

**UK Shared Prosperity Fund (UKSPF) in West Yorkshire**

**Output and outcome definitions and evidence requirements guidance for West Yorkshire Combined Authority**

**(Business Support V1 - FINAL – 06 April 2023)**

**Introduction**

This document sets out definitions and evidence requirements for outputs and outcomes for UKSPF in West Yorkshire, for **the Communities and Place (Pillar 1) and Supporting Local Business (Pillar 2 ) Investment Priorities**. This guidance should be read alongside the government’s guidance on outputs and outcomes for UKSPF: ‘UK Shared Prosperity Fund: outputs and outcomes definitions (version 2)’ available on gov.uk [UK Shared Prosperity Fund: reporting, monitoring and performance management (3) - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-reporting-and-performance-management-3)

Both sets of guidance should be used when preparing applications for funding, developing projects, when developing your project systems, compiling claims, collating statistical analysis and evaluation. It is a grant funding obligation that output and outcome evidence is retained for a minimum of six years. Evidence will be requested at various stages throughout the lifetime of the project.

**D****efinitions**

This guidance document provides definitions for each output (OP) and outcome (OC) indicator. It sets out:

• The unit of measurement for the indicator (as specified by government)

• The UKSPF intervention to which they relate (as specified by government)

• Evidence and records that must be retained to demonstrate the indicator has been achieved (specified by government and West Yorkshire Combined Authority)

• Further explanatory notes where appropriate (as specified by West Yorkshire Combined Authority)

**E****quality and diversity**

Effective monitoring of diversity characteristics is a legal requirement under the [2010 Equality Act](https://www.gov.uk/guidance/equality-act-2010-guidance), which sets out the public sector equality duty in relation to the following protected characteristics <https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>

For UKSPF in West Yorkshire this should include, as a minimum, capturing project data on beneficiaries regarding:

* Gender
* Age
* Disability
* Ethnicity - a list of categories can be found here <https://www.ethnicity-facts-figures.service.gov.uk/style-guide/ethnic-groups>

**For businesses**

Equality and diversity information should be collected for the individual from the business that is engaging with the project. **“About You” questions** that have been developed by the consultation team, may be useful to help you to ask about more of the protected characteristics. Please see [Annex 1: “About You” questions](https://westyorksca.sharepoint.com/sites/UKSPF/Shared%20Documents/UKSPF/Template%20Folder/O%20%26%20O%20EVIDENCE/About#_Annex_1:_).

**E****ssential requirements for all businesses supported**

In accordance with government requirements for UKSPF, you will need to capture and report details of Company Record Numbers (CRN) for all enterprises that directly benefit from UKSPF funded activity. Additionally, you must check and collect evidence of proof of existence for all enterprises supported. Evidence may include registration on Companies House or a unique tax reference (UTR).

**OUTPUTS**

**O****utput** **definitions and evidence requirements**

| **REF** | **UKSPF Investment Priority** | **UKSPF Intervention** | **Output Indicator name** | **Unit of Measurement** | **Definition (provided by the UK government)** | **Notes provided by UK government** | **WYCAs evidence requirements** | **WYCA’s additional information required** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OP21** | **Supporting Local Business**  | **E19, E23, E24 and E26** | **Number of potential entrepreneurs assisted to be enterprise ready** | Number of entrepreneurs  | Number of entrepreneurs having been assisted to be enterprise ready.* Entrepreneurs mean individuals aged 16 and over currently in employment, unemployed or economically inactive with an interest in exploring creating their own business.

