

Equalities Monitoring considerations

How do you know if you are a diverse and fair organisation?

- By gathering information and getting data.
- The fundamental purpose of gathering and analysing this information is to have a way of evaluating whether all staff (and service users) are treated fairly in your workplace.
- It is a way of seeing differences between groups, identifying trends over periods of time, investigating the reasons for these differences, and, crucially, putting suitable plans into action to address any imbalances you find.
- Ongoing, proper monitoring of your organisation means you can see what has worked well in your interactions with staff and service users - and what hasn't.

Types of information that may be useful to monitor are:

- How many people with a particular protected characteristic apply for each job, are shortlisted, and are recruited or promoted?
- What is the distance between shortlisting of diverse/ different candidates and conversion into offers, hiring, progression and then retention – do diverse staff stay a shorter time than others or are they not promoted as often or do they face more disciplinaries or feel unheard or unsafe to speak up and be believed?
- What do your leavers tell you and what do you do with that information – how do you receive it and how do you improve as a result?
- How many staff already in your organisation have a particular protected characteristic and where are they employed, and at what level, and how these staff have been able to progress in their careers within your organisation?
- What are the satisfaction levels of service users with a particular protected characteristic compared to the satisfaction levels of those staff without protected characteristics?
- Other equality-related areas that might be useful to monitor are the levels of internal complaints and/or the number of staff using the grievance or harassment and bullying procedures.
- See [Diverse by design: 15 key elements | Local Government Association](#) for more

Monitoring forms:

- Think about what you are going to do with the information.
- If it's purely used for monitoring of **access**, then no need to link it to a name and much better to have it all entirely anonymous.
- You may decide to ask monitoring information as part of your **client assessment** so that you can offer **specific support** to clients with **protected characteristics**, which means that the data needs to be attached to the name.

- In terms of data protection you need to tell people how it's going to be used and also be very clear about who has access to this data, since it would count as 'sensitive' under the data legislation and has higher levels of protection.
- If access isn't restricted and/or people don't know how the data would be kept then that's a potential problem.

Helpful resources:

While this guidance applies to Professional Bodies - it has some good guidance around monitoring and practices that can be helpful awareness for charity sector organisations, especially those wishing to plan or scale up their operations: [Equally Professional.indd \(equalityhumanrights.com\)](#)

LGBT Foundation's guidance on [Monitoring Sexual Orientation, Gender Identity and Trans Status](#)

Vinciworks.com's guidance [on Gathering intersectional data](#)

Local data:

- Community Insights available at <https://brighton-hove.communityinsight.org/>.
- The ONS website has interactive maps and charts at <https://www.ons.gov.uk/census>.
- The best place to find and download 2021 Census raw data is on https://www.nomisweb.co.uk/sources/census_2021.
- Local intelligence for Brighton and Hove can be found at <http://www.bhconnected.org.uk/content/local-intelligence>.