# Diversity Monitoring Form

#### Overview

The UK Endorsement Board (UKEB) is committed to equality of opportunity regardless of ethnicity, gender, sexual orientation, disability, age, religion and belief.

We encourage applications from talented individuals from all backgrounds and across the whole of the United Kingdom. Boards of public bodies are most effective when they reflect the diversity of views of the society they serve, and this is an important part of the Government’s levelling up agenda.

We collect diversity data about applicants’ characteristics and backgrounds, including information about people’s professional backgrounds, so that we can make sure we are attracting a broad range of people to these roles and that our selection processes are fair for everyone.

Without this information, it makes it difficult to see if our outreach is working, if the application process is having an unfair impact on certain groups and whether changes are making a positive difference.

When you submit your application, your responses are collected by the UKEB and The Department for Business and Trade (DBT). The data is used to produce management information about the diversity of applicants. You can select “prefer not to say” to any question you do not wish to answer. The information you provide in this form will not be seen by the advisory assessment panel who will sift applications and conduct interviews against the advertised criteria.

All information provided in your application will be handled sensitively and securely in line with the UKEB’s and DBT’s data protection policies and the UK General Data Protection Regulation (UK GDPR).

For details about how the UKEB processes personal data, please view its [privacy notice](https://www.endorsement-board.uk/privacy-policy).

For details about how DBT processes personal data, please view its [privacy notice](https://www.gov.uk/government/publications/public-appointments-privacy-notice).

The form should only take a few minutes to complete. We thank you in advance for your support.

|  |  |
| --- | --- |
| **Title:** |  |
| **Forename(s):**  |  |
| **Surname(s):** |  |
| **Which appointment are you applying for?** |  |

|  |
| --- |
| Section A – Diversity Questions |

1. **What is your gender?**

[ ]  Male

[ ]  Female

[ ]  Prefer not to say

[ ]  Other

1. **Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?**

[ ]  Yes (if yes, please see questions (i) and (ii) below)

[ ]  No

[ ]  Prefer not to say

1. **If you answered ’Yes’ to any physical or mental health conditions or illnesses lasting or expected to last 12 months or more, does your condition or illness / do any of your conditions or illnesses reduce your ability to carry out day-to-day activities?**

[ ]  Yes

[ ]  Yes, a little

[ ]  No

[ ]  Prefer not to say

1. **If you answered ’Yes’ to any physical or mental health conditions or illnesses lasting or expected to last 12 months or more, do any of these conditions or illnesses affect you in any of the following areas?**

[ ]  Vision (for example blindness or partial sight)

[ ]  Hearing (for example deafness or partial hearing)

[ ]  Dexterity (for example lifting and carrying objects, using a keyboard)

[ ]  Learning or understanding or concentrating

[ ]  Memory

[ ]  Mental health

[ ]  Stamina or breathing or fatigue

[ ]  Socially or behaviourally (for example associated with autism spectrum disorder (ASD), which includes Aspergers, or attention deficit hyperactivity disorder (ADHD)

[ ]  Prefer not to say

[ ]  None

1. **Please choose one of the following options that most accurately describes your ethnic group or background from the list below:**

[ ]  Arab

[ ]  Asian / Asian British - Bangladeshi

[ ]  Asian / Asian British - Chinese

[ ]  Asian / Asian British - Indian

[ ]  Asian / Asian British - Pakistani

[ ]  Black / Black British - African

[ ]  Black / Black British - Caribbean

[ ]  Black / Black British - Other

[ ]  Mixed / Multiple ethnic groups - Asian and White

[ ]  Mixed / Multiple ethnic groups - Black African and White

[ ]  Mixed / Multiple ethnic groups - Black Caribbean and White

[ ]  Mixed - Other

[ ]  White - English / Welsh / Scottish / Northern Irish / British

[ ]  White - Irish

[ ]  White - Gypsy or Irish Traveller

[ ]  White - Other

[ ]  Prefer not to say

[ ]  Other: (please specify here)