Assistance means business advice, guidance, mentoring and training. This must involve some form of direct interaction with members of the entrepreneurs, in other words it **cannot be broadcasted advice.**.  | On "enterprise ready" - the unit of measurement **is the individual** (potential entrepreneur), not whether they actually go on to start a business.. | A registration process for collating beneficiary data and tracking the end-to-end customer journey.For survey purposes we request that you collect qualitative feedback of each enterprise supported, what the support included and how it impacted the enterprise.Individual details – minimum name, date of birth/age (ie over 16 years), gender, ethnicity, disability, address, postcode. Letter or standard form signed and dated by the individual specifying what assistance they received and on what date(s) and that they are now enterprise ready. | If support towards indicator continues after individual forms an Enterprise.Evidence that support was initiated before the enterprise was formed (Registration with Companies House or HMRC).Activity.Sector SIC codeEqualities data including Gender, Age, Ethnicity and Disability. |
| **OP22** | **Supporting Local Business**  | **E22, E23 and E24, E25** | **Number of enterprises receiving financial support other than grants (numerical value)** | Number of enterprises  | * Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.
* Non-grant financial support means loans, risk finance, financial investment from the project that is repayable or confers equity in the enterprise.
 | Not applicable | A registration process for collating beneficiary data and tracking the end-to-end customer journey.For survey purposes we request that you collect qualitative feedback of each enterprise supported, what the support included and how it impacted the enterprise. | Equalities data including Gender, Age, Ethnicity and Disability.  |
| **OP23** | **Supporting Local Business**  | **E19, E22, E23, E24, E25 and E29** | **Number of enterprises receiving non-financial support**  | Number of enterprises  | * Number of enterprises that have received non-financial support with the intention of improving performance.
* Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity
* Non-financial support means business advice, guidance, mentoring and training. This must involve some form of direct interaction with members of the enterprises, in other words it cannot be broadcasted advice.
* Improved performance means reductions in costs or increases in turnover/profit.
* Support may be ongoing.
 | Not applicable | A registration process for collating beneficiary data and tracking the end-to-end customer journey.For survey purposes we request that you collect qualitative feedback of each enterprise supported, what the support included and how it impacted the enterprise  | Equalities data including Gender, Age, Ethnicity and Disability.  |
| **OP24** | **Supporting Local Business**  | **E19, E22, E23, E24, E25, E28 and E29** | **Number of enterprises receiving grants** | Number of enterprises | Number of enterprises that have received grants.* Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.
* Grant means a cash payment by the project that is not repaid.
 | Not applicable | A registration process for collating beneficiary data and tracking the end-to-end customer journey. For survey purposes we request that you collect qualitative feedback of each enterprise supported, what the support included and how it impacted the enterprise. An auditable record documenting the process for selecting and issuing the grants.Invoice and bank statement evidencing payment of the grant for each enterprise supported.  | Equalities data including Gender, Age, Ethnicity and Disability.  |
| **OP25** | **Supporting Local Business**  | **E29** | **Number of decarbonisation plans developed as a result of support** | Number of plans | An organisation as a result of support produces a decarbonisation plan, or enhances an existing decarbonisation plan. | Not applicable | Copy of the decarbonisation plan |  |
| **OP26** | **Supporting Local Business** | **E25** | **Number of events/ participatory programmes** | Number of events/ participatory programmes | * Events include but are not limited to: international enterprise events and conferences supporting the local growth sector by promoting networking, collaboration, innovation, growth as well as expertise, innovation and resources sharing.
* Participatory programmes mean the delivery of outreach and engagement events for local assets and sites such as cultural, historic and heritage institutions that makes up the local cultural heritage offer.
 | Not applicable | Type of event / nature of participatory programme to be defined at the outset of the activity to demonstrate additionality.Purpose – outcome to be achieved by holding event/programme. | Equalities data – whether event /programme is to address a particular issue – who is target audience – please provide audience segmentation data Delivery postcodes. |
| **OP27** | **Supporting Local Business** | **E28** | **Number of enterprises engaged in new markets** | Number of enterprises | * Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.
* Engaged means they have launched a product or service into a new domestic or overseas market or have undertaken research or attended conferences or events to prepare a launch into a new market.
* New market refers to a market the business has not previously engaged with.
 | Not applicable | Documentation to confirm details of engagement in new markets, which could include published marketing information or literature.If market engagement has not yet been carried out, the enterprise should provide evidence on the work done to advance towards engagement i.e. Market research. The enterprise should also confirm the date the new engagement took, or is planned to take place. | Equalities data -please collect equality and diversity information for the individual from the business that is engaging with the project. Minimum should include gender, age, ethnicity and Disability. |
| **OP28** | **Supporting Local Business** | **E22** | **Amount of rehabilitated land**  | Square metres (M2) | The total square meterage of derelict land that has been rehabilitated.* Derelict land means land that has become damaged by industrial or other development and is beyond beneficial use without treatment.
* Rehabilitated means remediated to a point of beneficial use.
 | Not applicable | Where required planning permission from the local authority and/or an Environmental Permit from the Environment Agency.Area plan detailing the boundaries and total surface area.Before and after photographic evidence | Planned usage once land rehabilitated.Postcode of rehabilitated land. |
| **OP29** | **Supporting Local Business** | **E22** | **Amount of commercial space completed or improved** | Square metres (M2) | The total square meterage of new commercial floorspace completed or improved. Commercial space includes, but is not limited to: retail, hospitality, office and industrial space.* A retail space means a fixed location for the display or retail sale of goods or services. Examples include, but are not limited to: supermarkets, shops selling clothing, electronics, furniture, books, etc.
* A hospitality space means a space whose primary purpose is for accommodation or food service. Examples include, but are not limited to: restaurants, cafes, pubs, bars, catering, hotels, campsites and other accommodation.
* Office space means a fixed location where the primary activities are concerned with financial services, professional services (other than health or medical services), or any other appropriate services in a commercial, business or service locality.
* Industrial space means space used for industrial processes, storage or distribution.
* Other commercial space means non-public or community spaces that do not fall into the categories above.
* Completed means physical completion of the facilities and space is ready for occupancy immediately. A building should be classified as complete once it is on the non-domestic rating list.

