



# MONITORING A STEP BY STEP GUIDE TO MONITORING GUIDE

Monitoring your workforce  
and applicants in line with  
fair employment regulations



Equality Commission

FOR NORTHERN IRELAND



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## ABOUT THIS GUIDE

The aim of the booklet is to provide background information and practical guidance on systems and procedures to assist organisations and companies registered with the Equality Commission to meet their fair employment monitoring obligations in an efficient, uniform and consistent manner. The guide has been produced following consultation with registered employers and we would take this opportunity to thank those organisations that completed our feedback sheets.

The Guide is divided into four key sections.

**Section A** places monitoring in its legal context, focussing on those changes to monitoring introduced by the 1999 Monitoring Regulations. It provides information on:

- **who** you should monitor
- **when** you should monitor, and
- **how** you should monitor

**Section B** is a step-by-step guide on how to monitor your workforce and covers:

- employees
- applicants
- appointees
- promotees
- leavers

**Section C** contains useful additional information, definitions etc as well as simple pro forma documentation that can be used or adapted to make monitoring as easy as possible

**Section D** here you will find a sample copy of the fair employment monitoring return form

In preparing the Guide, we have attempted as far as possible to make the procedures and documentation universally applicable. We recognise however that organisations differ considerably in terms of their size, complexity, access to information technology and cultures. Any organisation or company seeking further information or assistance in relation to their specific situation should consult Commission staff.



Section

**A**





## THE LEGAL CONTEXT

Under fair employment legislation, since 1990, registered employers in Northern Ireland have had a legal duty to monitor the composition of their workforce and of those applying to fill vacancies. Since 1992 the requirement to register has covered employers with more than 10 full-time employees. Additional monitoring requirements have been placed on all specified public authorities and registered employers employing more than 250 employees.

Registered employers were also required to make an annual monitoring return to the Commission. Failure to supply this information is a criminal offence, as is failure to supply it within the prescribed period.

The Fair Employment and Treatment (NI) Order 1998 (the “1998 Order”) and the Fair Employment (Monitoring) Regulations (NI) 1999 (as amended) (the “Monitoring Regulations”) have introduced a number of additional monitoring requirements for all registered employers.

Set out below is a summary of the main requirements. Additional definitions can be found in the Glossary of Terms (Appendix 1). The detailed legal requirements are set out in the 1998 Order and 1999 Monitoring Regulations.

### Who should I monitor?

All employers are required to provide monitoring information on:

- (i) employees (part-time and full-time)
- (ii) applicants
- (iii) appointees
- (iv) apprentices (where relevant)

In addition, all specified public authorities and other employers with more than 250 employees are required to submit information on:

- (v) promotees
- (vi) leavers

When considering whether you have more than 250 employees, both full-time and part-time workers must be included.

## (i) Employees

For the purposes of monitoring, the 1998 Order and 1999 Regulations use the word “employee” which means

- (a) an individual employed under a contract of service or apprenticeship; or
- (b) an individual employed under a contract personally to execute any work or labour (e.g. a self-employed person).

Information on these employees is to be provided by **community background, sex, standard occupational classification (SOC)** (see Appendix 2), and further broken down by whether they work **full-time** (those normally working 16 hours or more per week) or **part-time** (those normally working less than 16 hours per week).

## (ii) Applicants

All registered employers are now required to include monitoring information on the community background and sex of applicants to all vacancies on their second monitoring return form following registration with the Commission.

Applicants who apply to more than one vacancy during the monitoring period should be included only once, on the basis of the **first** vacancy they applied for. As with the employee information, this information needs to be broken down by the SOC group of the vacancy in question, however unlike the employee information, information on part-time and full-time vacancies does not need to be provided separately.

The monitoring period refers to the 12 month period which runs between the anniversary dates of your registration.

## (iii) Appointees

The monitoring regulations define appointees as those persons who were appointed to a vacancy during the monitoring year and who are still employed at the end of that 12 month period. Consequently an individual who becomes an employee but leaves again before the end of the monitoring year, would not be counted on the monitoring return form.

As with the applicant information, appointee information needs to be provided by community background, sex and the SOC group of the position filled.



#### (iv) Apprentices

All registered employers and public authorities that employ apprentices are required to monitor them in the same way as other employees. In Part B of the monitoring form, information on apprentices is included with other employee information. In addition, in Part C, information on apprentices is recorded separately. This means that your systems will need to identify information on apprentices separately from that of other employees.

#### Promotees and Leavers

All registered employers are required to collect and include on their monitoring return information on employees, applicants and appointees. However only employers with more than 250 full-time and part-time employees and all specified public authorities on any given date during the monitoring year are **required** to provide the following information on promotees and leavers.

#### (v) Promotees

Under the 1999 Monitoring Regulations for someone to be considered a promotee and included on the monitoring return, four conditions need to be met:

- 1 the employee has moved from one job to another within the organisation, and
- 2 in doing so they fill a job which was restricted to those already employed by the organisation, and
- 3 they remained in the new job for at least six months during the monitoring period, or have been notified in writing during that period that they will continue to be in that job, for not less than six months.
- 4 as a direct result of the move they receive an increase in pay (excluding expenses).

Condition 2 means that posts for which an internal employee successfully competed against external competition would therefore not be defined as a promotion.

Information on these promotees must be provided by community background, gender and SOC. In many cases promotions will not result in changes to SOC groups. The SOC information should relate to the post **into** which the individual is promoted.

Where an employee is promoted more than once during the relevant 12 month monitoring period the first promotion should only be included on your monitoring return. This information should also only be included in the monitoring return for people who are still your employees at the end of the monitoring period, and it should be included even if the employee no longer holds the relevant promotion post.

**(vi) Leavers**

Leavers are simply those employees who left your employment during the monitoring year. Information on leavers must be provided by community background, gender and SOC.

