under the terms of the legislation that requires the ERO to engage in delivery of registration activities to maintain accurate and complete registers.

At a general level therefore there is a confluence of issues arising out of equalities work and electoral registration duties that acts as a clear pointer as to actions that may be required.

The strategic position

On a broad canvass the Board's strategic position can be summed up as follows:

- So far as the electoral registration function is concerned European Parliamentary elections were held on 23 May 2019. An unscheduled UK Parliamentary election was held on 12 December 2019. The Scottish Parliamentary election is being held on 6 May 2021 and the ERO is delivering this election under Covid-19 restrictions, with staff working from home. Local government elections are scheduled to take place in May 2022. The change from household to individual electoral registration is a fundamental one and has been a prime focus for attention in the equalities field since 2014 given the particular characteristics of the change of regime and the known difficulties affecting the under-registered or less-engaged groups. As at 31 March 2021, there were 210,870 registered electors in Highland and Western Isles.
- The Scottish Elections (Franchise & Representation) Act extended the legislation to allow those legally resident in Scotland and prisoners serving a sentence of 12 months or less the right to vote
- Rating – the rating revaluation due to be held in 2015 was postponed until April 2017. The revaluation has been completed however a significant number of appeals are in the process of being resolved. The Covid19 pandemic has resulted in a further significant body of appeals.

The Council Tax regime is currently a stable function. There are no further changes identified at this time.

- So far as the Board's role as an employer is concerned, recent changes to the rating regime as a consequence of the Barclay review of non-domestic rates and the subsequent Non-Domestic Rates (Scotland) Act 2020 have resulted in a small increase in staff numbers and this is likely to continue over the next year. The Board currently employs 56 members of staff, 46 full and 10 part time. Due to a small number of retirals together with Barclay Implementation, the Board has been in a position to recruitment more young people, namely trainee and graduate trainee valuers.

Turnover in staff in the current economic situation is likely to continue to be low other than that engendered by retirals. Given these circumstances there is likely to be limited scope to affect change through the recruitment channel.

- Further information on protected characteristics can be found in Appendix 2. This report only includes the findings of analysis relating to age, disability, average salary and gender as the Board has limited information on the workforce by other protected characteristics and is below levels for publishing data confidently. The Board will work with colleagues from the lead constituent authority, the Highland Council to change the way all equalities data is collected, including other protected characteristics through staff questionnaires and recruitment monitoring. The Board will report on these when the data

allows for meaningful analysis. The data being requested will match the Census 2022 categories.

Against that background and recognising that the rating and council tax function are largely property based, it seems clear that the main focus in the next two years requires to be in electoral registration.

This is not to suggest that when it comes to service delivery, there are no issues which can arise in the rating and council tax areas. These however are less likely, less obvious and plausibly may well be of a similar character as those that arise in the electoral field.

The Board's obligations as an employer must also assume a prominent position.

Equality Outcomes

Outcome One

People feel involved and are able to participate in public life and influence decision-making

This will require a number of measures to track progress which are provisionally as follows:

- Number on the register relative to population estimates
- Number of responders to household enquiry forms and invitations to register throughout the year and during the annual canvass as a proportion of the total number of households
- Number of corrections and complaints
- The existence of a comprehensive publicity engagement strategy to ensure eligible people are able to participate in the electoral process
- Integration of the equalities element with the Electoral Commission performance standards for Electoral Registration Officers (EROs)
- Ensure all property that should be taxed is included in the Valuation Roll and Council Tax list.

Outcome progress to April 2021

The Representation of the People (Annual Canvass) Amendment (Scotland) Order 2020 amended the provision in respect of the steps which a registration officer must take for the purposes of complying with his duty to maintain the register of local government electors. This change in legislation allows the ERO to carry out a more tailored annual canvass to take into account local circumstances and to carry out household matches against local data sets. Electronic communications and telephone canvassing are now an option which should allow the ERO to reach out to households more directly than sending a form to the current or present occupier.

Due to Covid-19 restrictions, the ERO was unable to carry out doorstep canvassing duties to encourage non-responders of invitations to register to complete application forms.

