



# EQUALITIES MONITORING FORM

**Adopted: 22.09.2023**

## Introduction

[CHARTS](#) endeavours to meet the aims and commitments set out in its equality policy. This includes not discriminating under [The Equality Act 2010](#), and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. We put equality at the heart of our activity, and we aim to acknowledge and reflect the diversity in Argyll and Bute today in all our work.

CHARTS needs your help and cooperation to enable it to do this, but filling in this form is voluntary. We include questions on age, gender, ethnicity, disability, and sexual orientation - all defined 'protected characteristics' in [The Equality Act 2010](#). We also include a question on the Gaelic language. The information provided will be kept confidential and will be used for monitoring purposes.

In providing your completed response, you are giving explicit consent for us to use this data for statistical reporting. The data is managed confidentially, is not personally attributable and is processed in accordance with the [Data Protection Act](#). If you do not know some of the information or if you prefer not to provide it, you can fill in the 'Prefer not to answer' box.

If you have any questions about the form, contact [equalities@chartsargyllandisles.org](mailto:equalities@chartsargyllandisles.org)

## Alternative Formats and Languages

We are committed to offering clear and accessible application processes and programmes that are open to everyone. On request, this information is available in alternative formats, including translations, and access support is available for disabled applicants.

Please now tell us about yourself. Please mark an X against the relevant boxes unless asked otherwise.

## AGE

How old are you?

16-24 years	
25-30 years	
30-44 years	
45-65 years	
65+ years	
Prefer not to say	

## DISABILITY

Do you consider yourself to have a disability or health condition?

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your CHARTS contact, who can advise.

Non-disabled	
Visual impairment	
Hearing impairment/deaf	
Physical disabilities	
Cognitive or learning disabilities	
Mental health condition	
Other long term/chronic condition	
Other (please specify)	
Prefer not to say	

## GENDER

What is your gender?

Male	
Female	
Non-Binary	
Intersex	
Other	
Prefer not to say	
If you prefer to use your own gender identity, please write in:	

## SEXUAL ORIENTATION

Which of the following options best describes how you think of yourself?

Heterosexual	
Gay	
Lesbian	
Asexual	
Bisexual	
Other	
Prefer not to say	
If you prefer to use your own identity, please write in:	

## ETHNICITY

What is your ethnic group? Please indicate which best describes your ethnic group or background.

Asian/Asian Scottish/Asian British	
Chinese/Chinese Scottish/Chinese British	
Any other Asian background, please write in:	
African/African Scottish/African British	
Caribbean/Caribbean Scottish/Caribbean British	
Black/Black Scottish/Black British	
Any other Black, African or Caribbean background, please write in:	
Arab/Arab Scottish/Arab British	
Gael - Scottish Highlander or Islander, Irish	
White Scottish	
White British	
Irish	
Gypsy or Traveller	
Polish	
Any other White background, please write in:	
Mixed or Multiple Ethnic Groups, please specify:	
Any other ethnic group, please write in:	
Prefer not to say	

## GAELIC LANGUAGE

Do you speak Gaelic?

Fluent	
A little	
No	
Understand but don't speak	

Prefer not to say	
-------------------	--

## WHAT IS YOUR WORKING PATTERN

Full-Time	
Part-Time	
Prefer not to say	

## WHAT IS YOUR FLEXIBLE WORKING ARRANGEMENT

Full-Time	
Flexi-Time	
Part-Time	
Staggered Hours	
Term Time Hours	
Annualised Hours	
Flexi Shifts	
Compressed Hours	
Job Share	
Homeworking	
Other, please write in:	
Prefer not to say	

## PROJECT FOCUS

If relevant, please check what themes the activity you are involved in has a specific focus on:

Minority ethnic	
Disabled people	
LGBTI	
Gaelic language and culture	
Gender group	
Children and Young People (0-25)	
Older People	
Faith/Religion	
Health/Wellbeing	
Not Applicable	

## MONITORING

This information helps us to see what areas we are reaching

What is the main focus of the project/activity in which you are involved? Mark one box only	
Research	
Skills Development	
Development of New Work	
Heritage	
Culture	
Residency	
Craft	
Visual Arts	
Reaching New Audiences	

Thank you for completing this form.

Please return your completed form to [equalities@chartsargyllandisles.org](mailto:equalities@chartsargyllandisles.org) as a PDF with the subject line: Equalities Monitoring Form.

For information on how we use and store your data, please see CHARTS Privacy Policy - <https://www.chartsargyllandisles.org/privacy-policy/>

Please also see CHARTS Equalities and Diversity Policy - <https://www.chartsargyllandisles.org/media/3180/equalities-and-diversity-policy.pdf>

This form was created using current standards advised by [ACAS](#) and [Creative Scotland](#).

---

Document version control

Version number	Change or update	Author or owner	Date
1.0	First version	CHARTS BOARD	22.03.24

Any questions contact [info@chartsargyllandisles.org](mailto:info@chartsargyllandisles.org)

For more information, please contact [info@chartsargyllandisles.org](mailto:info@chartsargyllandisles.org)