



LA LOGO



Community Economic Development Programme Equalities Guidance

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Who is this Guidance for?

All projects funded by the Community Economic Development Programme will need to consider Equalities/Equal Opportunities for and approved by the applicant organisation.

This Guide is intended to support your organization to consider equalities and ensure an effective and representative strategy and monitoring system is put in place.

To do this we have outlined the following approach:

Stage 1 – Complete the **Equalities Review** to outline areas for improvement

Stage 2 – Develop Draft Equalities Policy/Strategy using this guidance & Equalities Review

Stage 3 – Outline Targets and Action Points within strategy and review progress on an ongoing basis.

For organisations that currently have an Equal Opportunities Policy this process will also be helpful in reviewing and updating the existing policy and taking it a stage further to include a strategy and monitoring system. This will also ensure compliance with our grant requirements

Developing an Equalities policy, strategy and monitoring system is about ensuring equal treatment for everyone, identifying and tackling potential discrimination and biased practices in groups and individuals. It is also about ensuring that everyone's needs are met, in order that they can participate equally. The main aim should be to ensure employment/volunteering opportunities and the services provided are free from prejudice, and equally open to all.

1. Developing a Policy/Strategy & Monitoring System

It is important when developing your approach to involve as many members of the organisation or community, and either to collect their views before starting or have a meeting to discuss the drafts when ready. The grants monitoring officer can also support you through the process using their quarterly visits to gauge progress.

Also, if you are hoping to involve a wider range of people – such as members of your community, partners, stakeholders or particular age/race/social groups – it would be a good idea to speak to them and ask them what they think. This enables you to adopt an approach that has drawn upon the skills/experience of all the people who you hope to involve with your group and make them part of the process.

2. Identifying your Organisations equal opportunities objectives?

Through this process there are a range of questions you can ask of yourselves to consider equalities in practice. Please also complete the Equalities Assessment to support you in this process.

- What are your targets? What changes do you hope to achieve?
- You need to think about recruitment – for staff, volunteers or trustees/ committee members.
- How could you advertise your organisations activities to encourage a broad range of people to attend?
- Think about the different barriers or challenges that might exist, which could be preventing some people from getting involved. For example:–
 - You may want to make information available on tape, in large type, in or in Braille, for people with visual impairments.
 - You could ensure that people with mobility difficulties also have the chance to join in.
 - If you want to welcome people who speak other languages, you may want to have some of your information translated, or get an interpreter on board.

- Some people from different faith groups may have certain requirements, such as not being able to come to meetings on certain days or at certain times.
- The type of refreshments on offer may be an issue for some people.
- Think about the language you use in your printed information and at your meetings. Might it be difficult for some people to understand? How could you simplify things to be welcoming for everyone?
- Look at the people who already come to your meetings. Do you have a lot in common, in terms of your age, class, background or culture? Imagine how someone from a different social group or cultural background might feel coming in. Can you do anything to make your activities more welcoming, and to really value the input of different types of people?

3. Developing an Equal opportunities statement/policy:

This should show that your organisation/group recognises that certain people or groups of people are discriminated against, that your group is opposed to this and has procedures in place to ensure it doesn't happen.

Your statement can be general, or you could list the types of people relevant to your group that are vulnerable to discrimination.

You should state how people are going to be made aware of your approach and your group's commitment to Equal Opportunities. You will also need to be aware of **the laws on Equality** and make reference to these within your policy statement.

4. The law and equality

There are laws in place to ensure everyone is treated fairly and you need to make sure that your group follows them. Listed here is a brief summary of some of the main acts of Parliament.

The Equality Act 2010 has been amended to act as the overarching law which bans unfair treatment and helps achieve equal opportunities in the workplace and in wider society

The act covers nine protected characteristics, which cannot be used as a reason to treat people unfairly. Every person has one or more of the protected characteristics, so the act protects everyone against unfair treatment. The protected characteristics are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race

- religion or belief
- sex
- sexual orientation

The Equality Act sets out the different ways in which it is unlawful to treat someone, such as direct and indirect discrimination, harassment, victimisation and failing to make a reasonable adjustment for a disabled person.

5. Putting your policy to work – Developing a Strategy

This is where you show how you are going to meet your objectives.

