This document is available on request in a variety of accessible formats for example large print or Braille.

Feedback
We welcome your feedback on this document. Please send any comments or requests for the document in alternative accessible formats to:

Human Resources Service Centre
Guildhall
Wrexham
LL11 1AY

Telephone: 01978 292012
E-mail: hrservicecentre@wrexham.gov.uk
Why is it important you complete this questionnaire?

The Council is committed to recruiting, retaining and developing a workforce that reflects the communities that we serve.

The Equality Act 2010 places certain duties on us as an employer. The purpose of the equality monitoring questionnaire is to gather up to date information that will enable us to assess the impact of our recruitment and employment policies and practices, and improve them where we can. The information you provide helps us to meet our statutory duty to monitor and publish equality data annually.
All the information you choose to provide will be treated with the strictest of confidence and handled in accordance with the principles of the Data Protection Act 1998.

No information will be published or used in any way which allows you to be identified.

Access to this information is restricted to employees involved in the processing and monitoring of the equality and diversity data and is used for statistical purposes only. Equality monitoring data is stored on a secure Human Resources electronic system for the duration of employment with the Council.

You may withdraw your consent to the holding of equal opportunity monitoring data at any time.

Under the Equality Act the protected characteristics are age, gender reassignment, gender, race, disability, pregnancy and maternity, marital or civil partnership status, sexual orientation and religion or belief.
Once you have read this information please take time to complete the questionnaire either:

a) by completing a hard copy form provided by your Manager or Human Resources, then return in a sealed envelope, marked confidential to the Human Resources Service Centre, Guildhall **OR**

b) by completing the electronic form on line via the links provided in the Friday Bulletin or found on the HR page of the Councils Intranet.

Both formats are available in English and Welsh.
Our workplace policies are designed to ensure you are judged only by your abilities and not your age.

By monitoring age, we want to assess how effective the Human Resources Policies are in practice and to improve them where we can.

When you were appointed in your job you gave us your date of birth and it was added to our database. Please answer this question so we can confirm the date we hold is correct.

2. Gender Identity

We often use the terms ‘Sex’ and ‘Gender’ interchangeably in conversation but they are not the same thing.

‘Sex’ refers to the anatomical differences between males and females. ‘Gender’ refers to an individual’s personal sense of how much like a man or a woman they feel.
Monitoring sexual orientation of our workforce is a significant step towards acknowledging gay, lesbian and bi-sexual employees within the workplace.

The Council seeks to become an exemplar employer and make sure our processes and practices are fair. Please help us to do this by ticking the box that describes your sexual orientation.

The Council will only use sexual orientation statistical information for ensuring its staff policies are working fairly and no individual will be identified.

If you would like to find out more about monitoring on sexual orientation please look at the ‘What’s it got to do with you?’ guide produced by Stonewall which you can view at: www.stonewall.co.uk

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4. Gender Reassignment

Gender reassignment is a protected characteristic under the Equality Act 2010.

This protects a person who is considering, undergoing or has gone through a process to change from one gender to another from discrimination, harassment and victimisation. This protection is in place regardless of where a person is in the process and how long the process takes.

Gender reassignment monitoring of our workforce is a significant step towards acknowledging transsexual employees within the workplace. The Council will only use the statistical information for ensuring its staff policies are working fairly and no individual will be identified. Please help us to do this by ticking the box that describes if you have ever identified as transgender. All the information you choose to provide will be treated with the strictest of confidence and handled in accordance with the principles of the Data Protection Act 1998. No information will be published or used in any way which allows you to be identified.
Marriage is defined as a ‘union between a man and a woman’ through law, by which they become recognised as husband and wife.

Same-sex couples can have their relationships legally recognised as ‘civil partnerships’. Civil partners must be treated no less favourably than married couples.

Please help us to monitor the impact of our Human Resources policies and practices by ticking the box that describes your marital or civil partnership status.

To make positive changes, the Council wants a better understanding of the potential barriers faced by people with a health condition or disability.

Many people do not consider themselves to be disabled but may be covered by the Equality Act 2010. The Equality Act defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term adverse effect (i.e. has lasted or is expected to last at least 12 months) on the person’s ability to carry out normal day-to-day activities.
Please help us to monitor the impact of our Human Resources policies and practices by ticking the box that describes your health, and if you answer yes to this question please answer the next two questions on the type of impairment you may have and your ability to carry out day to day activities. The Council will only use the statistical information for ensuring its staff policies are working fairly and no individual will be identified.

The Council has developed resources and information on the Human Resources and Equalities Intranet pages, to support you and your Manager when discussing and agreeing reasonable adjustments in the workplace. For more information please visit the Intranet or speak to your line manager or Human Resources Advisor/Officer.

