Building a staff profile for your work on equality, diversity and inclusion

Questions to support completing the EDI data tool

February 2023

Summary

These questions have been developed for housing associations to use with their workforce or residents to support completion of the National Housing Federation’s equality, diversity and inclusion (EDI) data tool. By surveying your workforce with these questions, you will have the information needed to complete the tool and compare how representative your organisation is of the community you work within.

The questions should be asked of the whole workforce, including board members, executive teams, and all staff. When inputted into the EDI data tool, you will be able to compare your whole workforce to the local community where your organisation has homes, and also to break it down further showing the representation of just board members, executive teams or staff.

In April 2023 we will release an updated version of the EDI data tool to include updates including data from the 2021 national census. This will allow you to compare your workforce’s diversity data with that of the local communities where your organisation has homes.

Asking all staff to answer these questions is not a requirement, but it is good practice to regularly update your workforce’s diversity data. Many protected characteristics can change over time, including disability, caring responsibilities, sexuality, gender identity, marriage and pregnancy. Having this insight allows organisations to better understand their workforce and become even more inclusive employers by taking steps to embrace and celebrate diversity.

In 2020, we discovered significant gaps in the diversity data of housing association workforces. Having good diversity data is crucial for organisations to become more equal, diverse and inclusive. It allows you to set ambitious targets, create targeted action plans and to monitor progress. We’re hoping that as we repeat this exercise in 2023 we will see fewer data gaps.

The Census 2021 was the first to ask about gender identity, and we hope to have more complete data on this from housing associations in 2023.

Follow these links for guidance on how to analyse the [disability](https://analysisfunction.civilservice.gov.uk/policy-store/measuring-disability-for-the-equality-act-2010/) and [socio-economic background](https://www.gov.uk/government/publications/understanding-a-workforces-socio-economic-background-for-change) questions.

Suggested questions

Position in organisation *(Note: this question can be adapted to include more detailed breakdown)*

For this organisation, are you? Please select one.

( ) A board member

( ) A member of the leadership team

( ) A staff member (not on the leadership team)

Age

How old are you?

( ) 16-24

( ) 25-34

( ) 35-44

( ) 45-54

( ) 55-64

( ) 65+

Sex

Which one of the following best describes your sex? This should be your sex as described on your birth certificate or gender recognition certificate.

( ) Female

( ) Male

( ) I prefer not to say

Gender identity

Is the gender you identify with the same as your sex registered at birth?

( )         Yes

( )         No

If no, which of the following best describes your gender identity?

( )         Trans(gender) woman

( )         Trans(gender) man

( )         Non-binary

( )         I prefer not to say

( )Gender identity not listed, please describe: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Marital status and living arrangements

Are you…

( ) Single, that is never married

( ) Married and living with your husband/wife

( ) A civil partner in a legally-recognised civil partnership

( ) Married and separated from your husband/wife

( ) In a legally-recognised Civil Partnership and separated from your civil partner

( ) Divorced

( ) Formerly a civil partner, the Civil Partnership now legally dissolved

( ) Widowed

( ) Surviving partner from civil partnership

( ) Living with someone as a couple

If living with someone as a couple (whether cohabiting, married or in a civil partnership), is this person…

( ) The same sex as you

( ) A different sex

Ethnicity

What is your ethnic group?

White

( ) English, Welsh, Scottish, Northern Irish or British

( ) Irish

( ) Gypsy or Irish Traveller

( ) Roma

( ) Any other White background, please describe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mixed or Multiple ethnic groups

( ) White and Black Caribbean

( ) White and Black African

( ) White and Asian

( ) Any other Mixed or Multiple background, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Asian or Asian British

( ) Indian

( ) Pakistani

( ) Bangladeshi

( ) Chinese

( ) Any other Asian background, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Black, African, Caribbean or Black British

( ) African

( ) Caribbean

( ) Any other Black, Black British, Caribbean or African background, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other ethnic group

( ) Arab

( ) Any other ethnic group, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( ) I prefer not to say

Religion

What is your religion?

( ) No religion

( ) Christian (including Church of England, Catholic, Protestant and all other Christian denominations)

( ) Buddhist

( ) Hindu

( ) Jewish

( ) Muslim

( ) Sikh

( ) Any other religion, please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( ) I prefer not to say

Disability

Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?  
( ) Yes  
( ) No  
( ) Don’t know

(If yes)Do any of your conditions or illnesses reduce your ability to carry-out day-to-day activities?

( ) Yes, a lot

( ) Yes, a little

( ) Not at all

Caring responsibilities

Do you have children under the age of 18 years in full-time education who live with you at least part of the time? This could include biological children, adopted children or stepchildren. It does not include children aged 16 to 18 years who have a spouse, partner or their own child living in the household.

( ) Yes

( ) No

( ) I prefer not to say

Do you look after, or give any help or physical support to, anyone because they have long-term physical or mental health conditions or illnesses, or problems related to old age? Do not include paid employment.

( ) Yes

( ) No

( ) I prefer not to say

Sexual orientation

Which of the following best describes your sexual orientation?

( ) Straight/Heterosexual

( ) Gay or lesbian

( ) Bisexual

( ) Other sexual orientation

( ) I prefer not to say

Socio-economic background[[1]](#footnote-2)

What was the occupation of your main household earner when you were aged about 14?

( ) Modern professional & traditional professional occupations such as: teacher, nurse, physiotherapist, social worker, musician, police officer (sergeant or above), software designer, accountant, solicitor, medical practitioner, scientist, civil / mechanical engineer.

( ) Senior, middle or junior managers or administrators such as: finance manager, chief executive, large business owner, office manager, retail manager, bank manager, restaurant manager, warehouse manager.

( ) Clerical and intermediate occupations such as: secretary, personal assistant, call centre agent, clerical worker, nursery nurse.

( ) Technical and craft occupations such as: motor mechanic, plumber, printer, electrician, gardener, train driver.

( ) Routine, semi-routine manual and service occupations such as: postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant, HGV driver, cleaner, porter, packer, labourer, waiter/waitress, bar staff.

( ) Long-term unemployed (claimed Jobseeker’s Allowance or earlier unemployment benefit for more than a year).

( ) Small business owners who employed less than 25 people such as: corner shop owners, small plumbing companies, retail shop owner, single restaurant or cafe owner, taxi owner, garage owner.

( ) Other such as: retired, this question does not apply to me, I don’t know

( ) I prefer not to say

Which type of school did you attend for the most time between the ages of 11 and 16?

( ) A state-run or state-funded school

( ) Independent or fee-paying school

( ) Independent or fee-paying school, where I received a bursary covering 90% or more of my tuition

( ) Attended school outside the UK

( ) I don't know

( ) I prefer not to say

If you finished school after 1980, were you eligible for free school meals at any point

during your school years?

( ) Yes

( ) No

( ) Not applicable (finished school before 1980 or went to school overseas)

( ) I don't know

( ) I prefer not to say

1. <https://www.gov.uk/government/publications/understanding-a-workforces-socio-economic-background-for-change> [↑](#footnote-ref-2)