



Diversity Questionnaire

What is the purpose of collecting this data?

The main purpose of collecting this data is to:

- gather evidence about the composition of the notarial profession across a wide range of diversity indicators, to enable the Master and his Advisory Board to make informed decisions about the action needed (if any) to encourage greater diversity in the profession
- achieve transparency about the diversity of the notarial profession

Why is this important? Am I required to complete it?

The legal profession and wider legal services workforce should reflect the consumers it serves. To achieve a profession which is truly representative at all levels requires regulators and the profession itself to identify barriers to entry and progression and begin to break them down. By doing this, we will ensure that the legal workforce is open to the widest possible pool of talent.

The Legal Services Act 2007 includes a specific regulatory objective to "encourage a strong, independent, diverse and effective legal profession." The Legal Services Board has given approved regulators statutory Guidance as to how that regulatory objective should be met and this Guidance was revised in February 2017. To comply with his obligations in a way that he considers is most appropriate for the meeting of that objective and the Guidance, the Master has decided to ask the profession to complete, on a triennial basis, the questionnaire which follows which is based on the model questionnaire prepared by the LSB. Completion of the questionnaire is voluntary. The Equality Act 2010 also puts approved regulators under a duty to advance equality of opportunity between different groups.

How is this questionnaire structured and do I need to answer each question?

This questionnaire is structured as a series of questions based on the list of indicators below. The collection of data on these indicators is intended to fill the gaps in the existing information available about the diversity of the notarial profession and provide an overview of the profession and how this has changed since the information was first collected in 2011 and then again in 2014. The questions cover:

- your job role
- age
- gender identity
- disability
- ethnic group
- religion or belief
- sexual orientation
- marriage and civil partnership
- socio-economic background
- caring responsibilities

While we encourage all participants to answer each question, this survey is voluntary. Each question includes the option of indicating 'Prefer not to say' if you do not feel comfortable answering any question.

How will data protection and anonymity be ensured?

You are asked to provide this data anonymously. By completing the questionnaire, you consent to the use of this data for the purposes of providing published summary data about the characteristics of the notarial profession. Your anonymous responses will also be reported to the Master and his Advisory Board and to the Legal Services Board to enable analysis be carried out on trends in the legal services workforce.

The information gathered through this survey will be aggregated to ensure further anonymity of the results. It is intended that a summary of the data for the notarial profession may include a breakdown of each diversity indicator but will not include any analysis that links responses against different diversity characteristics or individuals.

Provision of data in response to this questionnaire is voluntary. It is up to you to decide whether you wish to disclose it. By doing so, you consent to the data being used for the purposes outlined here.

How will the data be interpreted & what baseline will be used for comparison?

The data collected from you and your fellow notaries through this survey will be published in summary by the Faculty Office (e.g. on its website). This will enable the Master and his Advisory Board to think about the trends in the data collected against the baseline information collected in 2011 and what action (if any) is appropriate to encourage greater diversity within the profession.

What changes to the Faculty Office's equality work could happen as a result of collecting this information?

This information will help the Master and his Advisory Board through the Faculty Office to understand the profile of the notarial profession and may identify particular areas that require further exploration and action (for example, barriers to progression for individuals with particular characteristics, or deficiencies in existing processes). The aggregate data will also enable the Legal Services Board to measure the impact of changes to the regulatory structure as the baseline will enable changes in the diversity profile of the legal workforce as a whole to be identified.

The questionnaire starts on the following page

Questionnaire (2017)

Please answer each question in turn by choosing one option only, unless otherwise indicated. If you do not wish to answer a question please choose the option '**Prefer not to say**' rather than leaving the question blank.

