



EQUALITY MONITORING FAQ'S

MAY 2016



**INVESTORS
IN PEOPLE**

Is the information confidential?

The information on the form is always treated as confidential. As mentioned above any analysis or reporting of the data will not identify individuals.

Do I have to answer all the questions on the Equalities Monitoring form?

No, you do not have to answer any of the questions if you would prefer not to. However, it would help us to continue to monitor our progress and see if we can improve if we have more information. If you would like to answer some of the questions and not others, then this is fine, you can select the 'prefer not to say' option.

How have the questions and response options been formulated?

We have referred to best practice and knowledge from a number of sources to inform how we ask the questions on the form and also what options we give for the answers.

Why does an update of the Equalities Monitoring form need to take place?

It is important that we are working from the most accurate and up to date information when monitoring so we can take any appropriate action. We are also aware that not all of the data stays the same forever and so may need updating, for example you may not have had a disability when you started working with us, but now you do.

Who can I go to if I have questions?

If you have any questions or concerns about completing the form, please contact a member of the HR team on hr@watford.gov.uk