- Who does the policy apply to? State that everyone has a responsibility to implement the policy.
- Look at the structure of your committee, your decision making processes, bearing equal opportunities in mind. It may be time to make some changes.
- Who is responsible for ensuring the policy is followed? It is often helpful to have an action plan stating who is responsible in each area and making it available to all the members of the group, so that they know who to go to with ideas on how to improve equality for all.
- State how you are going to make your group accessible to all. Can wheelchair users or those with mobility problems get in? Does your meeting time make it difficult for some people to attend your group? Could you cover expenses or help with any caring responsibilities a person may have?
- State how you will ensure that all the people you aim to help can access your project or service.

Membership

- What are your group's membership rules? Put procedures in place to ensure everyone who is allowed to join finds it easy to do so. E.g. A village youth club should be welcoming to all in the appropriate age range regardless of gender, ethnicity, disability, sexuality or religion.

Employment

- You need to have a set of guidelines to ensure equality of opportunity when recruiting paid staff, volunteers and management committee members. It is important that you think about how you advertise the vacancy to ensure that anyone with the right skills could apply, not just people from within your group, or people who seem like they would 'fit in' easily with your group

- When trying to fill a vacancy make sure there is a clear description of the role. When an application pack is requested, you should send out a person specification listing the skills and qualities you are looking for. This helps people to see how they meet the requirements of that role. It is also helpful to send out an evaluation form to people applying for vacancies. This could highlight any problems people have with your recruiting procedures. Procedures for grievances and disciplinary actions should be in place for any workers.

Discrimination/harassment

You need to have a written procedure in place for dealing with complaints or allegations of discrimination or harassment. It should be made clear that any breaches of the policy will be dealt with through your disciplinary procedures or complaint policy.

6. Monitoring

You should monitor the types of people applying to work for your group (whether voluntarily or paid) and all the members and users of your group. This can be done by handing out a clear form for people to fill in. The form should ask for details such as age, gender, sexuality, ethnic background, work limiting health conditions, disability and anything else you would like to know about the range of people using your group.

You can find sample Equal Opportunities Monitoring Forms on the internet or from your local Council for Voluntary Services. Some members may need help with filling out the form. You may need to make it available in large print, electronically, in Braille or on audiotape.

How to use the information

The information you gather from monitoring will enable you to examine how your Equal Opportunities policy and action plan are working. You may find that certain areas need to be improved – maybe there are groups of people within your local community who are not making use of your activities.

You could discuss the changes you could make to your policy at an AGM or Special Meeting. How could you make it easier for people who are not using your group to do so? It is important to carry out proper monitoring as it can show you things you might not have noticed. You may want to try to find out why some people aren't using your services.

EQUALITIES STRATEGY

Spectacle Theatre Ltd

EQUALITIES MISSION STATEMENT

Spectacle Theatre specialises in working with disadvantaged youth and communities to promote social justice and alleviate the impact of poverty. Founded in 1979, Spectacle was a key player in pioneering access to live theatre for people living in areas beset by multiple deprivations. Based in the valleys area of South Wales, we deliver an innovative and specialist theatre service in English and Welsh and our award winning work has been toured internationally. In 2011 Spectacle decided to 'act differently' and use its skills and excellent reputation to

- Create and deliver an innovative theatre based service that meets the needs of those disadvantaged by poverty

Spectacle Theatre Ltd is committed to the values of Equality in all activities and practices of the organization.

BACKGROUND

The Equalities strategy outlines Spectacle Theatre Ltd aims and objectives in terms of employment and service delivery. The strategy has been developed in accordance with the Equality Act 2010.

In the light of the above legislation as an employer and provider of services, Spectacle Theatre Ltd will promote equality of opportunity. No employee, job applicant, customer or recipient of services will receive less favourable treatment than any other on any grounds.

To ensure a broad and effective strategy in respect of equalities Spectacle Theatre Ltd have focused on the following areas:

1. Equality in Employment
2. Equality in Service Delivery
3. Equality in the Wider Community
4. Training
5. Monitoring & Evaluation

1. EQUALITIES IN EMPLOYMENT

As an employer, Spectacle Theatre Ltd recognises the importance of equality of opportunity in employment for both existing employees and job applicants. Spectacle recognises that equality of opportunity will enable this Organisation to:

- Recruit and retain quality staff to deliver services;
- Reflect the composition and diversity of the local community; and
- Combat discrimination both in the workforce and in the community.

The Equalities in Employment Strategy will apply to recruitment, selection, promotion, transfer facilities, training, benefits procedures, terms and conditions of employment of all employees of Spectacle Theatre Ltd.

Complaints Procedure

Any person who considers that he or she is suffering, or has suffered from, unequal treatment on any of the grounds outlined in the paragraph above, can submit a complaint which will be dealt with in accordance with formal procedures for dealing with harassment, grievances or recruitment complaints.