Improvement means adding, renovating or repairing facilities with the aim of creating a better space. It does not include maintenance of existing facilities. | Places should maintain an understanding of the individual contribution of different types of space (retail, hospitality, etc.) as well as 'completed' vs. 'improved' space where relevant, so that the indicator can be disaggregated if required. | Confirmation whether completed or improved.Project data evidencing improvements.Before and after photos of the of the building or space. Formal documentation involved in the process (e.g., Energy Performance Certificates, memorandum of understanding created, floorplans etc.)Evidence provided by contractors (e.g., emails certifying completion). | Types of usage of commercial space.Postcode of commercial space. |
| **OP30** | **Supporting Local Business** | **E22** | **Number of potential entrepreneurs assisted to be enterprise ready** | Number of entrepreneurs  | Number of entrepreneurs having been assisted to be enterprise ready.* Entrepreneurs mean individuals aged 16 and over currently in employment, unemployed or economically inactive with an interest in exploring creating their own business.

Assistance means business advice, guidance, mentoring and training. This must involve some form of direct interaction with members of the entrepreneurs, in other words it **cannot be broadcasted advice.**.  | On "enterprise ready" - the unit of measurement **is the individual** (potential entrepreneur), not whether they actually go on to start a business.. | A registration process for collating beneficiary data and tracking the end-to-end customer journey.For survey purposes we request that you collect qualitative feedback of each enterprise supported, what the support included and how it impacted the enterprise, noting the total number hours of supportIndividual details – minimum name, date of birth/age (ie over 16 years), gender, ethnicity, disability, address, postcode. Letter or standard form signed and dated by the individual specifying what assistance they received and on what date(s) and that they are now enterprise ready. | If support towards indicator continues after individual forms an Enterprise.Evidence that support was initiated before the enterprise was formed (Registration with Companies House or HMRC).Activity.Sector SIC codeEqualities data including Gender, Age, Ethnicity and Disability. |

