Equalities Data Collection Questionnaire

Guidance for Managers in Provider Services

1. Introduction

We are asking all providers and all services to take part in this annual equalities data collection as it is important everyone is represented in the information being gathered.

We want to make sure all the services we commission are accessible, inclusive and responsive to the needs of people and communities within the District. This equalities questionnaire will help us improve existing services and shape our future services.

2. Background

Understanding who is using commissioned services is important. It helps to shed light on the situation of groups who are at risk of discrimination and tackle inequality where it is happening.

The People Commissioning Service at Bradford Council reviewed and designed a new approach to collecting equalities data in 2024. This will now be collected on an annual basis in the month of October.

3. The questionnaire process

- Between 1st November and 31st November, this year, you are being asked to share the equalities questionnaire with everyone who uses your commissioned services in Bradford and support them to complete it where required.

- The questionnaire is available online only and the submissions will be sent directly back to the Council.

- Easy Read cards are available to support with completing the online questionnaire. Audio and BSL guidance on the questionnaire is also available.

- You will be sent an email with a link to the questionnaire and your unique service ID.

- The questionnaires can be completed either,
    - By sending the link and unique service ID directly to the person for them to complete the questionnaire themselves, or
    - By a member of staff supporting the person to complete the questionnaire on a phone or tablet

- All responses are anonymous. The data will be linked to service provision, not individuals.

- Additional information explaining about the questionnaire and how the information will be used in available here: Equalities Survey Additional Info v3

- If you hover over this symbol in the questionnaire  you will be able to see a short explanation of why the question is being asked.

- All questions that offer answer choices have a prefer not to say option. All questions (apart from the unique service ID) can also just be left blank if people want to do this.

4. Results of the questionnaire

The questionnaire submissions will be returned directly to the council. In November the data will be transferred into a dashboard, which will enable Commissioning and Contract Management staff to look at information received at a District, locality, service type or service level.

All providers will receive an individual report showing the results for their service. The report will also include prompts about how the data could be used, or where there might be questions to explore in more detail in services.
People Commissioning will also produce a wider summary report and action plan explaining what we found from the data and how it will be used to improve services going forward.

5. Where to get support or advice

All updates, guidance and support documents will be available on the Connect to Support Provider Zone: Equalities Data - People Commissioning Service | Bradford Connect to Support

In addition to this manager guidance, we have produced:

- Practical guidance for staff, including details of each of the questions and answer choices
- A short presentation which can be used in team meetings to explain what is happening
- Key messages for people who use services (and their families or carers)
- The Equalities Survey Additional Info v3
- Support tools in accessible formats