The Council is also committed to the following ‘Two Ticks’ Disability Symbol criteria:

- Interviewing all applicants with a disability who meet the essential criteria on a person specification and considering them on their abilities.
- Making every effort when an employee becomes disabled to ensure that they stay in employment.
- Taking action to ensure that all employees develop an appropriate level of disability awareness to make these commitments work.
7. National Identity

Information on national identity in Wales is categorised by asking a specific question on national identity.

By answering this question you are enabling us to meet our specific equality duties in Wales for monitoring and statistical purposes.

8. Ethnic Group

The ethnic categories are based on the Census 2011 and are listed alphabetically.

Monitoring lets us understand the ethnic make-up of our workforce and compare this with the wider community. It also lets us analyse our Human Resources personnel practices and procedures and how they impact on different ethnic groups.

9. Religion or Belief

The Council is committed to ensuring fairness and equality to all employees whatever their faith or belief.

The questionnaire includes a list of religions that are most commonly found in Britain. If your religion is not specifically listed then please describe in ‘any other religion or belief’.
10. Preferred Language

The Council is committed to providing as much information to employees in their language of choice, to enable us to do this please indicate your preferred language.

Please help us to monitor the impact of our Human Resources policies and practices by ticking the box that describes your preferred language.

11. Welsh Language Skills

The Council has adopted the principle that in the conduct of its public business in Wales, the English and Welsh languages will be treated on a basis of equality.

All material produced for the public in Wales must be bilingual and produced as one single document.

Please help us to monitor the impact of our Human Resources policies and practices by ticking the box that describes your Welsh Language skills. Please refer to the Welsh Language Skills Assessment Chart on the Human Resources Page of the Intranet for further detail as to the levels.

www.internal.wrexham.gov.uk/intranet/departments/hr/vacancy_management.htm
Around 12% of Wrexham’s population care for someone who experiences a disability, illness or frailty.

Balancing work responsibilities with caring for someone who may be a parent, relative, partner or close friend can be very challenging and generate demands which at times might seem impossible to meet.

The Council is committed to ensuring it recognises the challenges faced by their employees. Please help us gain a better understanding by indicating if you carry out a caring role alongside your employment. Support to manage the challenges you face can be found by contacting Carers Wales as outlined below.

Please help us to monitor the impact of our Human Resources policies and practices by ticking the box that describes your Carer status.
If you would like to find out more about equality and diversity within the Council then you may be interested to read the information available to view in the Human Resources and Equalities sections of the Intranet:

www.internal.wrexham.gov.uk/intranet/departments/personnel/index.htm

www.internal.wrexham.gov.uk/intranet/global/equality/equalities/index.htm

Alternatively, ask your Manager or Human Resources Advisor/Officer or Equalities Manager for information.

There are many sources of further information...

The Council has an Equalities Improvement Group, which brings together members of staff from each Department to lead on the Strategic Equality Plan and other Equalities issues.

The Group meets quarterly to discuss and monitor the Equalities agenda and to work on specific initiatives to promote Equalities and Diversity.

Members can also advise staff on key issues within their Departments. You are more than welcome to contact the Group with any queries, email the Equalities Manager: celia.hart@wrexham.gov.uk
Or you can use one of the following sources...

**Age Cymru**
Ty John Pathy, 13/14 Neptune Court, Vanguard Way, Cardiff CF24 5PJ
Tel: 029 2043 1555
Web: www.ageuk.org.uk/cymru

**Disability Wales**
Bridge House, Caerphilly Business Park, Van Road, Caerphilly CF83 3GW
Tel: 029 20887325
Fax: 029 20888702
Email: info@disabilitywales.org

**CARERS Wales**
Carers Wales, River House, Ynysbribge Court, Gwaelod y Garth, Cardiff, CF15 9SS
Tel: 02920 811370
Fax: 02920 811575
Email: emailforinfo@carerswales.org
Web: www.carersuk.org/wales

**Equality and Human Rights Commission**
Telephone: 0845 604 8810
Textphone: 0845 604 8820
Fax: 0845 604 8830
Email: waleshelpline@equalityhumanrights.com
Web: www.equalityhumanrights.com  
www.equalityhumanrights.com/wales
Stonewall Cymru
Stonewall Cymru, Transport House,
1 Cathedral Road, Cardiff CF11 9SB
Tel: 029 2023 7744
Fax: 029 2023 7749
Email: cymru@stonewallcymru.org.uk
Web: www.stonewallcymru.org.uk/cymru

Welsh Local Government Association (WLGA)
Equality and Social Justice Team,
Local Government House
Drake Walk, Cardiff CF10 4LG
Tel: 02920 468 600
www.wlga.gov.uk

Human Resources
Equality Monitoring, HR Service Centre,
Corporate and Customer Services,
Wrexham County Council, Guildhall,
Wrexham LL11 1AY