### Monitoring Summary

Monitoring Category	Which employers need to monitor?	Should information be broken down by?			
		Community background	Sex	SOC	Part-time and Full-time staff
Employees	ALL	✓	✓	✓	✓
Applicants	ALL	✓	✓	✓	X
Appointees	ALL	✓	✓	✓	X
Promotees	All specified public authorities & 250+ employers	✓	✓	✓	X
Leavers	All specified public authorities & 250+ employers	✓	✓	✓	X

### When should I monitor?

The Monitoring Regulations set down the dates and periods to which monitoring information relates, as well as when it should be collected and for how long it must be retained. Further information is provided in the Regulations. Information will also be included in the guidance notes included with the monitoring return form.

**Employee information** - relates to your workforce composition on the date at which you were registered by the Commission, for your first return and the anniversary of that date for subsequent returns. In effect, it provides an annual snapshot of the composition of your workforce.



**Applicant and Appointee information** - relates to the information collected during the 12 month monitoring period, as follows:

Employers completing their first monitoring return following registration with the Commission are not required to include applicant and appointee information in the return. However you must begin **collecting and retaining** the relevant information from the date you are registered with the Commission. This information will be required for your second monitoring return.

For your second monitoring return – the period starts on the date you are registered with the Commission and continues until your first anniversary date of registration.

For subsequent monitoring returns – the period is the 12 month period between the two anniversary dates of registration.

**Promotee and Leaver information** - must be provided by employers with more than 250 employees and all specified public authorities.

Promotee and Leaver information relates to information collated during the following periods:-

Employers completing their first monitoring return following registration with the Commission are not required to include promotee and leaver information in the return. However your must begin **collecting and retaining** the relevant information from the date you are registered with the Commission, this information will be required for your second monitoring return.

For your second monitoring return – the period starts on the date you are registered with the Commission and continues until your first anniversary date of registration.

For subsequent monitoring returns – the period is the 12 month period between the two anniversary dates of registration.

If you cross the 250 employee threshold at any time during the 12 month periods referred to above, you must begin collecting promotee and leaver information from the date at which you reached the threshold until the next anniversary date of registration.

If you employ more than 250 employees on your date of registering with the Commission or an anniversary date of registration and fall below the threshold during any 12 month period referred to above you must continue to collect promotee and leaver information until the end of the relevant 12 month period.

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## How should I monitor?

### The Direct Question or Principal Method

There is now only one principal method of monitoring - the Direct Question (see Appendix 3). The Direct Question will be used when monitoring employees and applicants and the information collected can be used to monitor appointees, promotees and leavers.

### Re-surveying

If you have already submitted a monitoring form to the Commission containing information based on the use of other principal methods - i.e. either of the Schools methods - this information **will remain valid**. There is no need to re-survey those employees using the Direct Question.

There is an annual requirement to re-survey those employees for whom, after using a principal method, no determination could be made.

### The Residuary Method

The residuary method of monitoring is a fallback method to be used when the Direct Question does not allow you to make a determination e.g. if the employee/applicant fails to or refuses to complete the monitoring questionnaire or does not identify themselves as either a member of the Protestant or Roman Catholic community. Further information on the residuary method is contained in the Fair Employment Code of Practice and the types of information allowed to be used under the Monitoring Regulations are outlined at Appendix 5.

## Monitoring - Step-by-Step and Guidance

How sophisticated your own procedure for collecting monitoring information needs to be, will of course depend upon the nature of your own organisation and how it deals with applications, as well as the resources at its disposal.

The remainder of this Guide outlines simple step-by-step guidance on the practicalities of obtaining monitoring information, including sample documentation which can be used or adapted by smaller organisations or simply treated as guidance by those with more sophisticated systems.

Section

**B**

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## MONITORING EMPLOYEES

### Key Points

- Community background information has to be collected by gender, SOC group and whether employee is full-time or part-time. Individuals employed under a contract of apprenticeship should be included as employees.

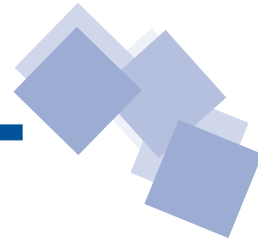
### Step-by-Step

#### **Step 1: Send out Monitoring Questionnaires**

When monitoring for the first time monitoring questionnaires are issued to all employees by the individual responsible in your organisation for monitoring - “the monitoring officer”. In subsequent years only new employees need to be surveyed, usually by using the monitoring information collected when they applied for the post. A sample questionnaire is included at Appendix 3. You should consider sending an accompanying letter with the questionnaire explaining why the monitoring is being carried out, the rationale for monitoring and the organisation’s legal requirement to do so. You should contact the Commission if you require some advice on this matter. If practicable the monitoring officer should be someone who is not directly involved on recruitment panels, selecting employees for promotion etc.

Monitoring questionnaires are assigned a reference number corresponding to an individual employee. This unique identifying number could be a staff number, national insurance number or other unique identifier. Names should not be requested on the questionnaire. The point here is that although the questionnaire should remain anonymous, it should be administratively possible to match individuals to numbers to create an employee register (see Step 5 below).

Monitoring questionnaires should be returned by employees to the monitoring officer in the envelope provided. If this is your organisation’s first return you must collect this monitoring information within the first three months of the monitoring year – this will leave you a month to collate the information and submit it to the Commission. In subsequent years the employee information must be obtained within the first month of each year. As applicant and appointee information is routinely collected, this should not pose any problems, as the information would already be in your organisation.



## **Step 2: Make a determination using the Direct Question**

It is the job of the monitoring officer, on receipt of the monitoring questionnaires, to assign individuals by community background and gender based on the information provided, and to one of the nine standard occupational classification groupings on the monitoring return form, (see Appendix 2) as well as creating an employee register or recording on a computerised database etc.

## **Step 3: If necessary, apply the Residuary Method**

If it has not been possible to make a determination of community background because, for example, the employee did not return the monitoring questionnaire or indicated that s/he was a member of neither community, you are strongly encouraged to use the fall-back or residuary method of monitoring. The residuary method permits employers to use other written pieces of information provided by an employee, which can give a reasonable indication of community background. For information which can be used in applying the residuary method see Appendix 5.

