

Warrington Borough Council

Supplementary Planning Document Consultation: Standard Response Form

December 2023

1: Contact Details (Compulsory)

Title:

First Name:

Last Name:

Organisation (if applicable):

Address:

Phone Number:

E-mail:

2: Your response

Title of SPD:

Title of SPD:

Title of SPD:

Title of SPD:

Title of SPD:

Title of SPD:

Title of SPD:

Title of SPD:

3. Customer 'About You' Questionnaire (optional)

Equality Monitoring

Customer 'About You' Questionnaire
& a guide for people filling in the forms

Updated July 2023

Created by the Business Intelligence Team



WARRINGTON
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Introduction

This guide (pages 2, 3 & 4) explains the purpose of equality monitoring, how information will be used and stored, reasons for asking specific questions and the “About You” questionnaire.

A copy of the ‘About You questionnaire’ can be found on pages 5-8.

Why do we monitor?

The council must consider how different people will be affected by the decisions we make and services we provide. We are required to do this by law, under the [Equality Act 2010](#) or www.gov.uk/guidance/equality-act-2010-guidance.

With up-to-date and accurate information we are able to understand our customers and meet specific needs, identify possible discrimination/barriers to our services, and work to remove them.

Equality Monitoring is the collection of information about the characteristics of people such as their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation and pregnancy and maternity. The above are known as ‘protected characteristics’. We also ask if a person has caring responsibilities.

Effective equality monitoring is a key element in helping the council meet its legal obligations. In consultations we will use the information to assess whether there are differing views with regard to specific services so that we can ensure they are targeted effectively and fairly. Sometimes, we may ask for a postcode, this is so we can understand the distribution of respondents by geography and socio-demographic characteristics.

We protect your information and keep it safe

We comply with all legislation governing the protection of personal information, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Any personal information you supply will remain strictly confidential and anonymous and will be held and used in line with the Data Protection Act 2018. We will only use your personal information for the purpose for which it has been given.

The information you provide will be kept secure and analysed by Warrington Borough Council. You can read our Privacy Notice [here](#) or warrington.gov.uk which explains how we use personal information and how we will treat it.

If participating in an online survey responses are stored on UK based servers by the online account service ‘Smart Survey’ – you can refer to their Privacy Policy [here](#) or smartsurvey.co.uk



What do the questions mean?

Age: We ask about age to help us to see the ages of people who use our services. We can assess if any age groups are underrepresented and if people of different ages have different satisfaction levels or experience different outcomes.

Carers: A carer is anyone, including children and adults who provides unpaid care for a family member, partner or friend who needs help because of their illness, frailty, disability, a mental health problem or an addiction and cannot cope without their support. The Equality Act 2010 protects carers against direct discrimination or harassment because of their caring responsibilities this is called “discrimination by association.”

Disability: In law the definition of disability is a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities. ‘impairment’ is an injury, illness or condition that causes a loss or difference of physical or mental function. ‘Long term’ is more than 12 months. ‘Day-to-day’ activities include getting washed or dressed, reading or writing, household tasks, having a conversation, walking or travelling, and socialising.

Ethnic background: Our ethnic background describes how we think of ourselves. This may be based on many things, for example, our language, culture, ancestry or family history. It is not possible to list all of the ethnic groups living in Warrington but we have used the ones listed by the Office of National Statistics. Please tick the group which is closest to how you identify.

Gender: We ask you about your gender or gender expression and whether you identify as male, female, non-binary or express your gender in another way. Non binary is a term for people whose gender identity doesn't sit comfortably with 'man' or 'woman'. We ask about gender to ensure that our services meet the needs of everybody.

Gender Reassignment: A decision to undertake gender reassignment is made when an individual feels that his or her gender at birth does not match their gender identity. This is called ‘gender dysphoria’ and is a recognised medical condition. This can mean undergoing some sort of medical intervention but it can also mean changing names, pronouns, dressing differently and living in a self-identified gender.

Marriage and civil partnership: Marriage in England and Wales is available to both opposite-sex and same-sex couples and is legally recognised in the forms of both civil and religious marriage. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters.

Pregnancy and maternity: Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding

Religion or belief: People with religious or other beliefs may prefer services to be delivered in particular ways. We use the faiths listed in the census and covered by the law, which include the main religious groups in the country, people of no religion and people who hold other philosophical beliefs.



Sexual orientation: We ask about sexual orientation because people who are lesbian, gay, bisexual or asexual can experience discrimination or find that services do not meet their needs appropriately. The law means that we must make sure we don't discriminate against people who are heterosexual, lesbian, gay or bisexual or asexual.

We hope that the information we have provided helps you understand why we ask you these questions.

If you have any questions, or would like to discuss equality monitoring further please contact the Councils Business Intelligence Team at equalities@warrington.gov.uk

Additionally, if you require this information in another language or format including large print, Braille, audio or British Sign Language then please contact us via the email address above.



Customer 'About You' Questionnaire

We are committed to ensuring our services are provided fairly and are accessible to those who need them. To help us meet this commitment, we ask all customers to complete an equality and diversity monitoring form.

The reason why we ask you these questions is so we can:

- Make our council services open to everyone in Warrington
- Treat everyone fairly and appropriately when they use our services
- In consultations, make sure that we have views from all across Warrington
- The Equality Act 2010 makes these aims part of our legal duties. Your answers help us check that we have met the law and help improve our services.

Data Protection and Confidentiality

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These monitoring questions are optional. You do not need to answer any of the following questions if you do not wish to, and you will not be affected in any way if you choose not to answer any, or some, of the questions. Questions have 'prefer not to say' as a response option.

Please only complete this section if you are responding as an individual.

Thank you for your time in completing this questionnaire.

1. Age

- | | |
|--|--|
| <input type="checkbox"/> Below 16 If below 16, please state age in the box below | <input type="checkbox"/> 55-64 |
| <input type="checkbox"/> 16-24 | <input type="checkbox"/> 65-74 |
| <input type="checkbox"/> 25-34 | <input type="checkbox"/> 75-84 |
| <input type="checkbox"/> 35-44 | <input type="checkbox"/> 85 or over |
| <input type="checkbox"/> 45-54 | <input type="checkbox"/> Prefer not to say |

Age, if under 16

2. Gender

- | | |
|---------------------------------|--|
| <input type="checkbox"/> Male | <input type="checkbox"/> Non-Binary |
| <input type="checkbox"/> Female | <input type="checkbox"/> Prefer not to say |

If you prefer to use your own term, please specify here

3. Is your gender identity the same as your sex registered at birth? Please select one option.

- Yes No Prefer not to say



WARRINGTON
Borough Council

4. What is your relationship status? Please select one option.

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Single | <input type="checkbox"/> Widowed |
| <input type="checkbox"/> Married | <input type="checkbox"/> In a same sex marriage |
| <input type="checkbox"/> Co-habiting | <input type="checkbox"/> In a same sex civil partnership |
| <input type="checkbox"/> Separated | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Divorced | <input type="checkbox"/> Other (please specify): |

5. How would you describe your ethnic group? Please select one option and then one option from A-E

- White (go to A)
- Asian or Asian British (go to B)
- Mixed or multiple ethnic groups (go to C)
- Black, Black British, Caribbean or African (go to D)
- Other ethnic group (go to E)
- Prefer not to say (go to Q6)

A. White

- English, Welsh, Scottish, Northern Irish or British
- Irish
- Gypsy or Irish Traveller
- Roma
- Any other white background (please state)

B. Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background (please state)



C. Mixed or Multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background (please state)

D. Black, Black British, Caribbean or African

- Caribbean
- African
- Any other Black, Black British or Caribbean background (please state)

E. Other ethnic group

- Arab
- Any other ethnic group (please state)

6. How would you describe yourself? Please select one option.

- Straight/Heterosexual
- Lesbian/Gay woman
- Gay man
- Bisexual
- Other sexual orientation
- Prefer not to say

7. Your religion or belief. Which group below do you most identify with? Please select one option.

- No religion or belief
- Christian (*including Church of England, Catholic, Protestant and all other Christian denominations*)
- Buddhist
- Hindu
- Any other religion.(please specify):
- Jewish
- Muslim
- Sikh
- Prefer not to say

8. Are you currently pregnant or have you been pregnant in the last year? Please select one option.

- Yes
- No
- Prefer not to say



9. Outside of work is there anyone who relies on you for care and attention AND that you assist with their daily routine? Please select one option.

- Yes
- No
- Prefer not to say (do not answer the next question)

9.1 If you answered yes to the above question, please indicate the circumstances. Please select all that apply

- Child/Children
- Grandchild/Grandchildren
- Adult (18+)
- Disables adult/s
- Older person/people aged 70+
- Prefer not to say

10. Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months? Please select one option.

- Yes a little
- Yes a lot
- No (do not answer the next question)
- Prefer not to say (do not answer the next question)

10.1 If you answered 'yes' to the previous question, please state the type of impairment.
If you have more than one please tick all that apply.

- Physical Impairment
- Sensory Impairment
- Learning Disability/Difficulty
- Long-standing illness
- Other (please state):
- Mental Health condition
- Autistic Spectrum
- Other Developmental Condition

Thank you.

By completing this form you have helped us better understand how we ensure equality of opportunity for all.

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equalities@warrington.gov.uk

www.warrington.gov.uk



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