

## **Charnwood Arts (CA): Equality, Diversity and Inclusion Plan 2020 - 2021**

Charnwood Arts places equality, diversity and inclusion (EDI) at the heart of its activities. EDI is valued by the organisation as it enriches our practice and enables us to reach all members of our community. This Equality, Diversity and Inclusion Action Plan is a living document which has been devised to set out our plans in relation to EDI, how we will embed it in our practice and encourage other organisations to do the same. The plan will be used to monitor our progress and to hold the organisation to account to ensure that our approach to EDI follows, and sets, best practice. This document is 'owned' by all members of the organisation – staff, trustees, volunteers, funders, partners and participants. All stakeholders are invited to comment on its content, to contribute to its ongoing evolution and to be guided by its principles.

Charnwood Arts defines **equality** as treating everyone fairly. This does not necessarily mean that everyone should be treated the same but rather that no-one is disadvantaged due to barriers they may face. We recognise **diversity** by acknowledging that everyone is different and that differences should be respected, acknowledged and valued. By **inclusion** we mean an approach and practice that brings people together by overcoming the barriers they may face and creating opportunities for everyone to participate.

The Equality Act 2010 identifies nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sex. Whilst recognition of these characteristics underpins our approach to EDI, we also pledge to consider wider barriers to participation which are not yet protected by law. These include but are not limited to socio-economic status, caring responsibilities, educational attainment, and mental and physical wellbeing.

This document will be reviewed at each Board meeting to monitor progress against the objectives described and subject to a comprehensive annual review. To contribute to its ongoing evolution please contact Shirley Novak, Chief Executive at Charnwood Arts [shirley.novak@charnwoodarts.com](mailto:shirley.novak@charnwoodarts.com). If you require a version of this document in an alternative format, then please do get in touch and we will endeavor to meet your needs.

## Goal 1: Organisational Development

Objective	Action	How success will be measured	Update	Time Scale	Responsibility
To agree the EDI action plan and schedule for its review	Action plan is presented and agreed at the Board meeting	Action plan is agreed  Action plan is published on the website	<b>Action plan agreed 14.12.20</b>	December 2020	CEO and Trustees
To ensure that the CA team has the skills and experience to deliver the current and planned future work of CA whilst embracing the principles of equality, diversity and inclusion (EDI).	<ol style="list-style-type: none"> <li>1. Ensure recruitment adverts are shared with our partners to distribute through their networks.</li> <li>2. Staff training plans to include EDI review and planning.</li> <li>3. Use annual appraisals to reinforce the important of EDI in our practice.</li> </ol>	<p>Applications received for vacant posts reflect the diversity of Charnwood. Diversity within the team reflects the diversity of Charnwood.</p> <p>Increased staff competence and confidence in identifying best practice.</p>	Impact & Evaluation Officer to collate population demographic data against which this target may be measured (By 25.11.20) - <b>completed and presented November 2020</b>	<ol style="list-style-type: none"> <li>1. On-going review – 4 weeks post appointment of new recruit</li> <li>2 &amp; 3. Annual at scheduled appraisals</li> </ol>	Chief Executive Officer (CEO) and Trustees.

<p>To attract applications from people, artists and performers with disability to both CA's workforce and activities.</p>	<ol style="list-style-type: none"> <li>1. Ensure vacancies are advertised via Disability Arts.</li> <li>2. Invest in financial incentives to support disabled artists to participate in CA activities.</li> <li>3. Work with Fearon Hall to improve access to the building.</li> <li>4. Ensure that people with disability are consulted in the planned survey of CA's activities.</li> </ol>	<p>Increase in applications from candidates with a disability.</p> <p>Review number of disabled artists who apply and participate using survey data.</p> <p>Contribute to the Action plan of improvements to the building and implementation of that plan including raising necessary funds.</p> <p>Representation from people who identify themselves as living with a disability in the survey results – with numbers increasingly representative of the population annually</p>		<p>On-going review - – 4 weeks post appointment of new recruit</p> <p>2. July Annually</p>	<p>CEO</p> <p>CEO</p> <p>CEO working with Fearon Hall</p> <p>CEO</p>
<p>To achieve and maintain diversity of the board in relation to protected characteristics.</p>	<ol style="list-style-type: none"> <li>1. Review current diversity on the board.</li> <li>2. Target recruitment to the Board from under-represented communities</li> <li>3. Consider flexible recruitment strategies e.g. rotating Board position for a youth member</li> </ol>	<p>Minimum of 30% of the board defines themselves as having protected characteristic.</p>		<ol style="list-style-type: none"> <li>1. Feb 2021</li> <li>2. Spring 2021</li> <li>3. Spring 2021</li> </ol>	<p>CEO and Trustees</p>

