

# FAIR EMPLOYMENT MONITORING RETURN

## FAIR EMPLOYMENT MONITORING RETURN

FAIR EMPLOYMENT AND TREATMENT (NORTHERN IRELAND) ORDER 1998

### FAIR EMPLOYMENT (MONITORING) REGULATIONS (NORTHERN IRELAND) 1999 (AS AMENDED)

The monitoring form is in five parts.

- Parts A, B, and E must be completed by ALL registered employers and Public Authorities.
- Part C to be completed ONLY by registered employers and Public Authorities who have employed apprentices i.e. employees employed under a contract of apprenticeship during the twelve month period ending on the date at A2.
- Part D must be completed ONLY by employers with more than 250 employees and Public Authorities.

**Guidance notes to assist you in completing your monitoring return are enclosed with this form.**

#### ■ PART A

see note  
page 3

***Failure to complete and return this monitoring return to the Equality Commission for Northern Ireland by the date at A3 is a criminal offence and carries on conviction a fine of up to £5,000***



**■ PART A** *To be completed by all Registered Employers and Public Authorities.*

**A2** The date to which this return relates is your date (or anniversary) of registration with the Equality Commission for Northern Ireland.

**A6** List those premises, other than the address at A5, at which employees worked. It is not necessary for the employer to own or occupy the premises. If there is insufficient space in the form, continue on a separate sheet of paper and attach it to the form.

**■ PART A** *To be completed by ALL Registered Employers and Public Authorities.*

A4 Name of employer

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A5 Address

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A6 List other locations

see note  
page 3 above

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■ **PART B** *To be completed by ALL Registered Employers and Public Authorities.*

- B7(a) &** To complete the columns in these tables, you will require a copy of the June 2002 edition of the "**Index for Classifying Job Titles**", which is available free of charge from the Equality Commission. The Index for Classifying Job Titles ascribes job titles to a major group of Standard Occupational Classification (SOC groups).
- B7(b)**

Apprentices (employees who are employed under contracts of apprenticeship) should also be included in the appropriate SOC group (i.e. the occupation for which they are being trained) within the tables. Information on apprentices should also be given in Part C.

You should include in columns (4) and (7) only those of your employees whom you have been unable to identify as Protestant or Roman Catholic having used the "**Principal**" method or "**Residuary**" method of monitoring.

The **principal** method and **residuary** method of monitoring are described in an explanatory "Step by Step Guide to Monitoring" which is available from the Equality Commission.

Include all persons who were employees on the date at A2.

In the **FT** (Full Time) columns include those employees who **normally work 16 hours or more each week**.

In the **PT** (Part Time) columns include those employees who **normally work less than 16 hours each week**.

Also ensure that you include any individual who on the date at A2 was under a contract personally to execute any work or labour, for example, a self-employed person.

- B9(a) &** Where you are unable by means of the "**principal method**" to determine the community background of an employee, you are permitted to use the "**residuary method**" to establish the community background. The method is described in the Commission's "Step by Step Guide to Monitoring" available from the Equality Commission.
- B9(b)**

Include the number of employees whose religion you have been unable to identify using the principal method of monitoring but for whom you were able to ascribe a community background using the "**residuary method**". These employees will also have been included in tables B7(a) and B7(b).

# APPLICANTS AND APPOINTEES

■ **PART B** *To be completed by ALL Registered Employers and Public Authorities.*

If this is your first monitoring return you are not required to complete questions B10 to B15.

**However** it is important that you begin collecting the information in respect of applicants and appointees required in questions B10 to B15 as you will be required to complete these questions in your second and subsequent annual monitoring returns.

If this is your second or subsequent return you are required to complete questions B10 to B15.

**B10 to B12** For the purposes of these questions, an applicant is a person who applied to fill a vacancy for employment whether Full Time (FT) or Part Time (PT) regardless of whether or not they are already in your employment.

Where an applicant has applied to fill a vacancy on more than one occasion during the 12 month period ending on the date at A2, only include the first application in this return.