## **Step 4: Disclose to individuals**

Where a community background for an employee has been determined using the direct question, or could not be determined, the monitoring officer **must** inform the employee in writing of the outcome of the determination. This is called **disclosure** and an example of such a disclosure form is contained in Appendix 4. Disclosure to individuals must be made at least two weeks before the monitoring return is returned to the Commission.

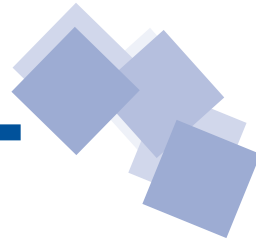
## **Step 5: Create a database / Employee Register**

To keep a record of the determination of each member of your workforce, as well as other information that you will need for monitoring purposes you may find it useful to build up an Employee Register. Those employers employing individuals under a contract of **apprenticeship** must remember to identify these individuals separately on their Register or, where large numbers are involved, to create a separate Apprentice Register. A sample Employee Register identifying the key areas you will need for monitoring purposes, as well as some additional suggestions, can be found at Appendix 6. Alternatively, the relevant categories can be used as the basic monitoring building blocks for a more sophisticated computerised employee database.

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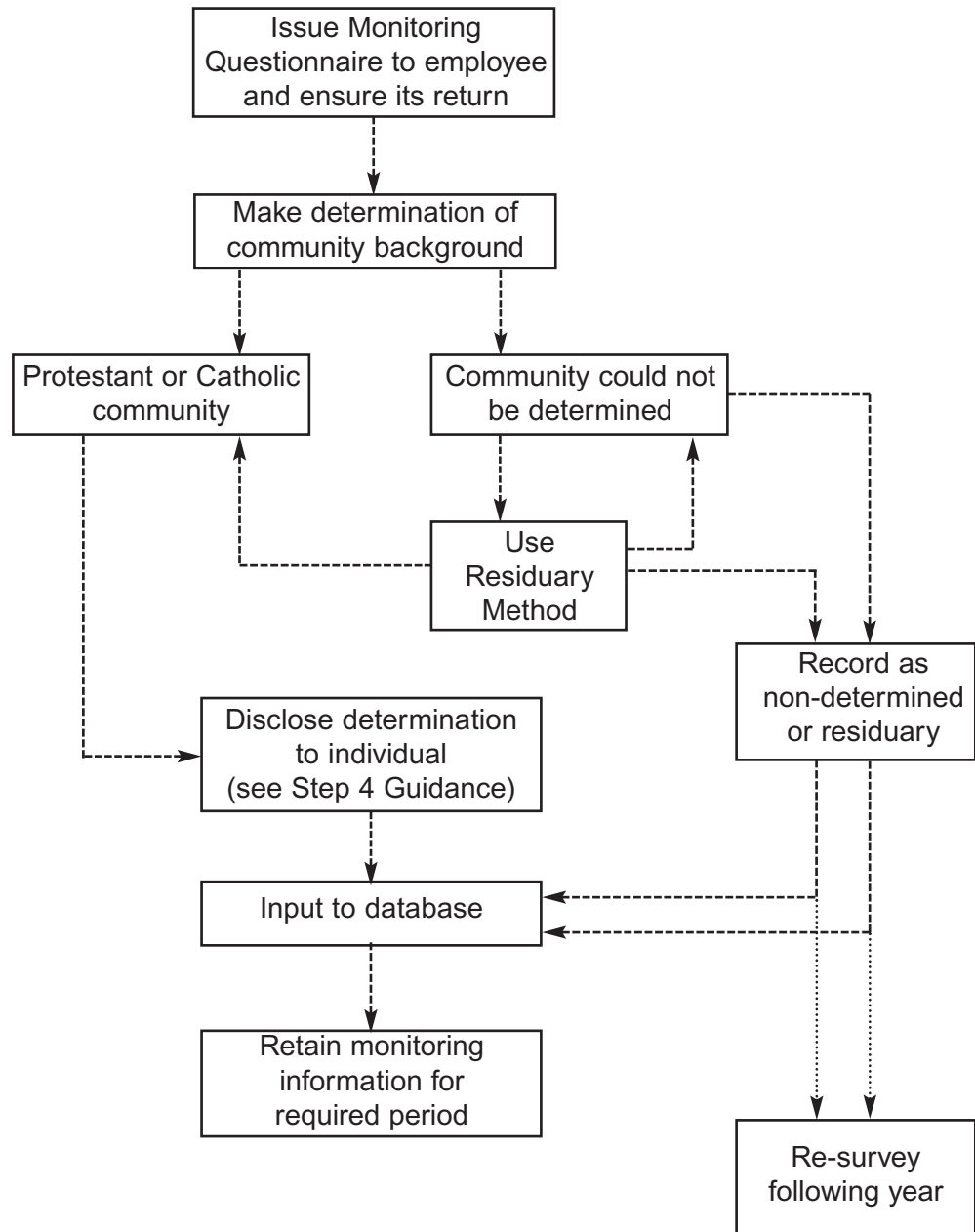
**Step 6:      Retain monitoring information**

You must retain for each employee a record of any determination made of community background, together with the information from the employee which has been used, for at least three years after the employee leaves your employment.



## Monitoring Employees

### Flow Chart



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## MONITORING APPLICANTS AND APPOINTEES

### Key Points

- **All** registered employers must collect applicant information and now include it on their annual monitoring return to the Commission.
- Applications for vacancies for all posts, irrespective of hours worked, must be **included**.
- Applicants and appointees should only be counted **once** even if more than one application was made or if an individual was appointed more than once during the monitoring period. Only the **first** application and/or the first appointment should be counted.
- If posts are externally advertised, applications from existing employees should be **included**, in addition to external applicants.

### Step-by-Step

#### Step 1: Open a Recruitment File

Each recruitment file should have a unique reference number referring to that particular recruitment exercise, for example, CO2000.1 may be for the first recruitment exercise for a clerical officer in 2000.

