

**AGENDA ITEM**

**NOT FOR PUBLICATION**

**EXEMPT INFORMATION FALLING  
WITHIN PARAGRAPH(S) 11 OF PART 1  
OF SCHEDULE 12A TO THE LOCAL  
GOVERNMENT ACT 1972**

**COMMITTEE: LJNCC**

**DATE: 15<sup>TH</sup> JANUARY 2003**

**SUBJECT: EQUALITY RECORD KEEPING AND MONITORING**

**REPORT BY: HEAD OF EQUALITIES**

**CONTACT OFFICER: VAL GRANT EXT: 7147**

**IMPLICATIONS:**

LEGAL	<input type="checkbox"/>	STAFFING	<input type="checkbox"/>
EQUALITIES	✓	COMMUNITY SAFETY	<input type="checkbox"/>
FINANCIAL	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
PROPERTY	<input type="checkbox"/>		

**WARDS AFFECTED: ALL**

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**PURPOSE**

1. To consider and comment on the Equality Record Keeping and Monitoring guidelines.

**RECOMMENDATION(S)**

2. **LJNCC is recommended to comment on and, if appropriate, agree the guidelines attached at Appendix A.**

**REPORT**

3. The Council has been fully committed to the concept of Equalities Record Keeping & Monitoring (ERKM) in both employment and the delivery of services for a number of years, as a result equalities monitoring has increasingly become embedded into departmental data collection system.
4. However the existing guidelines are now out of date due to changes in the 2001 Census categories and the European Directive on Sexual orientation, due to come into force in December 2003. These changes have resulted in the revision of the existing guidelines in order to provide staff and service users with a set of agreed, clear and consistent monitoring categories to enable them to self-classify by ticking the most appropriate categories, which apply to them with regards to ethnicity, gender, disability and sexuality.
5. From October 2003 there will be a statutory duty on local authorities not to discriminate against gay men and lesbian employees, in terms of service provision and community engagement. However there is already statutory authority not to discriminate implicit within the Best Value regime.

6. It is essential that staff and service users have a clear understanding of the reasons both legal and operational for monitoring equalities and the purposes for which the information will be used. The attached guidelines provide that clarity.
7. It is our intention to have only one leaflet on Equality Monitoring and Record Keeping for both service users and employees and not to follow the practice of having separate leaflets as in previous years. One leaflet should help to reduce any confusion that may result in following the guidelines.
8. The guidelines have already been discussed at the Equality Co-ordinators Group, the Human Resources Forum, Challenge Champion Groups and Corporate Directors Management Team. Following this report to LJNCC, the next stage will be to take a report to the Executive for approval.

## **APPENDIX**

9. Appendix A – EQUALITY RECORD KEEPING AND MONITORING FORM - Guidance for employees and service users

### **EQUALITY RECORD KEEPING AND MONITORING FORM**

#### **Guidance for employees and service users**

**The completion of this form or any part of it is completely voluntary on your part.**

Luton borough council is committed to equality of opportunity, both in the provision of service and in our role as a major employer. We believe that all people have the right to be treated with dignity and respect. We are committed to the elimination of unfair discrimination and we are determined to ensure that all service users and employees receive fair and equitable treatment.

What is equality record keeping and monitoring?

Equality record keeping and monitoring is the processes we use to collect, store, and analyse data about people's ethnic background, gender, sexuality and disability. To assist us in monitoring fair and effective service delivery and to develop our policies and practices, we would be grateful if you would complete the monitoring information below. The information will be confidential and used only for monitoring purposes. No personal information, such as your name or address, will be used in collating statistical data. We will use the monitoring information to:

- Highlight possible inequalities
- Investigate the underlying causes; and
- Remove any unfairness or disadvantage

Why do we monitor?

The council has a legal duty to ensure that both employment and services are provided fairly. Without equality monitoring, the council will not know whether its equal opportunities policy is working. Equality monitoring can indicate whether we are offering equality of opportunity to all groups and can help us to make changes based on facts rather than assumptions. Monitoring is also a legal requirement under the race relations (amendment) act 2000, disability discrimination act 1995, and sex discrimination act 1975. Finally, equality monitoring can help us to provide services on a fair and equitable basis and improve our reputation as a good employer.