The ERO has relatively few clerical errors and handles a small number of complaints on an annual basis. The Board has recently approved the SPSO Model Complaints Procedure (1 April 2021) and staff have been issued with the relevant guidance documentation.

Public engagement work is carried out throughout the year especially during the annual canvass of electors and in the lead up to elections. During the Scottish Parliament Election, the ERO worked alongside the Scottish Assessor's Association to send a household notification letter to households in February 2021 to encourage electors to apply for a postal vote before the deadline of 6 April. Members of the household who were not registered were encouraged to register to vote before the deadline of 19 April. A separate letter was sent to young persons under the age of 18 who would be eligible to vote at the election encouraging them to register to vote or apply for a postal vote in advance of the deadline.

Outcome 1 priorities – April 2021 onwards

Work will continue on these outcomes throughout the next two years. The ERO will progress the following:

- Encourage young voters under 16 to register to vote, working alongside constituent authorities to obtain relevant data
- Working alongside partners and constituent authorities to encourage registration from newly enfranchised citizens
- Monitor local data sets to identify low levels of registration in particular areas
- Incorporate KPIs into the Performance Standards set by the Electoral Commission and continue work in public engagement throughout the year

Outcome 2

We will improve customer satisfaction rates in particular from people with protected characteristics

In order to track this outcome the following will be required:

- We will establish a public performance survey via random sampling of transactions with the department
- We will monitor performance more generally via partners' survey work, such as Electoral Commission research, Highland Council research, close monitoring of complaints, and analysis of the electoral errors that come to light
- Focus on improved materials using plain English tested with relevant groups and in partnership with other EROs and the Electoral Commission.
- Through continued use of interactive voter registration throughout the annual canvass of electors, giving the opportunity for household replies to be made via internet, SMS, telephone or by paper return

Outcome progress to April 2021

The Covid-19 pandemic hampered efforts by the Assessor to incorporate public performance questionnaires. It is anticipated that work will commence in the coming months and that the Board will be in a position to report on progress in 2023.

With the introduction of individual electoral registration, a large number of forms and letters have been produced which are based on user testing by the Cabinet Office and the Electoral Commission. Any changes to letters or outer envelopes which improve messaging for citizens are regularly reviewed and incorporated.

The Board introduced tablets for doorstep canvassing within Highland which have proved popular with canvassing staff and electors. Information is in real time and allows for online registration via the UK Government's digital service to be made on the doorstep, reducing the need for a paper form to be completed. In 2021 the Board will increase the number of tablets used by canvassers from 4 to 35. Real time information captured will be downloaded directly into the electoral management system (EMS).

In April 2021, the ERO saw a significant increase in requests for postal votes for the Scottish Parliament election.

Constituency	Eligible electorate (28/04/21)	Total Electorate (28/04/21) with a postal vote	Percentage of electoral with a postal vote (28/04/21)
Caithness, Sutherland & Ross	57,045	15,012	26.32%
Inverness & Nairn	71,127	19,737	27.75%
Na h-Eileanan an Iar	21,992	6,386	29.04%
Skye, Lochaber & Badenoch	63,099	16,295	25.82%
TOTAL	213,263	57,437	-

The Scottish electorate stats on the republished 1 December 2020 register of electors stood at 209,029. The total number of electors with a postal vote was 39,160.

The Board continues to use an interactive service for responses to canvass communications allowing responses by internet, SMS, telephone or paper return. Feedback surveys are carried out with any suggestions for improvements provided to our EMS supplier. Of the 16,711 users who took the survey during the 2020 canvass 15,637 found the service easy to use with 167 providing no comment on the service.

Outcome 2 priorities – April 2021 onwards

The Board continually reviews standard template letters to ensure that they are in plain English. An evaluation of the Board's website is planned for this year to make it as

user friendly as possible and Google Analytics reporting will be used to identify the average time that a user spends on each page, and any other useful information gathered will assist with web improvements.

