

Example Equalities Monitoring Form

Below is a simple template for a conflict of interest policy: depending on your organisation you may want to flesh it out further – please see the resources at the end for more information.

Please note: *This information is intended to offer assistance and provide information where appropriate and Community Southwark is not liable for action taken, or not taken, as a result of reading this guide.*

You don't have to track how many job applications you receive from different groups of people, or the characteristics of the people working for you.

If you collect personal information (e.g. ethnicity, gender, faith, sexuality) about job applicants or staff, you must [protect their data](#).

You must not [discriminate](#) against a candidate based on their personal information.

[\(Gov.UK\)](#)

If you choose to collect this data, it is important that it is used correctly; so ask your organisation, does it know why it is collecting this data/ what does it inform/ do you need to collect it? Etc.

Below is a sample form you could use, if you decide that it is important for you to track this information – perhaps to monitor that your funding is going where it should for example.

HEADER OF THE ORGANISATION

Age Group
(A)

- | | |
|-------------------------------------|--|
| 1 <input type="checkbox"/> Under 18 | 2 <input type="checkbox"/> 18-24 |
| 3 <input type="checkbox"/> 25-34 | 4 <input type="checkbox"/> 35-44 |
| 5 <input type="checkbox"/> 45-54 | 6 <input type="checkbox"/> 55-64 |
| 7 <input type="checkbox"/> 65+ | 8 <input type="checkbox"/> Prefer not to say |

Disability
(B)

Do you consider yourself to have a disability?

- 1 Yes 2 No 3 Prefer not to say

- 1 Hearing
- 2 Learning Difficulty
- 3 Mental Health
- 4 Mobility
- 5 Sight
- 6 Other (please specify) _____
- 7 Prefer not to say

Our work is informed by the social model of disability - that it is social 'barriers' which cause 'disability', rather than impairments. The Disability Discrimination Act 1995 defines a disability as: “a

physical or mental impairment which has substantial and long-term (lasting more than 12 months) adverse effect on your day to day living”.

- Gender / Identity** (C)
- 1 Female
 - 2 Trans - FTM
 - 3 Male
 - 4 Trans – MTF
 - 5 Gender variant
 - 6 Prefer not to say
 - 7 Other (please specify) _____

- Residential Status** (D)
- 1 Asylum Seeker
 - 2 Indefinite leave to remain
 - 3 Migrant
 - 4 Refugee
 - 5 UK citizen
 - 6 Prefer not to say

- Religion or Belief** (E)
- 1 Agnostic
 - 2 Atheist/Humanist
 - 3 Buddhist
 - 4 Christian
 - 5 Hindu
 - 6 Jewish
 - 7 Muslim
 - 8 Sik
 - 9 None
 - 10 Prefer not to say
 - 11 Other (please specify) _____

- Sexual Orientation** (F)
- 1 Bisexual
 - 2 Homosexual
 - 3 Heterosexual
 - 4 Other _____ (please specify)
 - 5 Prefer not to say

- Ethnicity** (G)
- 1 Asian - Bangladeshi
 - 2 Asian - British
 - 3 Asian - Indian
 - 4 Asian - Pakistani
 - 5 Asian - Other (please specify) _____
 - 6 Black - African
 - 7 Black - British
 - 8 Black - Caribbean
 - 9 Black - Other (please specify) _____
 - 10 Chinese
 - 11 Latin American
 - 12 Middle Eastern
 - 13 White - British
 - 14 White - Irish
 - 15 White - European
 - 16 White - Other (please specify) _____

- 17 Mixed ethnicity (please specify) _____
- 18 Other ethnicity (please specify) _____
- 19 Prefer not to say

Sub-Sector in which you work
(H)

- | | |
|---|--|
| 1 <input type="checkbox"/> Advice, Advocacy & Legal | 2 <input type="checkbox"/> Arts, Culture & Media |
| 3 <input type="checkbox"/> BAMER | 4 <input type="checkbox"/> Children, Young People & Families |
| 5 <input type="checkbox"/> Civic Society | 6 <input type="checkbox"/> Communities |
| 7 <input type="checkbox"/> Crime & Community Safety | 8 <input type="checkbox"/> CVS Networks |
| 9 <input type="checkbox"/> Disability | 10 <input type="checkbox"/> Drugs & Alcohol |
| 11 <input type="checkbox"/> Elders | 12 <input type="checkbox"/> Environment |
| 13 <input type="checkbox"/> Equalities & Human Rights | 14 <input type="checkbox"/> Faith |
| 15 <input type="checkbox"/> Finance & Economics | 16 <input type="checkbox"/> Health & Social Care (inc Mental Health) |
| 17 <input type="checkbox"/> Housing & Homelessness | 18 <input type="checkbox"/> Learning & Skills |
| 19 <input type="checkbox"/> LGBT | 20 <input type="checkbox"/> Planning |
| 21 <input type="checkbox"/> Premises & Property | 22 <input type="checkbox"/> Regeneration & Development |
| 23 <input type="checkbox"/> Social Enterprise | 24 <input type="checkbox"/> Sport & Recreation |
| 25 <input type="checkbox"/> Transport | 26 <input type="checkbox"/> Volunteering |
| 27 <input type="checkbox"/> Women | 28 <input type="checkbox"/> Other (please specify) |
- _____

Resources

The following resources are useful in keeping your policies and procedures up-to-date:

- Gov.UK: [Employers' responsibilities: equality monitoring](#)
- Northampton Borough Council: [Equality Monitoring Form Template 2011](#)
- Southwark Council: [Monitoring Form](#)
- Southwark Council: [Personnel Letter and Forms](#)

Support

If you would like any support with policies and procedures or any other issues facing your organisation, please contact the Development Team at Community Southwark:

development@communitysouthwark.org.uk or 020 7358 7020.