The recruitment file should contain a copy of:

- the job description,
- the personnel specification, and
- the job advertisements

As the recruitment exercise progresses, any other documentation relating to this exercise can be added to the file, for example:

- notes of shortlisting meetings and any other shortlisting records
- interview assessment sheets and interview notes
- copies of all letters sent to candidates



## **Step 2: Send out Application Forms and Monitoring Questionnaires**

- Application forms should be issued to all applicants to assist in the objective assessment of candidates.
- Issue monitoring questionnaire along with the application form. A sample questionnaire is included at Appendix 3.

## **Step 3: Separate the returned Application Forms and the Monitoring Questionnaires**

The monitoring officer is responsible for keeping separate the monitoring information provided on the monitoring questionnaire, and the application forms, which form part of the selection procedure.

The monitoring officer:

- allocates a unique reference number to both the monitoring questionnaire and the application form, e.g. CO2000.1/01, CO2000.1/02, CO2000.1/03 and so on. If administratively easier, reference numbers can be given to matched monitoring questionnaires and application forms prior to issue. A list of numbers allocated to applicants should be kept, so that at the end of the exercise the monitoring number can be matched with the outcome of the application and an Applicant Register and Recruitment Summary Record completed,
- passes the application forms on to the person who will be responsible for the shortlisting and interview panel,
- opens a monitoring file for the recruitment exercise. This should have the same reference number as the recruitment file and will be used to retain all monitoring documents.

## **Step 4: Record the monitoring information**

It is important to record applicant and appointee monitoring information accurately and systematically so to make the completion of the relevant aspects of your annual monitoring return as easy as possible.

Meeting your monitoring obligations is not the only reason for collecting applicant and appointee information. As part of your obligation to complete an Article 55 Review - the three-yearly review of workforce composition and practices - the collection of application flow information plays an important part in helping you assess how each community is faring, both in overall terms and in each individual recruitment exercise.

To assist in meeting both monitoring and Article 55 Review objectives, it is helpful to prepare for each recruitment exercise:

- an **Applicant Register**, and
- **Recruitment Summary Record**

Examples of these can be found at Appendix 7 and Appendix 8. These should be completed at the end of the exercise. As with all of the sample registers and summary records provided, they need only be used as a guide for more company specific documentation or sophisticated computerised records developed to meet your own particular company needs. The information on the Recruitment Summary Record can be used to help complete the sections on the monitoring form covering applicants and appointees.

### The Applicant Register (Appendix 7)

The monitoring officer should for each recruitment exercise:

- enter the reference number, gender and community background for each completed application received;
- enter the dates on which the form was received and the date on which any subsequent letters are sent;
- for applicants who are shortlisted, record what stage they reached in the selection process and the outline of their application.

An example of a partially completed Applicant Register is provided below.

### Applicant Register

Post: Clerical Officer

SOC Group: Clerical (4)

Reference: CO 2000.1

APPLICANT REF NUMBER	SEX	COMMUNITY BACKGROUND	METHOD	DATE APPLICATION FORM RECEIVED	DATE OF INTERVIEW	DATE REJECTION LETTER SENT	OUTCOME			
							DID NOT ATTEND INTERVIEW	UNSUCCESSFUL	RESERVE LIST	SUCCESSFUL
CO2000.1/01	M	P	Direct	13/1/00		24/1/00		✓		
CO2000.1/02	F	RC	Direct	11/1/00	4/2/00	5/2/00		✓		
CO2000.1/03	F	P	Resid	8/1/00	4/2/00					✓
CO2000.1/04	M	RC	Direct	12/1/00		24/1/00		✓		



## **Recruitment Summary Record (Appendix 8)**

Using the information on the Applicant Register the monitoring officer can also complete a Recruitment Summary Record. This record, when completed, enables an employer to examine in overall terms how successful both Protestants and Roman Catholics have been at each stage of the selection exercise. To complete the Recruitment Summary Record the monitoring officer should:

- enter the total number of Protestant male and Protestant female applicants who:
  - applied
  - were invited to interview
  - were successful / appointed – those not taking up job offers etc. should be recorded
  - were placed on a reserve list
  - were unsuccessful
  
- enter the same information for male and female Roman Catholic applicants and for male and female applicants for whom a community could not be determined

Again, an example of a completed Recruitment Summary Record is included below.

## Recruitment Summary Record

JOB REF NO: co 2000.1		POST: Clerical Officer		SOC: Clerical (4)		DEPT: Sales	
COMMUNITY BACKGROUND	SEX	NO. OF APPLICANTS	NO. INVITED FOR INTERVIEW	NO. WHO DID NOT ATTEND INTERVIEW	NO. UNSUCCESSFUL	NO. PLACED ON RESERVE LIST	NO. SUCCESSFUL
PROTESTANT	M	13	2	0	1	0	1
	F	13	4	0	3	1	0
ROMAN CATHOLIC	M	10	1	1	0	0	0
	F	12	4	0	4	0	0
NON-DETERMINED	M	0	0	0	0	0	0
	F	2	0	0	0	0	0
TOTAL	M	23	3	1	1	0	1
	F	27	8	0	7	1	0

### Step 5: Update Appointee Register

To avoid having to trawl through 12 months worth of monitoring and recruitment files to complete your monitoring return, it is helpful to keep an ongoing New Appointee Register. As new employees arrive to work for the company, their names and monitoring details can simply be added to an ongoing list. A sample Appointee Register has been included at Appendix 9. Remember to take out those appointees who left your employment before the end of the monitoring year.

### Step 6: Retain the monitoring information

Fair employment legislation requires employers to retain monitoring information relating to all applicants for three years from the date of receipt of the application. For those appointed this information should be kept for at least three years after they subsequently leave your employment. In addition, **all** application forms and job related documentation should be kept for at least 12 months.



The monitoring officer should:

- ensure that the monitoring questionnaires, Applicant and Recruitment Summary Record are retained in the monitoring file. This should be held confidentially along with the completed recruitment file.

Following the procedure described above should assist you to keep an accurate record of all applicants and appointees for all recruitment exercises. The basic procedure is described in the following flow chart.