The feedback survey from the 2020 annual canvass of electors through the interactive response service will be analysed prior to the 2021 canvass to see how the ERO can improve the user experience. 907 users of the service in 2020 reported that they didn't find the service easy to use. Any issues with the software will be reported to the EMS supplier.

The ERO will continue to work with local partners to encourage registration from newly enfranchised electors using resources from the Electoral Commission. This will be done as part of performance standards for EROs and monitored through KPIs.

Outcome 3

Increase the proportion of staff who feel they are treated fairly

In order to track this outcome we shall require the following:

- Carry out annual employee review and development plans
- Introduce an improved induction programme for new employees
- Carry out a systematic review of HR policies
- Introduce a number of Health & Safety policies and procedures
- Promote flexible working arrangements to support employees to achieve a balance between work and their life outside work
- Ensuring reasonable adjustments are made for disabled candidates and employees
- Increase training in equalities matters for staff at each of the department's offices
- Attendance at a one day training course on equality and diversity through Highland Council's Learning and Development Team for senior management
- Increase commitment to training where there is an identified need for the organisation to improve the skills of staff
- Reduce occupational segregation where this contributes to an equal pay gap and generally seek to reduce the gender pay gap
- Gather more comprehensive employment data
- Continued commitment to the Scottish Living Wage
- Review recruitment channels

Adopting these outcomes will require that a revised Equalities Plan be prepared that sets out in greater detail the steps that will require to be taken to advance towards these outcomes. It may also be necessary to modify some of the measures that are proposed.

Outcome progress to April 2021

The Board has seen a very low turnover of staff since the publication of the outcomes report in 2019. However, the implementation of the Barclay Review has seen the

department employing a mixture of trainee and graduate trainee valuers and clerical staff.

The timetable to update employment and health & safety policies and procedures has now been completed with two final policies being presented to the Board in June 2021. A schedule of review of policies and procedures is now in place and regular meetings have been arranged with the Highland Council Human Resources team to discuss legislation changes and policy updates.

Due to the Covid-19 pandemic and the introduction of a new EMS, the new induction programme has not yet been implemented. This is now scheduled to be completed in 2022.

The Board is actively seeking to become a Disability Confident employer by the end of 2021.

Reduction in occupational segregation – whilst there has been a slight reduction in the gender pay gap across the combined gap for male and female employees, the Board is still working to reduce the ratio of male/female employees. As an employer turnover in staff is low other than that engendered by retirements.

Vacancies continue to be advertised through Myjobscotland via The Highland Council's recruitment page with applicants directed to the Board's own website for application packs. Discussions have taken place with The Highland Council HR department to have a separate page for the Board so that we can move to an integrated system.

The Valuation Joint Board promotes career progression schemes and currently has seven members of staff on a career progression scheme.

The Board continues to be committed to paying the Scottish Living Wage.

The Covid-19 pandemic has seen staff working from home since March 2020. Staff welfare is a key concern for the Board and regular meetings are held between staff and line managers.

Senior managers have still to attend equalities training and again attendance has been hampered by Covid-19 restrictions.

Outcome 3 priorities – April 2021 onwards

The Board will review work experience opportunities and the under-representation of younger people particularly those under the age of 30.

The employee review and development plan process is to be reviewed in 2022 after feedback from the management team. Work on this review is delayed due to change in work priorities as a result of the Covid-19 pandemic.

As previously advised in this report, the Board will work with colleagues from the lead constituent authority, the Highland Council to change the way all equalities data is

collected, including other protected characteristics through staff questionnaires and recruitment monitoring. The Board will report on these when the data allows for meaningful analysis. The data being requested will match the Census 2022 categories.

HR and health & safety policies will continue to be monitored and updated where necessary throughout the next two years.

The Board as an employer

As an employer, the Board is committed to providing equality of opportunity in employment. No job applicant or employee will receive less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy, and maternity, race, religion or belief, sex or sexual orientation. Our working culture aims to promote dignity and to respect the contributions of all. Employees are expected to behave in a manner that reflects our commitment to fair treatment and respect.