1. About you

- a) If you are an authorised person¹ for the purposes of the Legal Services Act 2007 (i.e. you hold a practicing certificate issued by one or more of the approved regulators) please indicate your professional qualification(s) and role (tick all that apply if you are dual qualified and have a current practising certificate from more than one approved regulator):

Notary	Partner (or equivalent)	
	Sole Principal	
	Other	
Barrister	QC	
	Tenant/Member	
	Other (incl. Pupil)	
Solicitor	Partner (or equivalent)	
	Sole Principal	
	Assistant/Associate	
	Other (incl Consultant)	
Chartered Legal Executive (Fellow)	Partner (or equivalent)	
	Other	
Licensed Conveyancer	Partner (or equivalent)	
	Other	
Patent Attorney	Partner (or equivalent)	
	Other	
Trade Mark Attorney	Partner (or equivalent)	
	Other	
Cost Lawyer	Partner (or equivalent)	
	Other	
Prefer not to say		

¹The definition of 'authorised person' is set out in S.18(1) of the Legal Services Act 2007.

- b) How long have you held your notarial faculty:

0-4 years	
5-9 years	
10-14 years	
15-19 years	
20-24 years	
25-29 years	
30+ years	
Prefer not to say	

2. Your role in your organisation

Please note that this question applies to self-employed as well as employed persons.

- a) Do you have a share in the ownership of your organisation (e.g. equity partner, shareholder)?

Yes	
No	
Prefer not to say	

- b) Do you have responsibility for supervising or managing the work of lawyers or other employees?

Yes	
No	
Prefer not to say	

3. Age

From the list of age bands below, please indicate the category that includes your current age in years:

16-24	
25-34	
35-44	
45-54	
55-64	
65+	
Prefer not to say	

4. Gender

- a) What gender do you identify with?

Male	
Female	
Other preferred description	
Prefer not to say	

- b) Do you consider your own gender identity to be different from that associated with your sex as registered at birth?

Yes	
No	
Prefer not to say	

5. Disability

The Equality Act 2010 generally defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities.

- a) Do you consider yourself to have a disability according to the definition in the Equality Act?

Yes	
No	
Prefer not to say	

- b) Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

Yes, limited a lot	
Yes, limited a little	
No	
Prefer not to say	

6. Ethnic group

What is your ethnic group?

Asian / Asian British	Bangladeshi	
	Chinese	
	Indian	
	Pakistani	
	Any other Asian background (write in)	
Black / African / Caribbean / Black British	African	
	Caribbean	
	Any other Black / Caribbean / Black British (write in)	
Mixed / multiple ethnic groups	White and Asian	
	White and Black African	
	White and Black Caribbean	
	White and Chinese	
	Any other Mixed / multiple ethnic backgrounds (write in)	
White	British / English / Welsh / Northern Irish / Scottish	
	Irish	
	Gypsy or Irish Traveler	
	Any other White background (write in)	
Other ethnic group	Arab	
	Any other ethnic group (write in)	
Prefer not to say		

7. Religion or belief

What is your religion or belief?

No religion or belief/Atheist	
Buddhist	
Christian (all denominations)	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion (write in)	
Prefer not to say	

8. Sexual orientation

What is your sexual orientation?

Bisexual	
Gay man	
Gay woman/lesbian	
Heterosexual/straight	
Other	
Prefer not to say	

9. Marriage and Civil Partnership

What is your marital/civil partnership status?

Single (never married or civil partnered)	
Married (to spouse of opposite sex)	
Married (to spouse of same sex)	
Widowed	
Divorced	
Civil Partnership	
Dissolved Civil Partnership	
Other	
Prefer not to say	

10. Socio-economic background

- a) If you went to University (to study for a Bachelor's degree or higher), were you part of the first generation of your family to do so?

Yes	
No	
Did not attend university	
Prefer not to say	

b) Did you mainly attend a state or fee paying school between the ages of 11-18?

UK State School	
UK Independent/fee paying School	
Attended school outside the UK	
Prefer not to say	

11. Caring responsibilities

a) Are you a primary carer for a child or children under 18?

Yes	
No	
Prefer not to say	

b) Do you look after, or give any help or support to family members, friends, neighbours or others because of either:

- Long-term physical or mental ill-health / disability
- Problems related to old age?

(Do not count anything you do as part of your paid employment)

No	
Yes, 1-19 hours a week	
Yes, 20-49 hours a week	
Yes, 50 or more hours a week	
Prefer not to say	

Thank you for completing this questionnaire

Please return to:

The Registrar, The Faculty Office, 1 The Sanctuary, Westminster, SW1P 3JT