### **Multiple Applications**

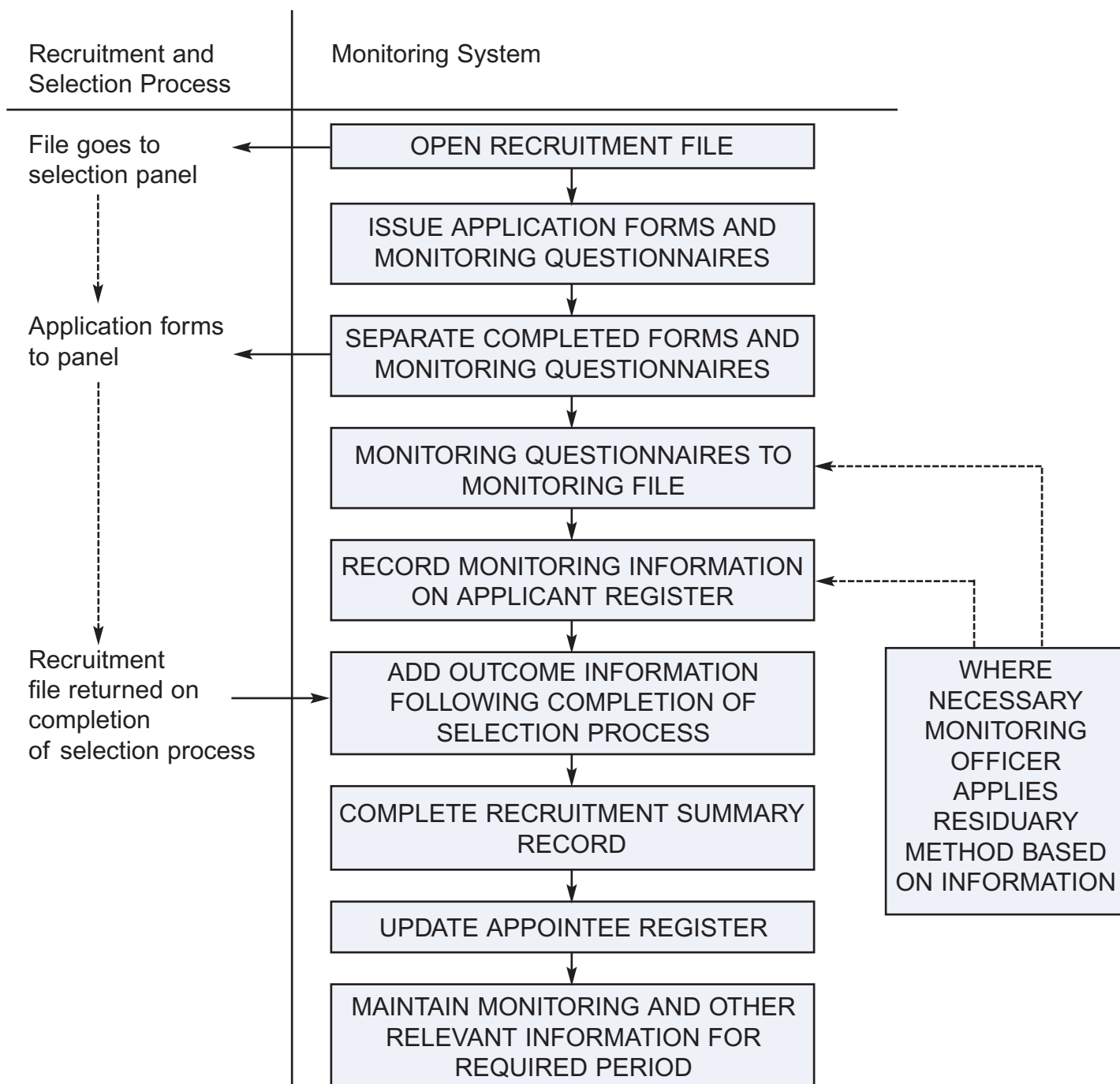
A problem identified by some employers is how to remove the subsequent applications of individuals who have already applied to a post with them during the course of the monitoring year. How you do this will of course depend upon the system you have set up, as well as the number of posts advertised and number of applications received during the course of the year.

Small numbers of recruitment exercises can be handled by manually checking applications against those received for previous exercises. This may however be very time-consuming and a more cost-effective way of dealing with the problem would be through including information for surname, first name, date of birth etc on a computer database and using the system to cross-check and remove multiple applications for monitoring purposes.

Multiple appointments are not likely to cause such a problem. However if the number of appointments made during the course of the year is large, similar steps will need to be taken.

## Monitoring Applicants and Appointees

### Flow Chart



**N.B. A check for multiple applications/appointments may need to be added.**



## MONITORING PROMOTEES

### Key Points

- Only specified public authorities and employers with more than 250 employees (full-time **and** part-time) are required to monitor promotees.
- For an individual to be considered as a promotee s/he must meet four conditions:
  - the employee has moved from one job to another within the organisation, and
  - in doing so they fill a job which was restricted to those already employed by the organisation, and
  - they remained in the new job for at least six months during the monitoring period or have been notified in writing during that period that they will continue to be in that job, for not less than six months, and
  - as a direct result of the move they receive an increase in pay (excluding expenses).

### Step-by-Step

#### **Step 1: Create / update Promotee Register**

For each employee promoted the Monitoring Officer should add his or her name, details of the post and monitoring information to a Promotee Register. If an Employee Register, as outlined at Appendix 6, has been kept, it should be easy to transfer monitoring details across. The Promotee Register will show the community background and gender of the individual and SOC group into which s/he was first promoted. It should also show the date of the promotion, to enable you to determine whether they have been in that post for at least six months. For those who have not been in their promotion post for six months, but who have been notified in writing that they will remain for at least a six month period, this notification should be recorded on the register. A sample promotee register is included at Appendix 10.