Staff are supported to achieve these aims through policies, management guidance and a range of training and awareness activities. Relevant policies include Equal Opportunities, Flexible Working, Grievance and Harassment, Maternity, Paternity and Adoption, Attendance Management and Recruitment and Selection.

Under the Equality Act 2010 (Specific Duties) (Scotland) Amendment Regulations 2016 there is a requirement to publish an equal pay statement and to publish information as to the characteristics/demographics of the Board's employees and the gender pay gap which can be found in Appendices 1 to 3.

Reporting

The Board is required annually to report and publish information on equalities matters. It is intended to accommodate this requirement by including a section in the Board's website.

Review

It is a requirement to review equalities practices, policies and outcomes from time to time. A suitable timeframe for review is the end of 2022.

HIGHLAND & WESTERN ISLES VALUATION JOINT BOARD

EQUAL PAY STATEMENT

1. The Highland & Western Isles Valuation Joint Board is committed to the principle of equal pay for all its employees and aims to identify and eliminate any bias in its pay systems relating to any of the protected characteristics defined in the Equalities Act 2017 (the Board recognises the specific duty relating to gender, disability and ethnicity).
2. It is in the interest of the Board to ensure that it has fair and just pay systems. It is important that employees have confidence in the process of eliminating bias and the Board is committed to achieving this through consultation with employees and the recognised trade unions.
3. The Board believes that in eliminating bias in its pay systems, it is sending a positive message to its employees and the Highland/Western Isles Communities. It makes good business sense to have fair and transparent reward systems and it also helps the Board to control costs.
4. The Board recognises that occupational segregation in the workforce may have a negative effect on equal pay gaps. The Board is committed to monitoring and analysing areas of occupational segregation and implementing actions to address these.
5. Previous analysis of pay data suggests that the greater availability of part time work in senior grades could have a positive impact on pay gaps. The Board is committed to taking action to achieve this.
6. The Board's objectives are to:
 - Monitor gender pay gaps, occupational segregation and the availability of part time and flexible working arrangements
 - Identify and eliminate any unfair, unjust or unlawful practices that impact on pay
 - Take appropriate remedial action
7. The Board will:
 - Operate a pay strategy for Scottish Joint Council (SJC) employees that ensures equal pay for work of equal value and conditions of employment
 - Operate a Flexible Working Policy that opens opportunities to all employees through the pay grades

- Challenge expectations that employees in higher grades should work long or unpredictable hours
- Appoint on merit, properly assessing the abilities of candidates for recruitment and promotion
- Make reasonable adjustments to support employees to undertake work at higher grades
- Provide support and training to both female and male employees returning to work
- Maintain a culture that challenges stereotypes around an employee's ability to carry out work at higher grades
- Respond to grievances and complaints to the Board on equal pay
- Consult and plan actions in consultation with employees and Trade Unions
- Review progress every two years

William J Gillies
Assessor & Electoral Registration Officer
Moray House
16-18 Bank Street
INVERNESS
IV1 1QY