Will this information allow people to discriminate against me?

**No definitely not.**

Discrimination is more likely to take place and be more difficult to prove when monitoring information is not kept. Equality monitoring provides important information to help us identify trends and make improvements in all areas of our activities.

What about confidentiality?

You can be assured of complete confidentiality because the information we collect is put together so that it is not possible to identify particular individuals. Only people directly involved in policy and planning processes are allowed to see the information we collect - and then only in aggregated form.

What categories do we use?

**We need to know details of ethnicity, gender, sexuality and disability of employees and service users. People decide how they wish to describe themselves by choosing the category that suits them best as set out below.**

What information do we need from you?

**We need to know your ethnicity, gender, and sexuality and whether you feel you have a disability. You decide how you wish to describe yourself by choosing the category that suits you best.**

**The ethnic categories below are from the 2001 census and will provide the most comprehensive and reliable data about the population. The council has added a further category of kashmiri to reflect the local population mix.**

Race and ethnicity

***Choose one section from a to e and then tick the appropriate box to indicate your ethnic background.***

- A. White
- ☐ **british**
  - ☐ **irish**
  - ☐ **any other white background**  
please write in

- B. Mixed
- ☐ **white and black caribbean**
  - ☐ **white and black african**
  - ☐ **white and asian**
  - ☐ **any other mixed background**  
please write in

- C. Asian or asian british
- ☐ **indian**
  - ☐ **pakistani**
  - ☐ **bangladeshi**
  - ☐ **kashmiri (local only)**
  - ☐ **any other asian background**  
please write in

- D. Black or black british
- ☐ **caribbean**
  - ☐ **african**
  - ☐ **any other black background**  
please write in

- E. Chinese or other ethnic group
- ☐ **chinese**
  - ☐ **any other**  
please write in

Disability

The disability categories below are broadly based on the definition of a disabled person in the disability discrimination act 1995 as "someone with a physical or mental impairment which has a substantial or long term effect upon his/her ability to carry out normal day to day activities".

Do you consider yourself to have a disability?

Yes ☐ no ☐

If 'yes' please tick which of the following best describes your disability.

- ☐ mobility
- ☐ manual dexterity
- ☐ physical co-ordination
- ☐ continence
- ☐ ability to lift, carry or otherwise move everyday objects
- ☐ speech, hearing, eyesight
- ☐ memory or ability to concentrate, learn or understand
- ☐ perception of the risk of physical danger

Gender

(please tick box as appropriate)

Male ☐ female ☐ transperson ☐

Sexuality

(please tick box as appropriate)

Lesbian ☐ gay man ☐ bi-sexual ☐ hetero-sexual ☐

How can you help?

The council is firmly committed to equality record keeping and monitoring in both employment and the delivery of services.

If you are a member of the public or service user you can help us by completing a monitoring form whenever you are required to do so. This will help us to improve our services. If you are an employee of the council you can make an important contribution in this area in several ways, for example by: -

Making sure that your own details held by the human resource division and/or department are as complete, and accurate as possible.

Encouraging users of our services and colleagues alike to complete monitoring forms when they are requested to do so and offering help if necessary.

**Spending time, when appropriate, to explain the council's purpose in collecting monitoring data and reassuring colleagues, clients and service users about any concerns they may have.**

Further help available

**The equalities unit of the council has published a detailed guide to record keeping and monitoring for use by council employees and is available within all departments.**

**If you are a service user the equalities unit will be happy to assist with specific queries and will be pleased to hear from you if you feel you need further help or guidance.**

**For further information and a more comprehensive guide to record keeping and monitoring contact:-**

Equalities unit  
Lower ground floor  
Town hall  
Luton  
Lu1 2bq  
Tel: 01582 546190  
Fax: 01582 546794

**This document about equalities monitoring & record keeping can be made available in a range of languages, large print, braille, on tape, electronic and accessible formats from the equalities unit. Telephone (01582 546146), fax (01582 546794), minicom (01582 546102) or e-mail [equalities@luton.gov.uk](mailto:equalities@luton.gov.uk)**

**Copies of this leaflet can be made available in english, bengali, gujarati, hindi, punjabi, urdu and in large print and on tape.**