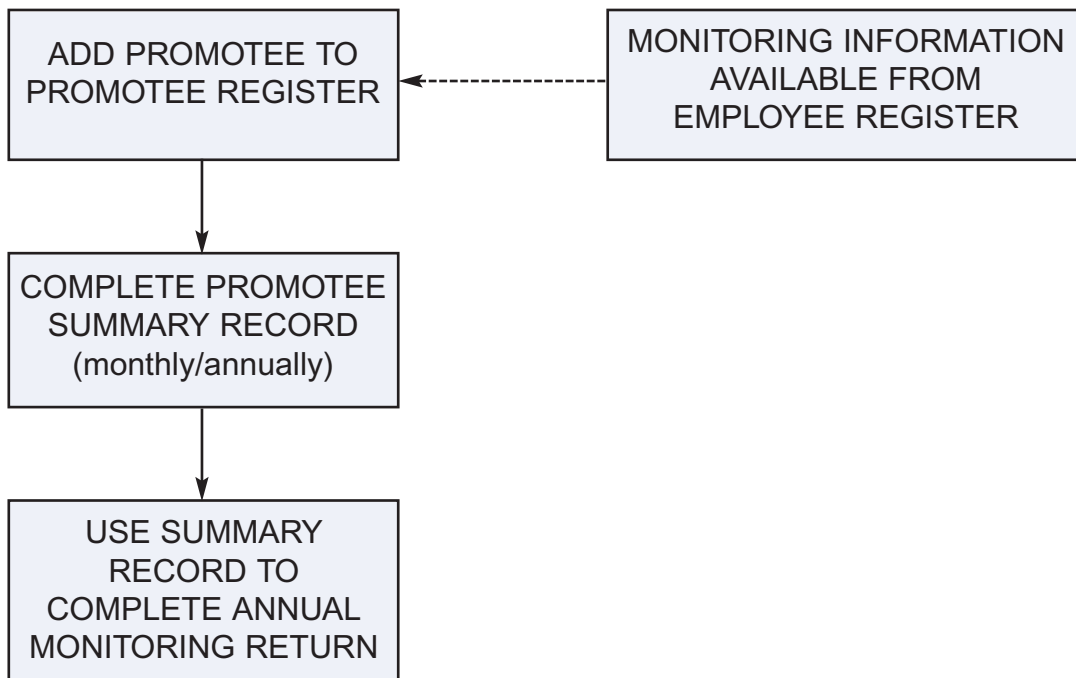
**Step 2: Collate information on Promotee Summary Record**

At the end of the year, or on a more frequent basis where there are large numbers of promotions, this information should be collated onto a Promotee Summary Record (see Appendix 11).

Completing a monthly record should make the completion of the monitoring return for promotions during the twelve-month monitoring period relatively easy. Although the qualifications - regarding numbers of promotions, those leaving following promotion etc - outlined in the Legal Context section, need to be borne in mind.

**Monitoring Promotees**

**Flow Chart**





## MONITORING LEAVERS

### Key Points

- A leaver is simply any employee who leaves the organisation's employment during the course of the monitoring year.

### Step-by-Step

The procedure for collating and administering the information for leavers is very similar to that for promotees.

#### **Step 1: Create / update the Leavers Register**

An example of such a Register is provided at Appendix 12.

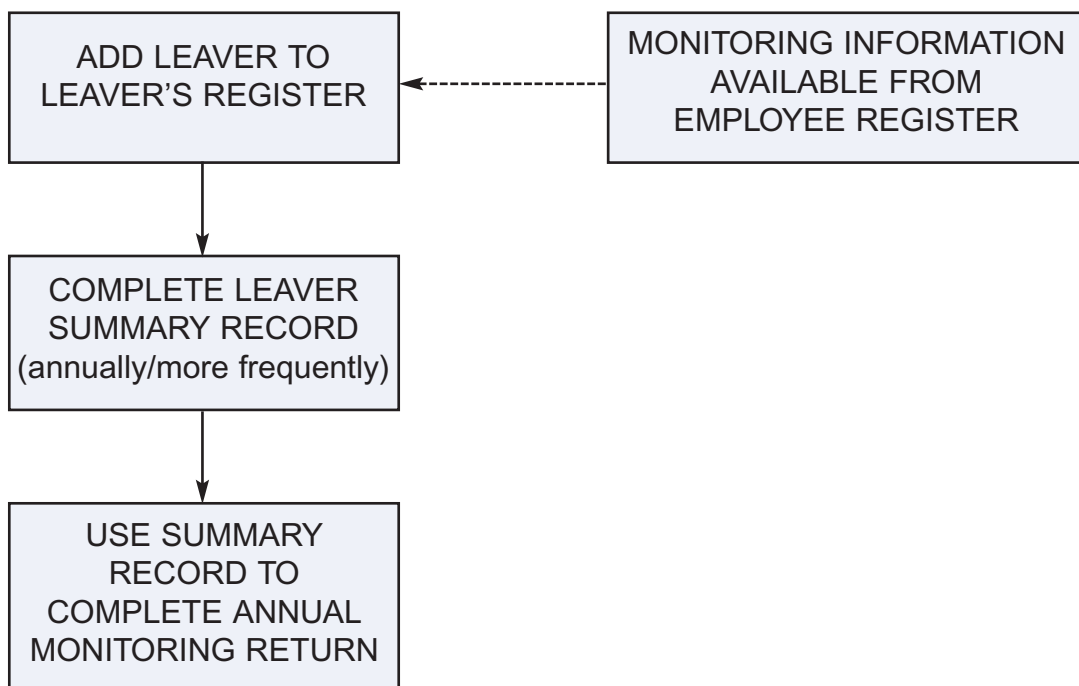
Again information to update the Leavers Register should be available from your employee database.

#### **Step 2: Collate information on Leavers Summary Record**

Again, depending on your numbers, summary information can be collated annually or on a more regular basis. A sample Leavers Summary Record is provided at Appendix 13. Information relating to redundancy exercises should be collated and analysed immediately following the end of the redundancy exercise.