**B13 to B15** For the purposes of these questions appointees are those persons who filled a vacancy for employment in the 12 month period ending on the date at A2 and are still in employment in your concern on the date at A2.

Where a person has been appointed more than once during the 12 month period ending on the date at A2 only include the first appointment in this return.

**PART B**

The information in this part of the form relates to your monitoring date.

see note page 4 **Full Time = 16 hours or more**

**B7(a)** Enter in the appropriate box the number of male employees on your monitoring date as described in columns (2) to (4) who are employed in each of the Standard Occupational Classifications as described in column (1).

(1) Standard Occupational Classification Major Groups	(2) No. of Protestant Male employees			(3) No. of Roman Catholic Male employees			(4) No. of Male employees whose community cannot be determined		
	FT	PT	Total	FT	PT	Total	FT	PT	Total
1 Managers and senior officials									
2 Professional occupations									
3 Associate professional & technical occupations									
4 Administrative & secretarial occupations									
5 Skilled trades occupations									
6 Personal service occupations									
7 Sales and customer service occupations									
8 Process, plant and machine operatives									
9 Elementary occupations									
<b>TOTALS</b>									

**B8 (a) TOTAL NO. OF MALE EMPLOYEES ON YOUR MONITORING DATE.**

**B9(a)** Enter in the appropriate box below the number of male employees whose community was determined using the residuary method of monitoring.

	No. of Protestant Male employees			No. of Roman Catholic Male employees		
	FT	PT	Total	FT	PT	Total
Male employees whose community has been determined under the <b>residuary method</b> of monitoring						

**PART B**

The information in this part of the form relates to your monitoring date.

see note  
page 4

**Full Time = 16 hours or more**

**B7(a)** Enter in the appropriate box the number of female employees on your monitoring date as described in columns (2) to (4) who are employed in each of the Standard Occupational Classifications as described in column (1).

(1) Standard Occupational Classification Major Groups	(5) No. of Protestant Female employees			(6) No. of Roman Catholic Female employees			(7) No. of Female employees whose community cannot be determined		
	FT	PT	Total	FT	PT	Total	FT	PT	Total
1 Managers and senior officials									
2 Professional occupations									
3 Associate professional & technical occupations									
4 Administrative & secretarial occupations									
5 Skilled trades occupations									
6 Personal service occupations									
7 Sales and customer service occupations									
8 Process, plant and machine operatives									
9 Elementary occupations									
<b>TOTALS</b>									

**B8 (a) TOTAL NO. OF FEMALE EMPLOYEES ON YOUR MONITORING DATE.**

**B9(a)** Enter in the appropriate box below the number of female employees whose community was determined using the residuary method of monitoring.

	No. of Protestant Female employees			No. of Roman Catholic Female employees		
	FT	PT	Total	FT	PT	Total
Female employees whose community has been determined under the <b>residuary method</b> of monitoring						

**PART B**

The information in this part of the form relates to the 12 month monitoring period.

see note  
page 5

**B10 Enter the number of applicants for employment in each of the Standard Occupational Classifications as described in column (1)**

(1) Standard Occupational Classification Major Groups	(2) No. of Protestant Male applicants	(3) No. of Roman Catholic Male applicants	(4) No. of Male applicants whose community cannot be determined	(5) No. of Protestant Female applicants	(6) No. of Roman Catholic Female applicants	(7) No. of Female applicants whose community cannot be determined
1 Managers and senior officials						
2 Professional occupations						
3 Associate professional & technical occupations						
4 Administrative & secretarial occupations						
5 Skilled trades occupations						
6 Personal service occupations						
7 Sales and customer service occupations						
8 Process, plant and machine operatives						
9 Elementary occupations						
<b>TOTALS</b>						

**B11 Enter into the appropriate box below the number of applicants above who are male, the number who are female and the total number of applicants.**

	Male	Female	Total
Applicants			

**B12 Enter in the appropriate box below the number of applicants whose community was determined using the residuary method of monitoring.**

	No. of Protestant Male applicants	No. of Roman Catholic Male applicants	No. of Protestant Female applicants	No. of Roman Catholic Female applicants
Applicants whose community has been determined under the <b>residuary method</b> of monitoring				

**PART B**

The information in this part of the form relates to the 12 month monitoring period.

see note  
page 5

**B13** Enter the number of appointees who are **STILL** employees in each of the Standard Occupational Classifications as described in column (1).

