

Equalities Monitoring Guidance Summary

Bristol City Council is committed to promoting equality and diversity. These issues are integral to the work of the whole council, both in the delivery of services and in its role as an employer.

Why monitor and how is the data used?

Monitoring people by equalities group is an essential tool in identifying inequalities both in service delivery and in employment. It enables us to take action to reduce and eliminate differences in uptake/representation/outcomes experienced by different groups of service users and employees and to improve our services for the benefit of Bristol's communities.

Equalities data is collated for each service area in June of each year, and for the workforce on a quarterly basis. The information is analysed to identify if equalities communities access our services or employment opportunities equally. This data is published on the council's website (www.bristol.gov.uk/equality).

Analysing equalities monitoring data is an essential stage when completing equalities impact assessments. For further information see the equalities impact assessment guidance on the web www.bristol.gov.uk/equality

In summary, equalities monitoring is needed to:

- undertake equalities impact assessments
- highlight inequalities
- investigate the causes of inequality
- take action to reduce and remove inequalities

What should you monitor?

The Equality Act 2010 defines equalities groups who are protected from prohibited conduct (discrimination, victimisation and harassment) and all monitoring forms must include:

- Age
- Disability
- Sexual orientation (for service users aged 15 and over)
- Transgender (for service users aged 15 and over)
- Ethnicity
- Religion/belief
- Gender

The summary form can be used for the majority of equalities monitoring. The full form should be used for staff and when you are working with a client for an hour or more. It gives you sufficient information to consider the needs of different groups of people.

Procured and commissioned services should also be required to adhere to these guidelines, e.g leisure centres, residential care, etc.

Analysing the Data

Each year service areas are requested to complete an equalities monitoring template. This includes a brief description of the service, the number of people who have returned monitoring forms and an analysis of what the data is saying. Each service area should use the data to examine the percentages of people from each equalities group who are using the service or who are satisfied with the service.

Each service needs to compare whether service uptake mirrors the demographics of Bristol. Full information is available on www.bristol.gov.uk/equalities in the section 'quantitative data from the Office of National Statistics'.

The service also needs to examine if there are differential outcomes for each community. For example, are the same percentage of equalities groups awarded home improvement grants as for the general population, are satisfaction levels of equalities groups the same as for the general population, is achievement of children from equalities groups the same as for the general population, are there differences in the percentages of people from equalities groups who face enforcement action by the council?

Plan actions to address any disparities. This should be summarised in the comments section of the data template and included in service plans and staff's PMDS.

Confidentiality

You need to be aware that some respondents may be particularly concerned about confidentiality in relation to how the data will be stored and used. The standard full monitoring form reassures service users that the information is confidential, however some data systems allow teams access to equalities data, for example PARIS, and service users should be made aware of this on the monitoring form.

Employment monitoring

The council has responsibilities towards its staff and seeks to ensure that employment practices do not discriminate, directly or indirectly, against any groups of staff. Employment monitoring enables us to examine the make-up of our workforce and to compare this with local data to ensure that the workforce reflects the community the council serves. Employment monitoring data is published <http://www.bristol.gov.uk/ccm/content/Jobs-Careers/Careers-Advice/bristol-city-councils-workforce.en>

Equalities officer contacts for directorates

Children and Young People's Services – Su Coombes
City Development – Jane Hamill
Deputy Chief Executive's – Jo McDonald
Health and Social Care – Jan Youngs
Neighbourhoods – Simon Nelson
Resources – Anne James/Jo McDonald
Transformation – Anne James