## Monitoring Leavers

### Flow Chart



Section **C**





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## LIST OF APPENDICES

- 1 Glossary of Terms
- 2 Standard Occupation Classification Major Groups (SOC Group)
- 3 Employee / Applicant Monitoring Questionnaire
- 4 Employee Disclosure Form
- 5 Residuary Method of Monitoring
- 6 Employee Register
- 7 Applicant Register
- 8 Recruitment Summary Record
- 9 Appointee Register
- 10 Promotee Register
- 11 Promotion Summary Record
- 12 Leavers Register
- 13 Leavers Summary Record





## GLOSSARY OF TERMS

### **Applicant**

An applicant is a person who applies to fill a vacancy for employment in a registered concern in Northern Ireland, regardless of whether the work is part-time or full-time and regardless of whether or not they are already in your employment.

### **Appointee**

An appointee is any person who filled a vacancy for employment during the 12 month monitoring period and is still in your employment at the end of that period.

### **Article 55 Review**

Under Article 55 of the Fair Employment and Treatment (NI) Order 1998, all registered employers must formally review their workforce composition and employment practices affecting recruitment, promotion, training and redundancy at least once every three years. The purpose of the review is to allow employers to determine whether members of each community are enjoying, and are likely to continue to enjoy, fair participation in employment.

### **Community Background**

The community background of an individual refers to whether that individual has been treated as belonging to the Protestant community or the Roman Catholic community in Northern Ireland.

### **Disclosure**

The monitoring regulations require employers to tell each employee, for whom a determination about community background has been made, in writing the nature of that determination. This disclosure to the individual must be in writing and should indicate how and on the basis of what information the determination was reached.

### **Employee**

For the purposes of monitoring, the 1998 Order and 1999 Regulations use the word “employee” which means:

- (a) an individual employed under a contract of service or apprenticeship; or
- (b) an individual employed under a contract personally to execute any work or labour.



## **Leavers**

Leavers are those employees who left your employment during the monitoring year.

## **Monitoring Period / Year**

Monitoring information on employees relates to those employees employed by an organisation on a particular day – the registration date and subsequent anniversaries of that date. Monitoring information on applicants, appointees, promotees and leavers relates to the 12 month period up to the anniversary of your registration date. For instance if an organisation was registered on 6 March 1992 the monitoring period for applicants for the year 2001 monitoring return would be 7 March 2000 to 6 March 2001. Employers completing their first return are not required to include applicant and appointee information.

## **Principal Method**

The Principal Method or 'Direct Question' requires the employee or applicant to have stated in writing whether s/he belongs to the Protestant or Roman Catholic community or to neither community.

## **Promotion**

For monitoring purposes a promotee is an employee who fills all four of the following conditions:

- (i) the employee has moved from one job to another within the organisation, and
- (ii) in doing so they fill a job which was restricted to those already employed by the organisation, and
- (iii) they remained in the new job for at least six months during the monitoring period or have been notified in writing during that period that they will continue to be in that job for not less than six months, and
- (iv) as a direct result to the move they receive an increase in pay (excluding expenses).



## **Public Authority**

Refers to any public authority specified under the Fair Employment (Specification of Public Authorities) Orders. Such public authorities are deemed to be registered under the Fair Employment and Treatment (NI) Order 1998.

## **Registration**

This refers to registration with the Equality Commission. A private sector employer with more than 10 employees, working for 16 hours or more weekly, must apply to the Commission for registration.

## **Registration Date / Anniversary Date**

This is the date on which the concern is registered with the Commission. This date and its subsequent anniversaries are the dates to which the annual monitoring information of the workforce refers. It is these dates that are used to provide the annual snapshots of the community background composition of your employees.

## **Residuary Method**

The residuary method is a fallback method of monitoring which employers can and should use if the direct question fails to provide a determination. The residuary method is based on the fact that there is a number of pieces of information about an individual which if known can give a reasonable indication of community background. These pieces of information are listed at Appendix 5.

## **Standard Occupational Classification SOC**

All job titles can be classified using the Standard Occupational Classification system that has been in use since the early 1990's. When completing your monitoring return you have to show how many of your employees, applicants, appointees, promotees and leavers fall into each of nine major groups.



### Standard Occupational Classification Major Groups

There are nine major groups in the Standard Occupational Classification (SOC). These are as follows:

<b>Number of the major group</b>	<b>Major Group</b>
1	Managers and senior officials
2	Professional occupations
3	Associate professional and technical occupations
4	Administrative and 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



## Employee/Applicant Monitoring Questionnaire

### MONITORING QUESTIONNAIRE

*Private & Confidential*

**Ref No:**

We are an Equal Opportunities Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

**I am a member of the Protestant community**

**I am a member of the Roman Catholic community**

**I am a member of neither the Protestant nor Roman Catholic community**

**Please indicate whether you are:**                      **Female**                       **Male**

If you do not complete this questionnaire, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information on file/application form.

**Note:** It is a criminal offence under the legislation for a person to “*give false information .... in connection with the preparation of the monitoring return*”.



**Employee Disclosure Form**

**Fair Employment (Monitoring) Regulations (NI) 1999 (as amended)**

The following **determination / no determination** of your community background has been made:

Member of the **Protestant / Roman Catholic** community.

In your case the following information was taken into account \_\_\_\_\_

\_\_\_\_\_

If there is any material inaccuracy in the above information, please inform me of the correct information within the next week so that account can be taken of it in preparing the monitoring return, which I am required to send to the Equality Commission.



## Residuary Method of Monitoring

The following information has been set out in the monitoring regulations and may be used by an employer to determine the community background of an individual.

- Surname and other names
- Address
- Schools attended (whether in Northern Ireland or elsewhere)
- Sporting or other leisure pursuits or interests
- Any course of work undertaken for any recognised award, examination or qualification
- Clubs, societies or other organisations belonged to
- The occupation as a clergyman of a particular denomination or as a teacher in a particular school of any referee given by the individual when s/he applied for employment

The information used for the residuary method must be in **writing** and **supplied by the individual concerned**.



