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**Equality, Diversity and Inclusion Policy and Action Plan**

**Policy**

**Statement of Intent:**

In recognition of direct and indirect discrimination on the basis of the following protected characteristics: race, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity, gender reassignment, religion or belief, disability, age and also national or ethnic origin. SoCo Music Project is committed to working towards providing equality of opportunity in its employment practices, Board composition, marketing and programme and project delivery.

SoCo Music Project’s Board of Trustees recognises its responsibility in developing, monitoring and maintaining this Equality, Diversity and Inclusion (EDI) policy.

The objectives set out within this EDI policy are based on an awareness of the following laws:

* Equality Act 2010 which from 1st October 2011 covers the following acts:
* Sex Discrimination Acts, 1975 and 1986
* Employment Equality (Sexual Orientation) Regulations 2003 and 2007
* Employment Equality (Religion or Belief) Regulations 2003 and Equality Act 2006
* Employment Equality (Age) Regulations 2006
* Equal Pay Act, 1970
* Race Relations Act, 1976 and its amendments 2000 & 2003
* Disability Discrimination Act, 1995 and amendments 2005 + Disability
* Equality Duty 2006
* Sex Discrimination (gender reassignment) Regulations and Gender Recognition Act 2004
* Employment Rights Act 1996
* Employment Act 2002
* Civil Partnership Act 2004
* Rehabilitation of Offenders Act, 1974
* Work and Families Act 2006
* Part Time Workers Regulations 2000
* Fixed Term Employees Regulations 2002

**Implementing the policy**

The Chief Executive Officer will be responsible for implementing the EDI policy and action plan in collaboration with the Board of Trustees.

The other members of SoCo Music Project’s core staff will assist the CEO in ensuring that the organisation is promoting and delivering the objectives of the policy.

Areas to be covered include:

* Board composition
* Employment Practices and terms of employment
* Artistic programmes
* Marketing policy
* Training
* Action Plan

1. **Board Composition**

1.1 The Board of Trustees will seek to develop representation at Board level to reflect a balance of racial origin, gender, disability, age, sexual orientation, religion or belief.

1.2 The Board recognises that this is a process that cannot be achieved overnight and will therefore review Board membership and representation on an annual basis.

1.3 The Board seeks representation that is not tokenistic and recognises that it should therefore draw on people whose knowledge and expertise enable them to speak authoritatively on the areas of SoCo Music Project’s concern.

1. **Employment Practices and Terms of Employment**

2.1 All job vacancies will be advertised. Job adverts will include ‘*SoCo Music Project is an equal opportunities employer’.* All applicants will complete an equal opportunities monitoring form as part of their application. The Equal Opportunities Monitoring Form will provide information on gender, disability, ethnicity and age and will be used to inform SoCo Music Project’s recruitment policy and practice. The monitoring forms will be separated from candidates’ application forms and will form no part of the selection process.

2.2 Candidates will complete an application form which will ensure anonymisation during our shortlisting process.

2.3 The selection of candidates to be interviewed will be based on the strength of the applicant's ability to undertake the position. No candidate will be refused an interview on the basis of race, nationality, national or ethnic origin, religion, disability, gender, sexuality, age or cultural beliefs.

2.4 The interview process will be the same for each candidate and will be determined and agreed to by the Interview Panel prior to the commencement of interviews.

2.5 All interviewed candidates not selected for the position will be informed in writing.

2.6 Contracts for all projects will be issued to successful candidates.

1. **Delivery Programmes**

3.1 All of SoCo Music Project’s programmes will promote inclusive practice and equal opportunities

3.2 Where possible SoCo Music Project will seek to consult communities/members of communities before developing new programmes of work, ensuring that their voices inform delivery design

3.3 All music leaders, trainees and volunteers working on SoCo Music Project’s programmes will be made aware of and promote inclusivity

1. **Marketing**

4.1 SoCo Music Project will use clear, direct and unambiguous language in all its communications and marketing materials.

4.2 Where relevant, SoCo Music Project written marketing will include ‘SoCo Music Project strives to be an Equal Opportunities organisation’.

4.3 SoCo Music Project will invest in additional formats for marketing materials where necessary to enable accessibility

1. **Training**

5.1 Each member of staff will be acquainted with SoCo Music Project’s Equality and Diversity Policy. This will ensure awareness regarding the rights and responsibilities of each individual employee under the policy as well as staff responsibilities to participants engaged in our programmes, trainees and volunteers.

5.2 The CEO will bring to the attention of the Board of Trustees and the staff appropriate equality, diversity and inclusion training in the region.

5.3 SoCo Music Project will seek adequate funding from funding bodies to ensure appropriate training is undertaken.

5.4 SoCo Music Project will support its staff to identify training needs to support the development of their abilities and without discrimination.