<p>To ensure staff, the Board, freelancers and volunteers are aware and sensitive to EDI issues.</p>	<p>4. Ensure all staff and Trustees complete Equalities training.</p> <p>2. Ensure staff have opportunities to participate in training and awareness raising on diversity issues</p> <p>3. Identify training requirements with staff</p> <p>4. Staff to attend arts sector-led regional / national events and networks</p> <p>5. Upload EDI statement to CA website</p>	<p>All staff complete equalities training and refresh that training every three years.</p> <p>On-going review through 1-1 meetings, appraisals, team meetings and training feedback.</p> <p>Training and development plan for each staff member.</p> <p>Best practice shared at staff meetings.</p> <p>Website updated.</p>		<p>4. By end of 2020 (delayed to early 2021 due to CV19)</p> <p>2. Ongoing - alongside annual appraisals</p> <p>3. Annually (no later than July)</p> <p>4. Report – within 2 weeks of return, By September annually</p> <p>5. Oct 2020</p>	<p>CEO, staff and Trustees</p>
<p>Improve awareness of unconscious bias.</p>	<p>1. Ask staff and trustees to watch The Royal Society video on Unconscious Bias.</p>	<p>Staff and Trustees have watched the video and Unconscious Bias discussed at a Board meeting.</p>	<p><b>Completed November 2020</b></p>	<p>Completed November 2020</p>	<p>CEO, Trustees and staff</p>
<p>Embed EDI into governance</p>	<p>CA's response to the Creative Case for Diversity to be included on every Board agenda to monitor progress against objectives</p>	<p>Minutes reflect the progress of the Equality Action Plan and the plan is updated in advance of each board meeting</p>	<p><b>Action plan received and confirmed 14.12.20</b></p>	<p>Ongoing</p>	<p>CEO and Trustees</p>

Goal 2: Programming					
Objective	Action	How success will be measured	Update	Time Scale	Responsibility
<p>Create a meaningful and inclusive artistic programme that facilitates audience participation and engagement reflective of our population diaspora.</p> <p>To proactively create opportunities for artists and performers who have protected characteristics to work with CA.</p>	<p>1. Complete a needs and wants survey across the Charnwood area ensuring that respondents are drawn from all areas.</p> <p>2. When designing projects look for opportunities for those with protected characteristics to participate e.g. dedicated slots or small bursaries.</p>	<p>“Impact and insight” Survey completed with results presented to Board to inform programme planning.</p> <p>Programming includes opportunities for those with protected characteristics to participate.</p>		<p>By Nov 2021</p> <p>Ongoing but reviewed formally annually, no later than June.</p>	CEO and staff

Work with collaborative partners to encourage them to include disabled practice within their own activities.	3. To ensure EDI is part of the agenda when building collaborations and to share best practice and data (ACE requirement) within the collaboration.	Increase in opportunities in Charnwood for disabled people to participate in the arts.		Annual Partnership review	CEO
Broker partnerships with national networks of disability arts organisations to develop collaborations	“Proactively engage with EMPAF” and coproduce activity”.	Agreement of understanding in place with collaborative partner(s)  Review resultant actions to ensure implementation.		By March 2021; ongoing  By July 2021	CEO and staff
Review programme of activities in relation to protected characteristics and other barriers to participation e.g. caring responsibilities	Proactively develop programming which relates to protected characteristics.	Annual programme review		By June 2021 to inform Annual Survey ongoing annual review	CEO and staff

Goal 3: Marketing, Public Relations and Audience Development					
Objective	Action	How success will be measured	Update	Time Scale	Responsibility
<p>To raise the profile of CA and the importance of inclusive practice</p> <p>To develop marketing and interpretation tools that take on broad diverse needs of disabled users</p>	<p>Emphasise EDI in marketing and PR</p> <p>Work with disabled users to ensure comms and interpretation tools are fit for purpose</p>	<p>Increased Press/ media coverage</p> <p>Inclusive print and marketing resources developed</p> <p>Increase in effective, targeted and digital marketing and PR</p> <p>Disabled participants identified as 'consultants' to advise on content</p> <p>Ensure that CA website and social media platforms are compliant with WCAG 2.0</p>		<p>On-going</p> <p>Spring 2021</p> <p>Spring 2021</p>	CEO and staff
<p>Review print, website and images, ensure accessibility of our materials in included in design briefs etc. Community languages?</p>	<p>Review current legislation</p> <p>Apply legislation to activity</p>	<p>Introduce more disability-led engagement with use of video and sub-titles introduced by specific users.</p> <p>Consider mechanisms of communication – visual, audio, sensory</p>		<p>Web site improvements by December 2020</p>	CEO and staff