(1) Standard Occupational Classification Major Groups	(2) No. of Protestant Male appointees	(3) No. of Roman Catholic Male appointees	(4) No. of Male appointees whose community cannot be determined	(5) No. of Protestant Female appointees	(6) No. of Roman Catholic Female appointees	(7) No. of Female appointees whose community cannot be determined
1 Managers and senior officials						
2 Professional occupations						
3 Associate professional & technical occupations						
4 Administrative & secretarial occupations						
5 Skilled trades occupations						
6 Personal service occupations						
7 Sales and customer service occupations						
8 Process, plant and machine operatives						
9 Elementary occupations						
<b>TOTALS</b>						

**B14** Enter into the appropriate box below the number of appointees above who are male, the number who are female and the total number of appointees.

	Male	Female	Total
Appointees			

**B15** Enter in the appropriate box below the number of appointees whose community was determined using the residuary method of monitoring.

	No. of Protestant Male appointees	No. of Roman Catholic Male appointees	No. of Protestant Female appointees	No. of Roman Catholic Female appointees
Appointees whose community has been determined under the <b>residuary method</b> of monitoring				

# APPRENTICES

■ **PART C** TO BE COMPLETED ONLY BY REGISTERED EMPLOYERS AND PUBLIC AUTHORITIES WHO EMPLOYED APPRENTICES DURING THE 12 MONTH PERIOD ENDING ON THE DATE AT A2.

**C16(a)** For the purposes of these questions an apprentice is an employee employed under a & contract of apprenticeship.

**C16(b)**

Apprentices should have already been included in **B7(a)** and **B7(b)**.

## APPRENTICE EMPLOYEES

**C16(a)** Enter into the appropriate box below the number of FT (Full Time - 16 hours or more), PT (Part Time - less than 16 hours) and Total male apprentices on the date at A2, who are included in columns (2) to (4), **B7(a)**.

	No. of Protestant Male apprentices			No. of Roman Catholic Male apprentices			No. of Male apprentices whose community cannot be determined		
	FT	PT	Total	FT	PT	Total	FT	PT	Total
Apprentices									

**C16(b)** Enter into the appropriate box below the number of FT (Full Time - 16 hours or more), PT (Part Time - less than 16 hours) and Total female apprentices on the date at A2, who are included in columns (5) to (7), **B7(b)**.

	No. of Protestant Female apprentices			No. of Roman Catholic Female apprentices			No. of Female apprentices whose community cannot be determined		
	FT	PT	Total	FT	PT	Total	FT	PT	Total
Apprentices									

## PROMOTEES AND LEAVERS

■ **PART D** To be completed by Registered Employers with more than 250 employees at any time during the 12 month period ending on the date at A2 and by all Public Authorities.

**If this is your first monitoring return** you are not required to complete questions D17 to D20.

**However it is important that you begin collecting the information in respect of promotees and leavers in questions D17 to D20 as you will be required to complete these questions in your second and subsequent annual monitoring return.**

**If this is your second or subsequent monitoring return** you are required to complete questions D17 to D20.

**D17 to D20** If at the start of the 12 month period ending at the date at A2 you employ more than 250 employees (including both part time and full time employees) irrespective of whether the number of employees falls below that number during the 12 month period you must complete questions D17 to D20.

**If at any time during the 12 month period ending on the date at A2 you employed more than 250 employees you must complete D17 to D20 including the relevant information from the date at which your workforce exceeded 250** until the date at A2.