1. **What was your age group at your last birthday?**

[ ]  16-24

[ ]  25-34

[ ]  35-44

[ ]  45-54

[ ]  55-64

[ ]  65-74

[ ]  75-84

[ ]  85 or over

[ ]  Prefer not to say

1. **What is your sexual orientation?**

[ ]  Bisexual

[ ]  Gay or lesbian

[ ]  Heterosexual

[ ]  Prefer not to say

[ ]  Other: (please specify here)

1. **What is your religion or belief?**

[ ]  Buddhist

[ ]  Christian

[ ]  Hindu

[ ]  Jewish

[ ]  Muslim

[ ]  Sikh

[ ]  No Religion or Atheist

[ ]  Prefer not to say

[ ]  Other: (please specify here)

1. **Which region does your main place of residence fall within?**

[ ]  North East

[ ]  North West

[ ]  Yorkshire and Humberside

[ ]  East Midlands

[ ]  West Midlands

[ ]  East

[ ]  London

[ ]  South East

[ ]  South West

[ ]  Wales

[ ]  Scotland

[ ]  Northern Ireland

[ ]  Prefer not to say

[ ]  Other: (please specify here)

1. **Please select the occupational sector box that best describes your main employment, if** **any**

[ ]  Mostly Civil Service

[ ]  Mostly Private Sector

[ ]  Mostly Third Sector

[ ]  Mostly wider Public Sector

[ ]  Mixed

[ ]  Prefer not to say

[ ]  Other: (please specify here)

1. **How many other public appointments do you currently hold?**

This includes all non-departmental public bodies (NDPBs), NHS bodies, parole boards and research councils. It does not include sitting as a school governor, being a magistrate or any positions within charities.

[ ]  0

[ ]  1

[ ]  2

[ ]  3

[ ]  3

[ ]  4

[ ]  5

[ ]  6

[ ]  7

[ ]  8

[ ]  9

[ ]  10 or more

[ ]  Prefer not to say

|  |
| --- |
| Section B – How did you hear about the vacancyTo help us target our recruitment activity effectively and publicise posts in the future, we are interested in understanding how you initially heard about the role. |

1. **Where did you see the role advertised?**

[ ]  UKEB website

[ ]  UKEB News Alert

[ ]  UKEB LinkedIn pages

[ ]  Cabinet Office Public Appointments website

[ ]  Cabinet Office Public Appointments Newsletter

[ ]  DBT LinkedIn pages

[ ]  DBT X (formerly Twitter) account

[ ]  The Financial Times Newspaper (Online Jobs Database)

[ ]  The Guardian Newspaper (Online Jobs Database)

[ ]  Word of mouth

[ ]  FRC website

[ ]  Prefer not to say

[ ]  Other: (please specify here)

#### Thank you for completing this form

Non-Executive Board Member roles are appointed by the UKEB Chair, with the approval of the Secretary of State, after a fair and open process, based on merit in accordance with the Public Sector Equality Duty. By completing this diversity monitoring form, you will be helping us meet our public sector equality duty under section 149 of the Equality Act 2012 and section 75 of the Northern Ireland Act 1998. Your personal data will always be treated in confidence and, when anonymised with data from other applicants, will help aid our understanding of diversity to aim at improving our diversity targets.

Your responses to questions regarding your gender, if you are disabled, your ethnic group, sexual orientation, your religion or belief, your age, principal residence and professional background will never be made available to the panel considering your application.

This diversity information is collected by government departments managing direct and public appointments on behalf of the Cabinet Office. This data will not be connected to your name when it is shared, it is supplied anonymously.

Cabinet Office collects diversity information in order to produce management information about the public and direct appointments process, and the diversity of the field of applicants. Departments, including the Cabinet Office, collect this data to enable government to meet its public sector equality duty under section 149 of the Equality Act 2010 and section 75 of the Northern Ireland Act 1998. It will be published in aggregated form. For full information about how we handle your data please see the privacy notice on <https://apply-for-public-appointment.service.gov.uk/privacy>

This data is collected and held on the basis that you consented to provide this information alongside your application, and you have not given notice that you do not wish for your data to be processed for this purpose.

This data may be held for up to 3 years by the UKEB and DBT, who are the co-controllers of the data.

If you have any questions, please contact the UKEB at Boardrecruitment@endorsement-board.uk.

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