#### 4. Partnership Development

To foster strategic artistic and university partnerships through which innovative projects can be researched and delivered

Objective	Action	How success will be measured	Update	Time Scale	Responsibility
Foster strategic artistic and university partnerships through which innovative projects can be researched and delivered linked to protected characteristics related issues	Work with Nick Slater and others at Loughborough University to develop joined up approach to projects which forefront EDI	Incremental increase in projects in this area evaluated against achievements annually  CEO attends University Arts Committee		Annual review	CEO and staff
Develop relationship with health services to enable joint programmes of activity	Work with local health and wellbeing support groups and charities  Appoint a Wellbeing and the Arts support officer to lead in this area	Increase in partnerships with relevant partner organisations  Wellbeing/Arts officer appointed and KPIs for the role agreed.		Annual review  March 2021	CEO  CEO
Support our community in developing confidence to re-engage with participatory arts.	Embed this focus within the Wellbeing/Arts role.  Develop a community focused "Getting back to Normal" Covid recovery and rehabilitation plan.	Plan to be embedded with CA project business plan		Autumn 2021	CEO



<b>Goal 5. Education and outreach</b>					
<b>Objective</b>	<b>Action</b>	<b>How success will be measured</b>	<b>Update</b>	<b>Time Scale</b>	<b>Responsibility</b>
To develop education and outreach links into the community.	<p>Consult with youth clubs, schools, partners and young people</p> <p>Develop inclusive advisory group of young people in conjunction with CBC Youth Forum</p>	<p>More Young people-led activity</p> <p>Closer relationships to Schools</p> <p>Advisory Group/Youth Forum identified, and activities scheduled</p>		<p>Annual review</p> <p>Summer 2021</p> <p>September 2021</p>	CEO
Encourage more disabled children to participate in Arts Award	<p>Focused activities for families with disabled children</p> <p>Partnership with Disabled Children's Services, and SEN in schools</p> <p>Approach to Rainbows Hospice to explore collaboration</p>	<p>Increased participation – quantitative / qualitative monitoring</p> <p>Case studies- published on web site and conferences</p> <p>Increase in marketing, media coverage / feature reviews</p>		Annual review by July	CEO

<p>Source funding for pilot projects to engage new educational stakeholders</p>	<p>Apply to strategic grants, trusts and foundations for targeted projects</p> <p>Explore joint applications with education providers</p>	<p>Increase in funding, capacity and activity</p>		<p>Annual review by July</p>	<p>CEO</p>
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Goal 6: Operational Management					
Objective	Action	How success will be measured	Update	Time Scale	Responsibility
Create a safe, sustainable environment for staff and participants which meet the needs of disabled people	<p>Use surveys and feedback to inform developments</p> <p>Work closely with Fearon Hall to agree priorities to improve accessibility of the building</p> <p>Work with Fearon Hall to attract funding to improve the accessibility of the building</p>	<p>Improvements to Fearon Hall around accessibility</p> <p>Environmental risk and accommodation assessment (this is standard with ACE)</p>		Annual review	CEO and Trustees
Improve standards of signage and interpretation	Review quality of signage	Implementation of action plan resulting from review		Feb 2021 with Annual reviews In obedience due to not being allowed in office owing to Covid 19 restrictions	CEO

<b>Goal 7: To develop Charnwood Arts into a national centre for inclusive arts practice</b>					
<b>Objective</b>	<b>Action</b>	<b>How success will be measured</b>	<b>Update</b>	<b>Time Scale</b>	<b>Responsibility</b>
To work with partners nationally to promote integrated work	Position as a partner of choice of national initiatives and proactively seek involvement in national initiatives	Greater involvement in national activities aimed at increasing diversity in the Arts.		Annual Review	CEO
	Biannual review of national initiatives	Integrate national initiatives into planning e.g. Black History Month, International Women's Day, Pride			

**Date of Board approval:**

**Date of Review: July 2021**