**D17** For the purposes of this question a promotee is a person who fills all 4 of the following conditions:

- (i) the employee has moved from one job to another within the concern; and
- (ii) in doing so the employee fills a job which was restricted to persons already employed in the concern; and
- (iii) the employee remained in the new job or was notified in writing that he would so remain, for a continuous period of not less than 6 months; and
- (iv) as a direct result of the move the employee received an increase in pay (excluding expenses).

The SOC information in relation to promotees should relate to the position into which the person has been promoted.

Where an employee has been promoted more than once during the 12 month period ending on the date at A2 only the first promotion should be included in the monitoring return.

The information in the return relating to promotees should only relate to persons who are still in employment on the date at A2. The information should be included even if the person is no longer in the promoted post.

**D19 & D20** For the purposes of these questions a leaver is a former employee who ceased to be employed in your concern during the 12 month period ending on the date at A2.

Where a former employee has left more than once during the 12 month period ending on the date at A2 only the first occasion should be recorded on the monitoring return.

# PROMOTEES

**PART D** To be completed *ONLY* by Registered Employers who employ more than 250 employees and ALL Public Authorities.

The information in this part of the form relates to the 12 month period ending on the date at A2.

see note  
page 11

**D17** Enter into the appropriate box below the number of promotees (who are employees at A2) in the major groups of the Standard Occupational Classification as described in column (1).

(1) Standard Occupational Classification Major Groups	(2) No. of Protestant Male promotees	(3) No. of Roman Catholic Male promotees	(4) No. of Male promotees whose community cannot be determined	(5) No. of Protestant Female promotees	(6) No. of Roman Catholic Female promotees	(7) No. of Female promotees whose community cannot be determined
1 Managers and senior officials						
2 Professional occupations						
3 Associate professional & technical occupations						
4 Administrative & secretarial occupations						
5 Skilled trades occupations						
6 Personal service occupations						
7 Sales and customer service occupations						
8 Process, plant and machine operatives						
9 Elementary occupations						
<b>TOTALS</b>						

**D18** Enter into the appropriate box below the number of promotees above who are male, the number who are female and the total number of promotees.

	Male	Female	Total
Promotees			

# LEAVERS

**PART D** To be completed **ONLY** by Registered Employers who employ more than 250 employees and ALL Public Authorities.

The information in this part of the form relates to the 12 month period ending on the date at A2.

see note  
page 11

**D19** Enter into the appropriate box below the number of leavers in the major groups of the Standard Occupational Classification as described in column (1).

(1) Standard Occupational Classification Major Groups	(2) No. of Protestant Male leavers	(3) No. of Roman Catholic Male leavers	(4) No. of Male leavers whose community cannot be determined	(5) No. of Protestant Female leavers	(6) No. of Roman Catholic Female leavers	(7) No. of Female leavers whose community cannot be determined
1 Managers and senior officials						
2 Professional occupations						
3 Associate professional & technical occupations						
4 Administrative & secretarial occupations						
5 Skilled trades occupations						
6 Personal service occupations						
7 Sales and customer service occupations						
8 Process, plant and machine operatives						
9 Elementary occupations						
<b>TOTALS</b>						

**D20** Enter into the appropriate box below the number of leavers above who are male, the number who are female and the total number of leavers.

	Male	Female	Total
Leavers			

**PART E To be completed by ALL Registered Employers and Public Authorities**

**E21** Signed

**E22** Print name

**E23** Position in concern

**E24** Date

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**ADDITIONAL INFORMATION**

**E25** Please give a contact for any queries arising from this return:

Name

Telephone No

Fax No

Email Address:

**THIS FORM SHOULD BE COMPLETED AND SENT TO**

**Equality Commission for Northern Ireland  
Equality House  
7-9 Shaftesbury Square  
BELFAST BT2 7DP**

**BEFORE THE DEADLINE AT A3**

**YOU ARE ADVISED TO KEEP A COPY OF YOUR COMPLETED  
MONITORING RETURN FORM FOR YOUR OWN INFORMATION**

*If you require any advice or assistance in completing this return contact the  
Equality Commission at the above address or telephone 028 90 500600*