Employee Responsibility

Although primary responsibility for the strategy rests with Spectacle Theatre Ltd as an employer and provider of services, each employee of the company has a duty and responsibility to act in accordance with the objectives of the strategy. It is recognised that individual employees acting on behalf of the company at all levels, have responsibilities both in law and in terms of this strategy. Specifically, employees should:

- Co-operate with measures as outlined in this strategy
- Not discriminate either unlawfully or in terms of this strategy, against other employees, job applicants or customers of the Trust;
- Draw to the attention of management, any suspected discriminatory acts of practices;
- Not victimise any individuals who have made complaints or provided information about discrimination; and
- Not harass, victimise or intimidate other employees on any grounds or otherwise act in a discriminatory manner.

Breach of the Strategy & Codes of Practice

Any willful breach of the strategy, or its associated Codes of Practice, by employees in the course of their duty will be viewed as misconduct and dealt with by the appropriate disciplinary action.

2. EQUALITIES IN SERVICE DELIVERY

Legislation makes it unlawful for anyone who is concerned with the provision of goods, facilities and services to the public or a section of the public to discriminate by refusing or deliberately omitting to provide services. It is also unlawful to discriminate unfairly in the quality or terms of service provision by making it unreasonably difficult or impossible for the recipient to make use of the service (Reference Sex Discrimination Act, Race Relations Act and Disability Discrimination Act).

3. EQUALITIES IN THE WIDER COMMUNITY

Given that the Company provides services for the whole community, it is crucial that every attempt is made to provide equal access to the services for all members of the community.

Equally, the company will endeavour to ensure that those statutory, voluntary and community organisations with whom the company relates, will be consulted with reference to equality of opportunity as a core strategy of the organisation and, in respect of those bodies in receipt of grant aid it would be an expectation of the company that they fully comply with the spirit of all appropriate legislation.

Partnerships are also considered a vital component in the company's drive towards Equalities. Thereon, the Company will work with the wider community to achieve its equality objectives. The Company will also establish links with Community Groups and interests with a view to developing and implementing Equalities policies.

4. TRAINING

All employees of the company in direct contact with the public or representing the company will be given appropriate training to enable them to implement service delivery policies. This training may include, for example, awareness of multi-cultural or disability issues. The company will make the contents of this strategy and of the Code of Conduct known to all employees and provide training and guidance for managers, supervisors and employees to ensure that they understand their responsibilities both in law and in terms of the strategy.

5. MONITORING AND EVALUATION

The Equalities Strategy will be one of the company's major priorities and in order to ensure its successful implementation an ongoing system of monitoring and evaluation will be put in place. This process will involve the election of an Equalities Champion to drive forward the key action points listed below and report back to the organisation at periodical meetings. The Organisations AGM will then agree future action points and a way forward for the next year of operation.

Key Action Points

The following action points will form the objectives of the Company in view of equalities over the coming 12 months. Regular progress will be presented at Operational Meetings with an annual review undertaken.

Codes of Practice – The Trust will develop a series of Codes of Practice and operational procedures. These will be added to the

Election of Equalities Champion – A Champion will be appointed to drive forward the Equalities Agenda within the organisation.

Consultation - Effective methods must be developed to consult local communities and groups about standards of service and thereafter obtain feedback on the effectiveness of service provision, reviewing strategy as appropriate.

Local Committees - Local Committees will also make arrangements for wider consultation of the Equalities strategy.

Registration Forms – Beneficiaries/service users will complete diversity forms to gauge the levels of inclusion from various members of the community.

SOUTH EAST WALES COMMUNITY ECONOMIC DEVELOPMENT PROGRAMME EQUALITIES REVIEW (BASELINE)

The aim of this document is to identify where your organisation is at present in relation to equalities/equal opportunities. The other aim is to identify areas for improvement so that these can be addressed within your policy/strategy. You can also consider how the equalities and the improvements can be monitored within your organisation

ORGANISATION INFORMATION

Contact Name	Steve Davis
Position in Organisation	Business Development Manager
Address	c/o Coleg Y Cymoedd, Llwynypia, Tonypany, RCT
Postcode	CF402TQ
Telephone	01443 430 700
Email	info@spectacletheatre.co.uk
Website	www.spectacletheatre.co.uk
Number of Employees	4

Number of Volunteers	2
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ORGANISATION REVIEW

1	What are the principle activities/products/services provided by the organisation?
Theatre productions, workshops and training	

2	Who are the organisations customers?
Spectacle Theatre Company specialises in working with disadvantaged youth and communities to promote social justice. We work with people of all ages who face multiple disadvantages and a combination of severe social harms such as substance misuse, mental illness extreme poverty, violence, bullying and abuse.	