**OUTCOMES**

**Outcome definitions and evidence requirements**

| **REF** | **UKSPF Investment Priority** | **UKSPF Intervention** | **Output Indicator name** | **Unit of Measurement** | **Definition (provided by the UK government)** | **Notes provided by UK government** | **WYCAs evidence requirements** | **WYCA’s additional information required** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OC1** | **Supporting Local Business**  | **E22, E23, E24, E26, E28 and E29** | **Jobs created** **as a result of support** | Number of Full time equivalent (FTE) | The number of new, permanent, paid, full-time equivalent (FTE) jobs created following support. This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE). FTE should be based on the standard full-time hours of the employer.* New means it should not have existed with that employer before the intervention.
* Created jobs exclude those created solely to deliver the intervention (e.g. construction).
* Permanent means it should have an intended life expectancy of at least 12 months from the point at which it is created.
* Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year)
* FTE is a measure of an employees scheduled hours in relation to an employers hours for a full time workweek
 | Not applicable | Written confirmation from a senior member of staff or business owner in the supported enterprise confirming the individual number of jobs created as a result of the support provided.The confirmation should include details of the job as advertised and started, duration, and the number of hours per week. Sector/role SIC code. | Equalities data including Gender, Age, Ethnicity and Disability.*Of the jobs created how many paid above the Minimum Wage.**Of the jobs created how many paid above the Living Wage.*Of the jobs created how many were***green jobs2*** (*see footnote for the definition of a green job).* |
| **OC2** | **Supporting Local Business**  | **E17, E22,E23, E24, E26, E28 and E29** | **Jobs safeguarded** **as a result of support**  | Number of full time equivalent (FTE) | A safeguarded job is a permanent and paid job that was at risk prior to support being provided, and which the support helped the business to retain. This includes sole traders and business owners.Safeguarded jobs exclude those created solely to deliver the intervention (e.g., construction). This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE).* FTE should be based on the standard full-time hours of the employer.
* At risk is defined as being forecast to be lost within 6 months.
* Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year)
* FTE is a measure of an employees scheduled hours in relation to an employers hours for a full time workweek.
 | Not applicable | Written confirmation from a senior member of staff or business owner in the supported enterprise that the support provided did safeguard an at-risk job- - which job, level of job, salary, location of job, job title and how long the job has been at risk.Sector/role SIC code. | Equalities data including Gender, Age, Ethnicity and Disability.Of the jobs created how many paid above the Minimum Wage.Of the jobs created how many paid above the Living Wage.Of the jobs created how many were***green jobs2*** (*see footnote for the definition of a green job).* |
| **OC3** | **Supporting Local Business**  | **E19 and E29** | **Estimated Carbon dioxide equivalent reductions as a result of support** | Tonnes of CO2e | Carbon dioxide equivalent (CO2e) covers a wide range of greenhouse gases (GHG) that have an impact on climate change resulting from the specific UKSPF intervention. Decrease in tonnes of CO2e should be measured using BEIS Conversion Factors for calculating resulting primary energy savings.The estimate is based on the amount of CO2e saved in a given year, i.e., a projection of estimated savings of either one year following project completion or the calendar year after project completion through a methodology agreed by project appraisers.Reporting will also facilitate the option to report an increase metric. | Not applicable | Confirmation of the estimated carbon dioxide equivalent reductions as a result of support.Methodologies and verification of evidence for measuring reduction would need to be agreed at application stage. Please refer to BEIS conversion factors on the government website  |  |
| **OC4** | **Supporting Local Business**  | **E17** | **Increased footfall** | Number of people | Increased footfall is the increase in count of people (e.g., using an electronic people counter) within a given area over a given time (e.g. total people in a month).  Reporting will also facilitate the option to report a decrease metric.  | Not applicable | Baseline used to measure the increase.Survey / observation / footfall cameras / station entry & exit data. |  |
| **OC5** | **Supporting Local Business**  | **E17 and E25**  | **Increased visitor numbers** | Number of people | The increase in number of visitor admissions to the local area, including markets, town centre, tourist attractions, green and blue spaces and cultural and heritage venues. The count of attendance should be based on tickets / entry figures, where applicable. The sample of venues tracked should remain the same over time, unless newly established venues are created during the reporting period which can be included. Reporting will also facilitate the option to report a decrease metric.  | Not applicable | Baseline used to measure the increase.Survey / venue count of visitor numbers.Number oflocal events or activities supported to be split**-** * Number of live (f2f) ticketed events and total audience.
* Number of live non-ticketed (e.g. public space) events with footfall estimates.
* Number of virtual events and online audience.
* Number of schools events and schools audience (segmented by key-stage).
 | **Ticketed/online events:**Segmentation of audience by·       * Age·
* Ethnicity·
* Gender·
* LGBTQIA+·
* Disability
* Postcode)

**Non ticketed events*** Target audience (if there is one)
* Delivery postcode/s
 |
| **OC6** | **Supporting Local Business**  | **E31** | **The number of projects arising from funded feasibility studies** | Number of projects | The number of projects that have arisen as a result of feasibility studies funded by UKSPF. Funding for projects does not need to be sourced from UKSPF to be eligible. | Not applicable | Description of the project.Status of the Project. | **Communities & Place** |
| **OC15** | **Supporting Local Business** | **E19, E22, E23, E24, E26 and E29** | **Number of new enterprises created as a result of support** | Number of new enterprises | A new enterprise is one which has been registered at Companies House or HMRC as a result of the support provided.  Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.  | Not applicable | Evidence of registration on Companies House or HMRC dated after support has commenced. | Equalities data -please collect equality and diversity information for the individual from the business that is engaging with the project. Minimum should include gender, age, ethnicity and Disability.  |
| **OC16** | **Supporting Local Business** | **E22, E24 and E25** | **Increased amounts of investment.** | Monetary - £ | The increase in amount of tangible investment made by the private sector within a specified area over the reporting period.* Tangible means something physical, for example, buildings, machinery, fixtures and fittings, etc. It excludes financial investments such as stocks or bonds.
* Investments should only be included in the measurement once there is a contractual commitment. Investments that have only been announced should not be included.
* The area of measurement needs to be specified prior to the first measurement being taken, and this area should remain consistent over the lifetime of the programme.
 | Not applicable. | % of investment to the grant given.Source of investment.Impact of securing the additional investment. |  |
| **OC17** | **Supporting Local Business** | **E19, E23, E24 and E29** | **Number of enterprises adopting new or improved products or services**  | Number of enterprises | * The number of enterprises introducing a new product or service.
* Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.
* A product or service is new if the enterprise has not previously made this product or service available to the market before.
* Support must be for enterprises to introduce one of the following:
* Product - when it is either at pre-launch or launched to the market
* Service - when it has been introduced to the market
 | Not applicable | A self-declaration from the business to confirm the product, process or service is new to the firm following the supportA registration process for collating beneficiary data and tracking the end-to-end customer journey.For survey purposes we request that you collect qualitative feedback following each enterprise supported, what the support included and how it impacted the enterprise.  | Equalities data -please collect equality and diversity information for the individual from the business that is engaging with the project. Minimum should include gender, age, ethnicity and Disability. |
| **OC18** | **Supporting Local Business** | **E19, E24 and E25** | **Number of organisations engaged in knowledge transfer activity following support.** | Number of Organisations | This focuses on collaborations which are about transferring good ideas, research results and skills between the knowledge base and businesses to enable innovative new products and services to be developed and includes but is not exclusively limited to:* Research collaborations and free dissemination of research.
* Joint and long-term development of new business or services.
* Formation of joint ventures and spin-out companies.
 | Not applicable | Agreement /MOU/ document agreed by both parties outlining the agreed activity and action plan between the organisationsA registration process for collating beneficiary data and tracking the end-to-end customer journey.For evaluation purposes we request that you collect qualitative feedback of each enterprise supported, what the support included and how it impacted the enterprise, noting the total number . | Equalities data -please collect equality and diversity information for the individual from the business that is engaging with the project. Minimum should include gender, age, ethnicity and Disability. |
| **OC19** | **Supporting Local Business**  | **E19, E22, E23, and E29** | **Number of enterprises adopting new to the firm technologies or processes** | Number of enterprises | The number of enterprises introducing a new to the firm technology or process (through external sources e.g., procurement).* Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.
* A technology or process is new to the firm if it did not use a technology or process with the same functionality before, or the production technology or process is fundamentally different from those already used. This may be tangible or intangible.
* If an enterprise introduces multiple new technologies or processes, it is still counted as one enterprise.
 | Not applicable | Evidence might include the date a new or improved process became operational or the date the new product or service was launched from market information or marketing literature. If product has not progressed to market, the enterprise should provide information on the status of the product.A self-declaration from the enterprise to confirm the product, process or service is new to the firm. | Equalities data -please collect equality and diversity information for the individual from the business that is engaging with the project. Minimum should include gender, age, ethnicity and Disability. |
| **OC20** | **Supporting Local Business** | **E23, E25 and E26**  | **Number of enterprises engaged in new markets**  | Number of enterprises | Number of enterprises engaged in new markets following support.  * Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.
* Engaged means they have launched a product or service into a new domestic or overseas market or have undertaken research or attended conferences or events to prepare a launch into a new market.
* New market refers to a new product market (i.e. creation of a product/service that doesn't compete or replace previous products produced by the business) or geographic market (i.e. operating in a new area which could be, for example, a new region or country)
 | Not applicable | Documentation to confirm details of product/process/service, which could include marketing information or literature. If product has not progressed to market, the enterprise should provide information on the status of the productThe enterprise should also confirm the date the new product/process /service was launched; this should be after support has commenced. | Equalities data -please collect equality and diversity information for the individual from the business that is engaging with the project. Minimum should include gender, age, ethnicity and Disability. |
| **OC21** | **Supporting Local Business** | **E24** | **Number of early-stage enterprises which increase their revenue following support (numerical value)** | Number of enterprises | Number of early stage enterprises which increase their revenue following support. * Early stage firm means a start-up or new enterprise.
* Revenue means income generated by the firm.
* Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity
 | Number of enterprises | Documentation to confirm type of support.Baseline to which to measure the increase.The enterprise should provide confirmation of how much the revenues have increased to. | Equalities data -please collect equality and diversity information for the individual from the business that is engaging with the project. Minimum should include gender, age, ethnicity and Disability. |
| **OC22** | **Supporting Local Business** | **E25** | **Increased number of enterprises supported** | Number of enterprises | The increase in number of enterprises supported.* Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.

