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# Diversity Information and Conflicts of Interest Form

Organisations are most effective when they reflect the diversity of views of the society they serve.

We collect diversity data about applicants’ characteristics and backgrounds, including information about people’s professional backgrounds, so that we can make sure we are attracting a broad range of people to advertised roles and that our selection processes are fair for everyone. Without this information, it makes it difficult to see if our outreach is working, if the application process is having an unfair impact on certain groups, and whether changes are making a positive difference.

When you submit your application, your responses are collected by Department for Environment Food and Rural Affairs on behalf of the devolved governments of Northern Ireland, Scotland and Wales.

The data is used to produce management information about the diversity of applicants. You can select “prefer not to say” to any question you do not wish to answer. The information you provide in this form will not be seen by the advisory assessment panel who will sift applications against the advertised criteria.

Our Privacy Charter [here](https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs/about/personal-information-charter) sets out in more detail how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (GDPR).

The form should only take a few minutes to complete.

We thank you in advance for your support.

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Required fields are marked with a \*

## About me

What is your title? \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your first name? \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your last name? \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which appointment are you applying for? \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Ethnicity

What is your ethnic group? \* Please tick as appropriate

|  |  |
| --- | --- |
|  | White |
|  | Mixed or multiple ethnic groups |
|  | Asian or Asian British |
|  | Black, African, Caribbean or Black British |
|  | Other ethnic group |
|  | Prefer not to say |

## Religion

What is your religion? \* Please tick as appropriate

|  |  |
| --- | --- |
|  | No religion |
|  | Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |
|  | Buddhist |
|  | Hindu |
|  | Jewish |
|  | Muslim |
|  | Sikh |
|  | Other |
|  | Prefer not to say |

## Physical or Mental Health Conditions or Illness

Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more? \* Please tick as appropriate

More information on disability can be found on the public appointments' website - <https://www.gov.uk/government/publications/disability-confident-scheme-for-public-appointments>.

|  |  |
| --- | --- |
|  | Yes |
|  | No |
|  | Prefer not to say |

If you answered yes to any physical or mental health conditions or illnesses lasting or expected to last 12 months or more, does your condition or illness/do any of your conditions or illnesses reduce your ability to carry out day-to-day activities? Please tick as appropriate.

|  |  |
| --- | --- |
|  | Yes, a lot |
|  | Yes, a little |
|  | No |
|  | Prefer not to say |

Do any of these conditions or illnesses affect you in any of the following ways? Please tick as appropriate.

|  |  |
| --- | --- |
|  | Vision |
|  | Hearing |
|  | Mobility |
|  | Dexterity |
|  | Learning or understanding or concentrating |
|  | Memory |
|  | Mental Health |
|  | Stamina or breathing or fatigue |
|  | Socially or behaviourally |
|  | Other |
|  | Prefer not to say |

## Diversity Questions

## Sex and Gender

Is the gender you identify with the same as your sex registered at birth? \* Please tick as appropriate.

|  |  |
| --- | --- |
|  | Yes |
|  | No |
|  | Prefer not to say |

What is your sex? \* Please tick as appropriate.

|  |  |
| --- | --- |
|  | Male |
|  | Female |
|  | Prefer not to say |

What is your sexual orientation?\* Please tick as appropriate.

|  |  |
| --- | --- |
|  | Heterosexual or straight |
|  | Gay or Lesbian |
|  | Bisexual |
|  | Other |
|  | Prefer not to say |

## Age

What was your age group at your last birthday? \* Please tick as appropriate

|  |  |
| --- | --- |
|  | 16 - 24 |
|  | 25- 34 |
|  | 35 - 44 |
|  | 45 - 54 |
|  | 55 - 64 |
|  | 65-74 |
|  | 75-84 |
|  | 85 or older |
|  | Prefer not to say |

## Place of Residence

Where is your main place of residence? Please tick as appropriate.

|  |  |
| --- | --- |
|  | East of England |
|  | East Midlands |
|  | North East |
|  | North West |
|  | South East |
|  | South West |
|  | West Midlands |
|  | Yorkshire and the Humber |
|  | Northern Ireland |
|  | Scotland |
|  | Wales |

Do you hold any public appointments where you have been appointed by a UK Government minister? Please tick as appropriate.

|  |  |
| --- | --- |
|  | Yes |
|  | No |

If the answer to the question above is yes, how many public appointments do you hold? \* This includes all non-departmental public bodies (NDPBs), NHS bodies, parole boards and research councils. It does not include sitting as a school governor or any positions within charities.

|  |
| --- |
| *Give brief details here:* |

## Socio-economic background

### School type

Which type of secondary school did you attend for the most time between the ages of 11 and 16? \* Please tick as appropriate.

|  |  |
| --- | --- |
|  | A state-run or state-funded school |
|  | A state-run or state-funded school that selected on the basis of academic ability, faith or other grounds |
|  | Independent or fee-paying school. For example, private schools Independent or fee-paying school, where I received a bursary covering 90% or more of my tuition. For example, private schools |
|  | Attended school outside the UK |
|  | I don’t know |
|  | Prefer not to say |