**Our EDI Objectives:**

1. **Programmes**

* To enable participants to inform and contribute to decision making around current and future programmes and projects.
* Where appropriate Individual Learning Plans (ILPs) are developed for participants on our programmes. For example those who attend our Adult Learning Programme.
* Our music leader reflection sessions need to feature explicit inclusion indicators

1. **Governance**

* To ensure our Board of Trustees is representative of the communities we serve
* To enable participants voice to be heard at Board meetings and to influence policy making

1. **Leadership and Workforce**

* To improve the diversity of our workforce making it more representative of our communities which we serve
* To ensure all staff, board members and volunteers receive annual training in forward looking inclusive practices
* To change our recruitment process to include anonymisation in line with best practice
* To collect equal opportunities monitoring data during recruitment
* To work towards being recognised as committed to EDI through visible kitemarks such as Living Wage Employer, Attitude is Everything, etc.

1. **Marketing**

* To implement access formats such as larger fonts, audio description, etc. into our website.
* To ensure marketing materials and application forms are available in other formats including large print, brail, etc.

**Budget**

Areas to be costed annually as part of budget setting include:

* Training
* Recruitment
* Marketing - in relation to media and interpretation requirements
* Access and inclusion requirements

**Action Plan:**

The following action plan sets out the short-term and long-term nature of the implementation of the policy and will be reviewed annually by the CEO and Board of Trustees. The ability to achieve the objectives of this policy is dependent on resource.

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| Programmes | | | | |
| Outcome | Action | Lead | Resources | Target Date |
| To ensure every participant can access the programmes and fully immerse themselves in the creativity | To ensure all project and core budgets include funds to support individuals who face barriers to participation | Programme Manager | Staff time  Funding | During the Financial year 2021/22 |
| Every participants’ needs are supported and opportunities for further development and progression are identified | Where appropriate individuals should have an Individual Learning Plan developed for them by music leaders delivering that programme | Programme Manager | Staff time | By January 2022 |
| Our programmes reach those who are under-represented with in the communities we are working in | Adequate budget is available to reach under-represented groups | CEO and Development Director | Business plan  Funding  Research and Staff time | Review annually in September |

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| Governance | | | | |
| Outcome | Action | Lead | Resources | Target Date |
| Update Board and review Board composition | Board to complete Equal Opportunities monitoring form as part of induction.  Board composition based on this information is reviewed annually. | CEO and Chair | Equal Opportunities Monitoring Forms | September 2021 |
| Board recruitment process is in line with best practice | Review of Board role profiles  Review recruitment procedure for new Board members | CEO and Chair | Recruitment Pack and Trustee Handbook | September 2021 |
| EDI practices become integral to SoCo Music Project’s operations and we are able to support and influence other organisations policies | Constantly reviewing this policy and action plan to meet our targets  Invest in an impact report which can be shared within the sector | CEO | Impact review | January 2023 |

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| Leadership and Workforce | | | | |
| Outcome | Action | Lead | Resources | Target Date |
| All staff to be aware of and understand SoCo Music Project’s EDI policy and action plan | All staff receive a revised copy of the EDI policy and action plan annually highlighting any changes  The policy becomes part of the induction process when new staff are recruited | CEO | Copies of the plan and all policies as part of induction pack | April every year |
| Ensure all staff have participated in diversity and inclusion training | Training needs audit to ensure staff have received diversity and inclusion training | CEO | Staff time  Training budget £3000? | July 2021 |
| Job opportunities at SoCo Music Project attract a wide range of applicants from diverse backgrounds | Review job advertising processes  Review process regularly  All applicants receive and complete an Equal Opportunities monitoring form | CEO | Job descriptions | To review in June each year |
| Staff are positive working for SoCo Music Project | Regular check-ins with line managers  Staff survey | CEO | Relevant questionnaire | Annually in September |
| New staff, volunteers and trainees receive a full induction with an individual induction plan designed to enable them to play a full roll | Create individual plans for staff members to include accessibility needs | CEO | Induction pack  Accessibility plan | Reviewed annually in September |

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| Marketing | | | | |
| Outcome | Action | Lead | Resources | Target Date |
| Our website is fully accessible to everyone | Embed accessibility tools within our new website | CEO | £3000 budget?  Consultation input from people with lived experience | End of April 2021 |
| All print material including job application forms are accessible to everyone | Produce alternative formats of key marketing materials | CEO | Budget tbc | By July 2021 |

**Review**

This policy and action plan is used as a live working document by the staff and board of trustees and is updated regularly.

This policy and action plan was last reviewed by the Board of Trustees on:

Signed: Date:

Name:

Role: