DIVERSITY DECLARATION AND MONITORING – FAQs

It is important that staff feel confident about the how and why of providing their information. We have provided the information below to help you with completing the form in E-HR.

What questions are included in the form?
We are asking staff to provide equality related information about their gender; marriage and civil partnership; ethnicity; disability; transgender status; religion and belief; sexual orientation and caring responsibilities.

The categories are based on those in the Scottish Census 2011. We have also taken advice from external organisations.

Why should I provide you with this data?
There are various reasons why we are collecting this information. The data will help us to understand the composition of our workforce to assist with the planning of support and to enable the SPCB to meet the diverse requirements and expectations of its staff. The information will also be cross referenced with other staff data (e.g. training and pay) to ensure that all staff are being treated fairly. In addition, there will be a follow up to the disability question enabling the SPCB to contact individual disabled members of staff to offer them an opportunity to discuss any disability–related adjustments or support they may require.

Which information will be for monitoring purposes only and which information is likely to prompt some contact on an individual basis?
All requested information will be used for monitoring and planning purposes with the exception of disability. By asking about a person’s disability it is important to check whether they are receiving the appropriate workplace support. Once someone tells us that they have a disability that we are not already aware of, they will be contacted by one of the HR Officers who will offer a discussion about any disability related support or adjustments they may require. It is for the member of staff to decide whether they wish to take up this offer.

Who will have access to this data?
The data will be restricted to only a few designated officials in the Human Resources Office who are responsible for analysing and reporting on the data including the Diversity and Inclusion Manager; Diversity and Inclusion Adviser and Pay and Pensions Officer (Systems Lead). Please see the HR Worker Privacy Notice.

For disability, the information will be passed to another HR representative to check whether any additional support is required.

What if I don’t want to answer a question?
The questions are straightforward and all you need to do is choose one option from the list. If you decide for any reason that you do not wish to disclose the information there is a “prefer not to answer” option. We would however, strongly encourage you to complete the data as fully as possible. You may wish to note that any information you provide will be reported on anonymously and will remain confidential at all times.
Who can I contact with questions about diversity monitoring?
If you have any other queries, please do not hesitate to contact Phillipa Booth (x86641) or Aneela McKenna (x86853) in the HR Office.

When can I update my information?
You can update your information at any time and it is really helpful to us if you update your information if or when it changes.

For this year’s reports, it would be particularly helpful if you could complete the information no later than **Friday 5 July 2019**.

How can I access the E-HR form?
You can access the form from this link - E-HR or via the Resources intranet page where a link to the E-HR login can be found in the right hand navigation box. Your user id is your staff number minus the letter e.g. 801786. If you have forgotten your password to E-HR, you can reset your password by clicking on the ‘Forgotten your password?’ link. The Human Resources can also be contacted by email to HumanResources@parliament.scot or on (0131) 34 86500.

The screenshots below show a step by step guide to accessing and updating the form.

1. **E-HR Link**

2. **E-HR Login screen** – add your user name and password. If you have forgotten your password, you can click on the link in red or contact HumanResources@parliament.scot
3. Click on **Personal Information**

4. Pick the **Equality Information** option
5. **Equality Information.** The Employee Number, Date of Birth and Age will be complete. To amend any of the other fields click on one of the purple links in the form.

![Image of Equality Information form]

We have a duty of care to make reasonable adjustments for any member of staff who informs us that they have a disability. If you declare a disability using this form which we have not already been made aware of an HR Officer will be in touch to offer you a discussion about disability related support or other workplace adjustments that you may require. It is important that we check that you are receiving the appropriate workplace support if it is required.
6. Form – Click Edit Item at the top left of the screen

![Image of Equal Opportunities - View Item]

<table>
<thead>
<tr>
<th>Employee Number</th>
<th>Gender</th>
<th>Date of Birth</th>
<th>Age</th>
<th>Marital Status</th>
<th>Sexual Orientation</th>
<th>Identified as transgender</th>
<th>Religion / Belief</th>
<th>Nationality</th>
<th>Ethnicity</th>
<th>Disabled</th>
<th>Disability</th>
<th>Caring for</th>
<th>Caring Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
<td></td>
<td>44</td>
<td>Married</td>
<td>Heterosexual/Straight</td>
<td>No</td>
<td></td>
<td>British</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Edit items from the drop-down fields. Save when complete.

![Image of Equal Opportunities - Edit Item]

- Gender: Female
- Date of Birth: 
- Marital Status: Married
- Sexual Orientation: Heterosexual/Straight
- Identified as transgender: No
- Religion/Belief: 
- Nationality: British
- Ethnicity: 
- Disabled: No
- Disability: 
- Caring Responsibilities: No
- Caring for: 

Save | Cancel

Save | Cancel