### Free School Meals

If you finished school after 1980, were you eligible for free school meals at any time between the ages of 11 and 16? Please tick as appropriate.

|  |  |
| --- | --- |
|  | Yes |
|  | No |
|  | Not applicable, finished school before 1980, or went to school overseas |
|  | I don’t know |
|  | Prefer not to say |

### Employee, Self-employed or Not Working

When you were aged about 14, was the main or highest income earner in your household an employee, self-employed, or not working? \* Please tick as appropriate.

|  |  |
| --- | --- |
|  | Employee |
|  | Self-employed with employees |
|  | Self-employed or freelancer without employees |
|  | They were not working |
|  | Prefer not to say |

### Parental Occupation

When you were aged about 14, what was the occupation of the main or highest income earner? Please tick as appropriate.

|  |  |
| --- | --- |
|  | **Professional occupations**  Eg teacher, nurse, physiotherapist, social worker, welfare officer, artist, musician, software designer, accountant, solicitor, medical practitioner, scientist, engineer etc |
|  | **Managers, including senior, middle, junior**  Eg Finance manager, chief executive, office manager, retail manager, bank manager, restaurant manager, warehouse manager |
|  | **Clerical and intermediate occupations**  Eg secretary, personal assistant, clerical worker, office clerk, call centre agent, nursing auxiliary, nursery nurse |
|  | **Routine, semi-routine manual or service occupations**  Eg postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant, HGV driver, cleaner, porter, packer, labourer, waiter/waitress, bar staff |
|  | **Technical and craft occupations**  Eg motor mechanic, plumber, printer, electrician, gardener, train driver |
|  | I don’t know |
|  | Prefer not to say |

### Parental Qualifications

When you were aged about 14, what was the highest level of qualification achieved by either of your parents or guardians? \* Please tick as appropriate.

|  |  |
| --- | --- |
|  | Degree level or degree equivalent or above |
|  | For example, first or higher degrees, postgraduate diplomas, NVQ/SVQ level 4 or 5 |
|  | Qualifications below degree level |
|  | For example, an A-Level, SCE Higher, GCSE, O-Level, SCE Standard/Ordinary, NVQ/SVQ, BTEC |
|  | No qualifications |
|  | I don’t know or cannot remember |
|  | Not applicable |
|  | Prefer not to say |

## Conflicts of interest

Role holders will be expected to adhere to and uphold the Seven Principles of Public Life. Applicants and appointees need to abide by these principles and you should consider carefully the following points which may call into question your ability to meet the standards set out in these Codes or to properly discharge the responsibilities of the role you are applying for:

• any outside interests that you may have

• any possible reputational issues arising from your past actions or public statements that you have made

• any political roles you hold or political campaigns you have supported.

You will need to answer relevant questions in relation to these points when making an application. Many conflicts of interest can be satisfactorily resolved and declaring a potential conflict does not prevent you from being appointed. Any potential conflicts will be addressed during the application process and sifting exercise, including any proposals you may have to mitigate them. These proposals will be noted and reported to PackUK Executive Committee. If the interest is not potentially material to the appointment then you are not required to declare it. If you are in doubt, please consult the [PackUK.governance@defra.gov.uk](mailto:PackUK.governance@defra.gov.uk) for further advice.

Do you wish to declare employment, appointments and other outside roles?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

If you have declared Employment, appointments and other outside roles, please give details here:

|  |
| --- |
|  |

Other relevant interests or activity \* Required fields are marked with a \*

Do you have any other relevant interests or activity?

For example, publications that you have authored or social media activity that might reasonably be perceived as relevant to your responsibilities in the role?

Do you have any other relevant interest to declare?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

If you have declared an interest, please describe it here:

|  |
| --- |
|  |

## Political Activity

The information in this section will be made available to PackUK Executive Committee if following the sift, you are recommended for appointment.

Political activity is defined as being employed by a political party, holding significant office in a party, standing as a candidate for a party in an election, having publicly spoken on behalf of a political party or having made significant donations or loans to a party.

Significant loans and donations are those of a size which are reported to the Electoral Commission, in line with a central party’s reporting threshold.

Have you undertaken any political activity for a political party in the past five years?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

If you have answered yes to political activity, please indicate which party (ies) your activity relates to here:

|  |
| --- |
|  |

Thank you for completing this form.

The voluntary roles on this committee will be appointed after a fair and open process, based on merit.

Your responses to questions regarding your gender, if you are disabled, your ethnic group, sexual orientation, your religion or belief, your age, principle residence and professional background will not be made available to the panel considering your application.

We collect and monitor diversity data, when provided, in order to:

* Understand the diversity of appointees
* to satisfy our public sector equality duty (PSED)

If you are successful in your application and appointed to a role on the committee, we will hold your diversity data for a rolling five year period whilst you are in post and for five years from the date your appointment ends.

If you are unsuccessful in your application the diversity data from your application will be held for five years from the date the successful appointee is announced.

If you have any questions please contact [SASteeringGroup@defra.gov.uk](mailto:SASteeringGroup@defra.gov.uk).