3	Who are the organisations partners & Stakeholders?
We develop a range of theatre projects, workshops and training resources that are delivered in partnership with schools and colleges, young offender's institutes, the probation service, voluntary organisations, with public, private and social enterprises.	
Funding bodies, Communities First Clusters, Local service providers, local Authorities, further education.	

4	What does the organisation currently have in place in relation to equal opportunities/equalities
Equal opportunities policy reviewed annually	

Service Delivery

5 **What improvements can be made to how the organisation addresses equality with regards to employment?** – This can be addressed by outlining the organisations approach in a policy. Or if the organisation has a policy then this could be discussed/reviewed at meetings e.g. does the organisation have a complaints procedure?

The organisation has pioneered access to live performing arts for people living in areas of multiple deprivations. It continues to review its knowledge and understanding of how to meet the artistic, social and educational needs of its community's and who the organisation needs to employ to deliver this.

6 **What improvements can be made with equalities in the organisations service delivery?** – How could you advertise your group's activities to encourage a broad range of people to attend/engage/use the service?

The company continually reviews its pioneering work in enabling greater access to the live performing arts in appreciation and participation, through a bilingual service. This takes place on a daily basis in informal and formal setting in creating any new or existing work. Improvements that can be made are implemented instantly or are discussed as recommendations at Board meetings or during policy days.

7	<p>What improvements can be made with equalities when considering your organisation within the wider community? As examples you could consider how to make your service more accessible to members of the community, review your services on the basis of equality and access, consider the times your organisation has meetings?</p>
<p>The company continually reviews its pioneering work in enabling greater access to the live performing arts in appreciation and participation, through a bilingual service.</p> <p>The company undertakes stakeholder feedback in the form of questionnaires, feedback, and is used to monitor evaluate all projects .</p> <p>This information is collated by the systems administrator and used to debrief projects, this in turn is instantly implemented or taken to board meetings or policy days as recommendations.</p>	

8	<p>Partnerships – Could you work in partnership with groups, individuals, service providers to enhance your equalities approach?</p>
<p>The company continually reviews its pioneering work in enabling greater access to the live performing arts in appreciation and participation, through a bilingual service.</p> <p>Spectacle always works in partnership.</p>	

9	Training – Could you identify/discuss potential training that your organisation could benefit from in relation to equalities?
<p>It is difficult to fit more training in considering existing workload and company capacity. Each member of the company undertakes significant training regarding equalities, such as first aid for vulnerable people, co-production, public engagement etc.</p>	

10	Equalities Monitoring and Evaluation – How can the organisation improve its approach to the monitoring and evaluation equalities? If nothing is in place at present what could be introduced to address this e.g. electing an equalities champion, regular review meetings, monitoring framework etc
<p>The company has recently employed an administrative systems person. We will be writing a new quality management system incorporating all the company policy</p>	

11	Can you identify any barriers that may prevent individuals/groups from accessing your organisation/service? Think about the different barriers or challenges that might exist, which could be preventing some people from getting involved.
<p>The austere nature of the economic climate. This has a major impact within education, youth and community services.</p> <p>Lack of revenue funding to the organization to underpin the basic organization to carry out more of what we do. Therefore the barrier is that we are only able to deliver a small amount of the potential capacity.</p>	

12	Please outline any other specific issues or areas for development
Empty response area	

Action Points

Please list actions that could be considered and added to your strategy to improve your organisations approach to equalities. These should then be included within your strategy and monitoring system.

Seek additional revenue sources of funding.

Revisit company training offered ,relating to equal opportunities, alongside the PDP of company members during policy day in 2015

Please note that this approach is intended support your organisation in considering equalities as a method of improving your organisations approach to this aspect and not to replicate/deliver specific specialist guidance.

Rhondda Cynon Taff Local Authority will therefore not accept liability for any equalities issues that arise during or following the approach as discussed above.

Please complete/sign below to confirm that the information provided is accurate and a true reflection of the organisations practices and your acceptance of these terms.

Organisation Name	Spectacle Theatre Ltd
Date Completed	01 08 2014
Organisation Signature	
Print Name	Steve Davis
Grants Officer	
Print Name	
Signature	