

(Scottish Governing Bodies) Equity Monitoring Form - 2008

Strictly Private and Confidential

(Scottish governing body) is committed to making **(sport)** accessible to all. This will be accomplished by upholding the principles of equity in all aspects of our work. We will audit and monitor our business activities regularly, and will take appropriate steps if it appears that our commitment to equity is not being delivered effectively.

As part of our work to ensure that all staff/members/coaches (delete as appropriate) are being fairly treated, we need to collect data on the staff profile in terms of equity. This will help us to understand how diverse our workforce is and to identify any barriers and areas of under-representation in our workforce/membership (delete as appropriate). This in turn will help us to identify areas of action to make our organisation and our sport more equitable.

You are not obliged to answer all of the questions. However, we hope that you will understand the reasons for collecting this data, and the benefits this will have for you, our organisation and our sport.

Your response should be returned to *(enter)* in a sealed envelope marked "private and confidential" and will be treated in the strictest confidence, in line with the principles of the Data Protection Act 1998. Your name does not appear on the form. The information will be stored securely and will only be accessed by *(enter)*. No-one else in **(SGB)** will have access to the information.

When we publish the results of our monitoring, the data will be aggregated and anonymous. **It will not be possible to identify individuals from the data collected or published.** The aggregated reports will be reported to *(enter e.g. Board)* as part of our ongoing work to monitor and evaluate our equity work.

Your cooperation in helping us to gather this monitoring information will greatly aid our efforts to ensure that all staff are treated fairly regardless of age, race, disability, gender, sexual orientation, religion or belief. Without this data, it will not be possible to identify any current areas of under-representation or potential inequalities, and as such, it will make it much more difficult to tackle these issues.

Thank you in advance of your cooperation.

(enter name of Chair or CEO)

GENDER

Please indicate your gender by ticking one of the boxes below:

Male Female

Is your gender identity the same as the gender you were assigned at birth? Yes No

I prefer not to answer these questions

CARING RESPONSIBILITY

Are you the **primary** caregiver to a child or children, or other dependents including disabled, elderly or sick adults)?

Yes No

I prefer not to answer this question

AGE

Please indicate your age by ticking one of the boxes below:

16 – 24 45 – 54

25 – 34 55 – 64

35 – 44 65+

I prefer not to answer this question

DISABILITY

According to the Disability Discrimination Act 1995 (as amended in 2005), 'disability' is defined as "a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities."

This definition includes impairments that relate to mobility; manual dexterity; physical coordination; continence; ability to lift, carry or otherwise move everyday objects; speech, hearing or eyesight; memory or ability to concentrate, learn or understand; or, perception of the risk of physical danger, and also includes mental illness or mental health problems; learning disabilities; dyslexia; diabetes; epilepsy; and HIV, cancer and multiple sclerosis, from the point of diagnosis.

(Note: This definition is provided in guidance on disability monitoring published by Trade Unions Congress, as recommended by the Disability Rights Commission).

Do you consider yourself to be disabled?

Yes No

I prefer not to answer this question

If you have answered 'yes', please identify the nature of your disability:

Physical disability

Learning disability

Sensory disability – visual impairment

Sensory disability – hearing impairment

If you have answered 'yes'. please indicate any reasonable adjustments that you believe are necessary to enable you to fulfil your role.

ETHNIC ORIGIN

Please indicate your ethnic origin by selecting one of the boxes below. These categories are in line with those recommended by the Equality and Human Rights Commission:

White

- Scottish
- Other British
- Irish
- Any other White background Please specify _____

Mixed

- Any Mixed background

Asian, Asian Scottish or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

Black, Black Scottish or Black British

- Caribbean
- African
- Any other Black background

Other Ethnic Background

- Any other background (Please specify) _____

- I prefer not to answer this question

SEXUAL ORIENTATION

Please indicate your sexual orientation by selecting one of the boxes below:

- Bisexual
- Gay man
- Gay woman/lesbian
- Heterosexual/Straight
- Other
- I prefer not to answer this question

RELIGION OR BELIEF

Please indicate your religion or beliefs by selecting one of the boxes below. These are the categories used in the 2001 Census:

Buddhist

Christian:

Roman Catholic Protestant Other (please provide details): _____

Hindu

Jewish

Muslim

Sikh

Another religion Please provide details _____

No religion

I prefer not to answer this question

I do not wish to complete this form

Please return this form by (date) to (enter), marking your envelope 'PRIVATE & CONFIDENTIAL'.

Thank you – your cooperation is greatly appreciated.