30 April 2021

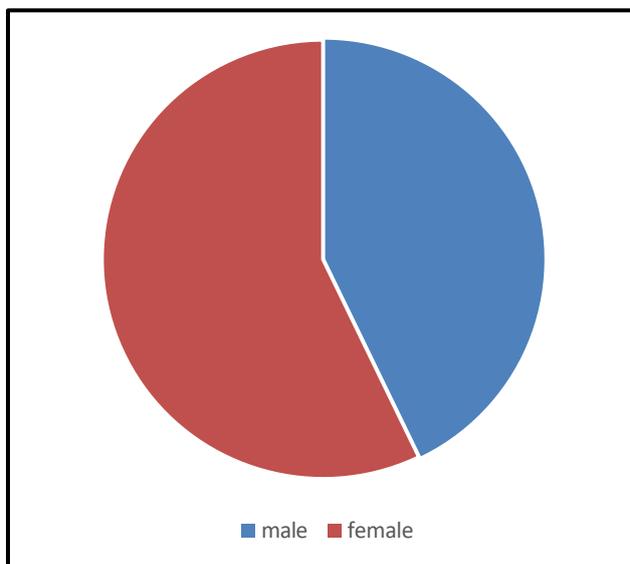
APPENDIX 2

THE HIGHLAND & WESTERN ISLES VALUATION JOINT BOARD

EQUALITIES MONITORING AS AT 1 APRIL 2021

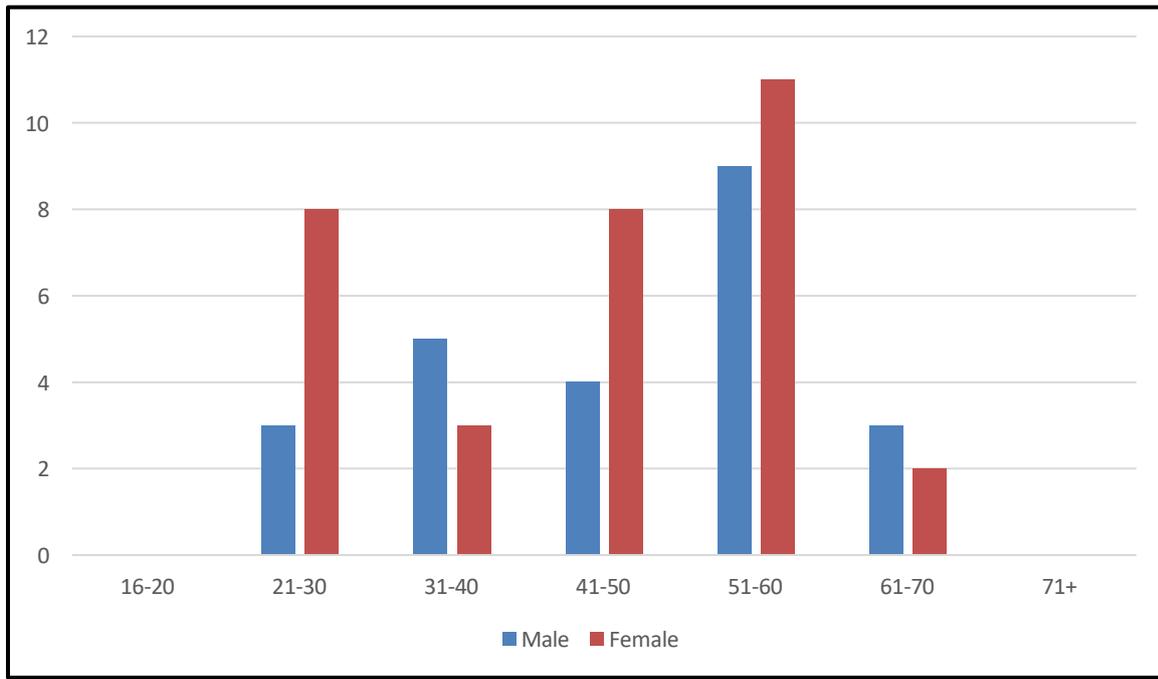
Employees by Gender

Male	Female
24	32



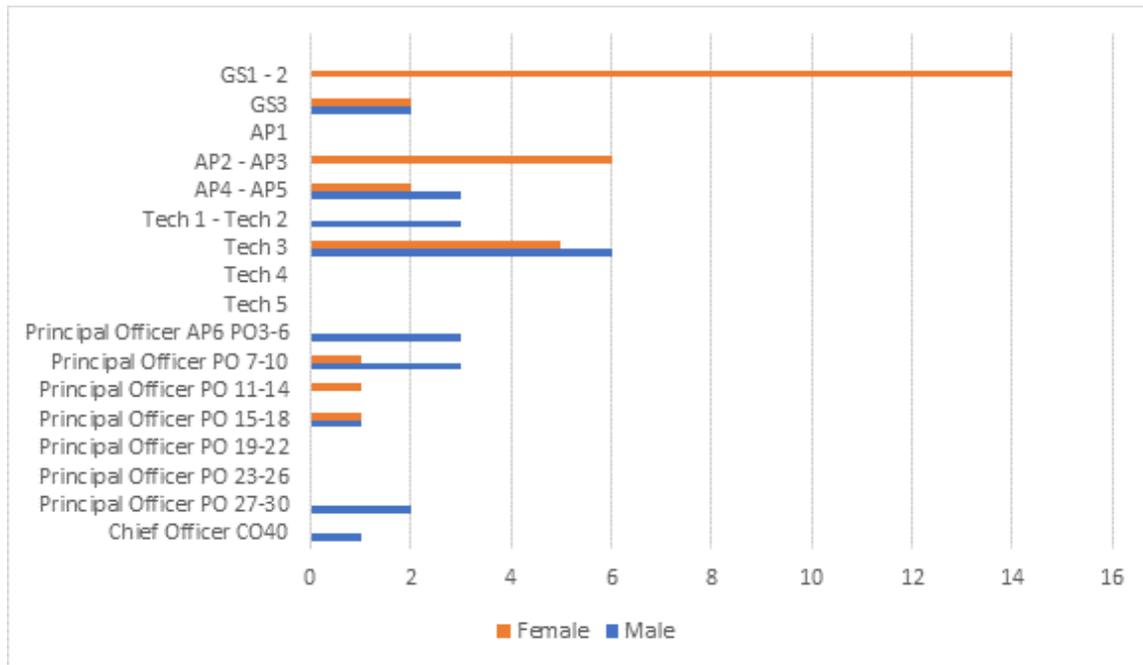
Employee Age Distribution

Age Range	Male	Female
71+	0	0
61-70	3	2
51-60	9	11
41-50	4	8
31-40	5	3
21-30	3	8
16-20	0	0



Average Salary

Salary Grade	Male	Female
GS1-2	0	14
GS3	2	2
AP1	0	0
AP2 – AP3	0	6
AP4 – AP5	3	2
Tech 1 – Tech 2	3	0
Tech 3	6	5
Tech 4	0	0
Tech 5	0	0
A&P Grade 6 - Principal Officer AP6 PO3-6	3	0
Principal Officer PO 7-10	3	1
Principal Officer PO 11-14	0	1
Principal Officer PO 15-18	1	1
Principal Officer PO 19-22	0	0
Principal Officer PO 23-26	0	0
Principal Officer PO 27-30	2	0
Chief Officer CO40	1	0



APPENDIX 3

THE HIGHLAND & WESTERN ISLES VALUATION JOINT BOARD

GENDER PAY GAP DATA AS AT 1 APRIL 2021

Combined Gap

Male	Female
£822,581.74 – combined salary for all 24 male employees	£719,152.05 – combined salary for all 32 female employees
Average hourly rate = £19.95 per hour	Average hourly rate = £13.33

Gender pay gap – difference between the average male and female pay rates. It is calculated by dividing the average female hourly pay rate by the average male hourly pay rate.

$$£13.33 / £19.95 \text{ per hour} \times 100/1 - 100 = -33\%$$

Full Time Gap

Male	Female
£762,804.05 – combined salary for all 19 full time male employees	£644,610.97 – combined salary for all 24 full time female employees
Average hourly rate = £22.06 per hour	Average hourly rate = £14.84

Full time gender pay gap is the gap between the average hourly rate of female employees who work full time and male employees who work full time.

$$£14.84 / £22.06 \text{ per hour} \times 100/1 - 100 = -33\%$$

Part Time Gap

Male	Female
£59,777.69 – combined salary for all 3 part time male employees	£74,541.08 – combined salary for all 6 part time female employees
Average hourly rate = £19.91 per hour	Average hourly rate = £11.71

Part time gender pay gap is the gap between the average hourly pay rate of female employees who work part time and male employees who work part time.

$$£11.71 / £19.91 \text{ per hour} \times 100/1 - 100 = -41\%$$

	Combined Gap	Full Time Gap	Part Time Gap
All employees	- 33%	-33%	-41%

Positive figures indicate a pay gap to the detriment of male employees while negative figures indicate a pay gap to the detriment of female employees