EMPLOYEE REGISTER

INDIVIDUAL		POST			MONITORING INFORMATION				
		JOB TITLE	SOC GROUP	FULL-TIME/ PART-TIME	SEX	COMMUNITY BACKGROUND	METHOD OF DETERMINATION	ETHNIC BACKGROUND	DISABILITY
EMPLOYEE NAME	WORK REF NO:								



# APPLICANT REGISTER

JOB REF NO:		POST:		SOC:		DEPT/LOCATION:				
APPLICANT REFERENCE NUMBER	SEX	COMMUNITY BACKGROUND	METHOD OF DETERMINATION (DIRECT/RESIDUARY)	DATE APPLICATION FORM RECEIVED	DATE INVITED FOR INTERVIEW	DATE REJECTION LETTER SENT	DID NOT ATTEND INTERVIEW	UNSUCCESSFUL	RESERVE LIST	SUCCESSFUL



RECRUITMENT SUMMARY RECORD

JOB REF NO:		POST:			SOC:			DEPT/LOCATION:		
COMMUNITY BACKGROUND	SEX	NO. OF APPLICANTS	NO. INVITED FOR INTERVIEW	NO. WHO DID NOT ATTEND INTERVIEW	NO. UNSUCCESSFUL	NO. PLACED ON RESERVE LIST	NO. APPOINTED			
PROTESTANT	MALE									
	FEMALE									
ROMAN CATHOLIC	MALE									
	FEMALE									
NON-DETERMINED	MALE									
	FEMALE									
TOTAL	MALE									
	FEMALE									

METHOD OF DETERMINATION

METHOD USED	PROTESTANT MALES	ROMAN CATHOLIC MALES	PROTESTANT FEMALES	ROMAN CATHOLIC FEMALES	TOTAL APPLICANTS DETERMINED
DIRECT					
RESIDUARY					
TOTAL					



APPOINTEE REGISTER

INDIVIDUAL		POST				MONITORING INFORMATION			
APPOINTEE NAME	WORK REF NO:	JOB TITLE	SOC GROUP	DATE OF APPOINTMENT	SEX	COMMUNITY BACKGROUND	METHOD OF DETERMINATION	ETHNIC BACKGROUND	DISABILITY



PROMOTEE REGISTER

INDIVIDUAL		PROMOTION				MONITORING INFORMATION		
PROMOTEE NAME	WORK REF NO:	JOB TITLE	SOC GROUP	DATE OF PROMOTION	SEX	COMMUNITY BACKGROUND	ETHNIC BACKGROUND	DISABILITY



PROMOTION SUMMARY RECORD

MONTH:

	MALE PROTESTANT	MALE ROMAN CATHOLIC	MALE NON-DETERMINED	FEMALE PROTESTANT	FEMALE ROMAN CATHOLIC	FEMALE NON-DETERMINED
SOC 1						
SOC 2						
SOC 3						
SOC 4						
SOC 5						
SOC 6						
SOC 7						
SOC 8						
SOC 9						



LEAVERS REGISTER

INDIVIDUAL		JOB INFORMATION		MONITORING INFORMATION					EXIT INFORMATION	
EMPLOYEE NAME	WORK REF NO:	JOB TITLE	SOC GROUP	SEX	COMMUNITY BACKGROUND	ETHNIC BACKGROUND	DISABILITY	EXIT INTERVIEW Y/N	REASON FOR LEAVING	



# LEAVERS SUMMARY RECORD

MONTH:

	MALE PROTESTANT	MALE ROMAN CATHOLIC	MALE NON-DETERMINED	FEMALE PROTESTANT	FEMALE ROMAN CATHOLIC	FEMALE NON-DETERMINED
SOC 1						
SOC 2						
SOC 3						
SOC 4						
SOC 5						
SOC 6						
SOC 7						
SOC 8						
SOC 9						



Section

**D**





# 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.

# MALE EMPLOYEES

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

The information in this part of the form relates to the date at **A2**.

see note  
page 4

**B7(a)** Enter in the appropriate box the number of **FT (Full Time - 16 hours or more)**, **PT (Part Time - less than 16 hours)** and **Total** of male employees on the date at **A2** described in columns (2) to (4) who are employed 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 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 AS ABOVE**

**B9(a)** Enter in the appropriate box below (if applicable) the total number of male employees included in columns (2) and (3) above whose community has been 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						

# FEMALE EMPLOYEES

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

The information in this part of the form relates to the date at A2.

see note  
page 4

**B7(b)** Enter in the appropriate box the number of FT (Full Time - 16 hours or more), PT (Part Time - less than 16 hours) and Total of female employees on the date at A2 described in columns (5) to (7) who are employed in the major groups of the Standard Occupational Classification 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(b) TOTAL NO. OF FEMALE EMPLOYEES AS ABOVE**

**B9(b)** Enter in the appropriate box below (if applicable) the total number of female employees included in columns (5) and (6) above whose community has been 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						

# APPLICANTS

## **PART B** To be completed by ALL Registered Employers and 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 5

**B10** Enter into the appropriate box below the number of applicants for employment 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 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 (if applicable) the number of applicants included in columns (2), (3), (5) and (6) above whose community has been 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** To be completed by ALL Registered Employers and 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 5

**B13** Enter into the appropriate box below the number of appointees who are employees at B7(a) and B7(b) 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 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 (if applicable) the number of appointees included in columns (2), (3), (5) and (6) above whose community has been 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 <b>Protestant Male</b> apprentices			No. of <b>Roman Catholic Male</b> apprentices			No. of <b>Male</b> 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 <b>Protestant Female</b> apprentices			No. of <b>Roman Catholic Female</b> apprentices			No. of <b>Female</b> apprentices whose community cannot be determined		
	FT	PT	Total	FT	PT	Total	FT	PT	Total
Apprentices									

**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			

**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**

<b>E21</b>	Signed	<input type="text"/>
<b>E22</b>	Print name	<input type="text"/>
<b>E23</b>	Position in concern	<input type="text"/>
<b>E24</b>	Date	<input type="text"/>

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**ADDITIONAL INFORMATION**

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

Name	<input type="text"/>
Telephone No	<input type="text"/>
Fax No	<input type="text"/>

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**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*



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

**Tel: 028 90 500 600**

**Fax: 028 90 238 039**

**Textphone: 028 90 500 589**

**[www.equalityni.org](http://www.equalityni.org)**