 Reporting will also facilitate the option to report a decrease metric.  | Not Applicable | Baseline used to measure the increase.A registration process for collating beneficiary data and tracking the end-to-end customer journey including* Name of business
* address
* post code
* company registration number
* Contact details

For evaluation purposes we request that you collect qualitative feedback of each enterprise supported, what the support included and how it impacted the enterprise, noting the total number. | Equalities data including Gender, Age, Ethnicity and Disability on named business contact.  |
| **OC23** | **Supporting Local Business** | **E28** | Number of enterprises increasing their export capability | Number of enterprises | The number of enterprises engaged in new or enhanced export-readiness activity, including but not limited to production of an export strategy for the firm, undertaking research into overseas markets or actively preparing a product or service for export.* New means activity that was not undertaken prior to the UKSPF support. Enhanced means additional activity to deepen or widen activity already underway.
* Appropriate evidence may include a declaration from the enterprise owner or senior leader that they have undertaken export-readiness activity as a result of UKSPF support.
 | Not Applicable | Documentation by the business to confirm details that thy have undertaken export-readiness activity – type of impact the support has led to. | Equalities data -please collect equality and diversity information for the individual from the business that is engaging with the project. Minimum should include gender, age, ethnicity and Disability |

2 Definition of a green job is as set out by Government - *Employment in an activity that directly contributes to - or indirectly supports - the achievement of West Yorkshire’s net zero emissions target and other environmental goals, such as nature restoration and mitigation against climate risks’.*

**Annex 1: “About You” questions**

**Equality, diversity, and inclusion required questions**

We want to better understand who we are engaging with and hearing from. We are required to act in line with the [Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents). By asking these questions we can make sure our work reflects the diverse communities we serve.

**These questions are optional. If you choose to answer these questions you will not be identified by the information provided.**

**Area**

**What is your postcode?**

Prefer not to say

**Gender**

**What is your sex?**

Female/ woman

Male/ man

Prefer not to say

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

Yes

No

Prefer not to say

I self-describe my gender identity as:

1

**Age**

**How old are you?**

0 – 15

16 – 24

25 – 34

35 – 44

45 – 54

55 – 64

65 – 74

75 – 84

85+

Prefer not to say

**Ethnicity**

**How would you describe your ethnicity or ethnic background?**

**Asian, Asian British:**

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background, please state:

**Black, Black British, Caribbean or African:**

African

2

Caribbean

Any other Black, African or Caribbean background, please state:

**Mixed or Multiple ethnic groups:**

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed or Multiple ethnic background, please state:

**White:**

English, Welsh, Scottish, Northern Irish or British

Irish

Gypsy or Irish Traveller

Roma

Any other White background, please state:

**Other**

Arab

Any other ethnic group

Prefer not to say

3

**Disability**

**Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?**

Yes

No

Prefer not to say

**Do any of your conditions or illnesses reduce your ability to carry out day-to- day activities?**

Yes, limited a lot

Yes, limited a little

No

Prefer not to say

**Sexual orientation**

**How would you describe your sexual orientation?**

Heterosexual or straight

Gay man or gay woman / lesbian

Bisexual

I self-describe my sexual orientation as:

Prefer not to say

**Religion or belief**

**What is your religion or belief?**

No religion (including atheist)

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

4

Buddhist

Hindu

Jewish

Muslim

Sikh

Other (specify, if you wish):

Prefer not to say