Equalities Data Collection Questionnaire

Guidance for Staff in Provider Services

1. Introduction

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. The equalities questionnaire will help us improve existing services and shape our future services.

We are asking that everyone who is using a commissioned adult care and support service in Bradford complete the equalities survey in October, on an annual basis. Some people who use your services may need your help to do this.

2. The questionnaire process

- The questionnaire needs to be completed between 1st November and 31st November, this year.
- The questionnaire is available online only and the submissions will be sent directly back to the Council.
- An Easy Read version is available to support with completing the online questionnaire.
- Audio and BSL guidance on the questionnaire is also available.

3. Completing the questionnaire with people who use services

- 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.
- An outline of the questions is available below, so you can review them before opening the online questionnaire.
- The first question asks for a Unique service ID. This code will contain several letters (for example “SLABC”). Please ask your manager for this code.

- 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.

Some tips for supporting people to answer equality questions:

- Let people know that whatever their answer is; that answer is ok.
- Keep your tone neutral and non-judgemental.
- Use the additional information provided (in the info sheet or by hovering over the symbol) to help people understand why we're asking the questions.
- Reassure people that their information will be anonymous and treated sensitively.
- Reassure people that if they don't want to answer a question they can pick 'prefer not to say' or just leave it blank.
- Let people know by answering these questions, they'll be helping others to get good services.

4. Outline of the questions

	Question	Response options	Why we're asking this question
1	Please enter the unique service ID (This is a reference code unique to your service provider. The code will contain several letters, for example "SLABC". If you haven't been given the unique provider reference, please ask your support worker for the code.)	Type-in response	This question lets us link your answers to the service you use. Although we will know what service people use we will not know who it came from, so your answers are anonymous.
2	What is your age? (Please put this in numbers and not words)	Type-in response	Age is a protected characteristic under the Equality Act 2010. People may need and want different things at different times in their life. Understanding how old people are when they use services helps us make sure providers consider those differences in the way services are delivered.
3	What is your ethnicity?	• Arab • Asian, or Asian British; Bangladeshi or Bangladeshi British • Asian, or Asian British; Chinese or Chinese British • Asian, or Asian British; Indian or Indian British	Ethnicity is a protected characteristic under the Equality Act 2010. People can face discrimination because of their ethnicity. Bradford is an ethnically diverse district and it is important we make sure that our services reflect this.

		• Asian, or Asian British; Pakistani or Pakistani British • Asian, or Asian British; Any other Asian background. • Black; African or African British • Black; Caribbean or Caribbean British • Black; Any other Black background. • Mixed or multiple ethnic groups; White or White British and Asian or Asian British • Mixed or multiple ethnic groups; White or White British and Black African or Black African British • Mixed or multiple ethnic groups; White or White British and Black Caribbean or Black Caribbean British • Mixed or multiple ethnic groups; Any other mixed or multiple ethnic background. • White; English, Scottish, Welsh, Northern Irish or British • White; Gypsy or Irish Traveller • White; Irish • White; Roma • White; Any other white background • Any other ethnic background • Not known • Prefer not to say	
4	What gender do you identify as?	• Female • Male • Other	Sex is a protected characteristic under the Equality Act 2010. We ask about gender, as we recognise people may identify as different genders. We want to make sure our services

	(If you are one or more or non-binary, transgender, have variations of sex characteristics, sometimes also known as intersex, the answer you give can be different from what is on your birth certificate. A later question gives the option to tell us if your gender is different from your sex assigned at birth.)		meet the needs of men, women and other gender identities.
5	Is your gender the same as when you were born?	• Yes • No • Prefer not to say • Not known	Gender reassignment is a protected characteristic under the Equality Act 2010. The trans community and people who identify by non-traditional genders term often face discrimination. We want to understand if people who identify as different genders to their sex at birth are getting access to services, so we can address barriers to access if needed.
6	Do you have any disabilities?	• No • Blind or visual impairment uncorrected by glasses • D/deaf or have a hearing impairment • Learning Disability (Development condition that you have had since childhood which affects motor, cognitive, social and emotional skills, and speech and language.)	Disability is a protected characteristic under the Equality Act 2010. Many of our services are targeted to support people with specific disabilities (such as learning disabilities, physical disabilities or mental health needs that impact on day-to-day life). However we also know that within any service, people may have a range of different conditions that

		• Learning difference such as dyslexia, dyspraxia, or AD(H)D • Long-term illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy • Mental health condition, challenge, or disorder, such as depression, schizophrenia or anxiety • Physical impairment (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting, or carrying) • Autistic spectrum condition or other social/communication condition such as a speech and language impairment • SEND • Prefer not to say • Any other disability not listed above	impact on how they live their lives. By understanding these, adjustments can be made to ensure services are accessible.
7	What is your religion?	• No religion • Buddhism • Christianity • Hinduism • Islam • Judaism • Sikhism • Any other religion or belief • Prefer not to say	Religion is a protected characteristic under the Equality Act 2010. Religion may impact on a range of things that services may help with such as the food people eat, the times people need support, the days people want to spend celebrating or with family and end of life care. Understanding what religion people practice will help our services to respond in the way they provide support.
8	Are you currently pregnant or have you been pregnant in the last 12 months?	• Yes • No • Prefer not to say • Not applicable	Being pregnant or recently having had a baby is a protected characteristic under the Equality Act 2010. Being pregnant or having a

			young baby might affect the type of support people need.
9	Which of the following best describes your sexual orientation? ("Heterosexual or Straight" means that a person is attracted to people of the opposite sex. "Gay or Lesbian" means that a person is attracted to people of the same sex. "Bisexual" means that a person is attracted to more than one sex. "Other sexual orientation" could be, for example, pansexual or asexual)	• Heterosexual or Straight • Gay or Lesbian • Bisexual • Other sexual orientation • Prefer not to say • Not known	Sexual Orientation is a protected characteristic under the Equality Act 2010. People who are LGBTQ+ can face discrimination and sometimes services can work in a 'heteronormative' way (where they assume someone is straight unless told otherwise). We need to make sure everyone feels welcome in services, whatever their sexual orientation.
10	Were you in care as a child? ("In care" means that as a child you had been supported by social services and the decision was taken that you could not stay at your family home. You might have lived with a foster carer or in a	• Yes • No • Prefer not to say • Not known	This is not a protected characteristic, but people who were in care as a child (for example who were in foster care or a children's home) often have less positive outcomes in adulthood than people who weren't in care. Understanding if people in services are 'care-experienced' will help us to check services are making a positive difference and are addressing issues that may have resulted from a person being in care as a child.

	shared house with staff there to support you.)		
11	Are you a carer? (A carer is anyone, child or adult, who looks after a family member, partner or friend who needs help because of their illness, frailty, disability, a mental health problem or an addiction and cannot cope without their support. They do not get a wage for the care they give, although they may get welfare benefits for caring.)	• Yes • No • Prefer not to say	This is not a protected characteristic, but the Council recognises that caring for someone can be a barrier to accessing support. Understanding if people who use services are also carers will help us to ensure any barriers are removed.
12	Where do you live? Please tell us your postcode (e.g. BD1 1HX)	Type in answer	Understanding where people live will help us to ensure we have the right services accessible across the Bradford District and that services are representative of the communities where they are delivered.