

Code of Practice for Funded Organisations

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INTRODUCTION

Arts Council of Wales is committed to implementing a policy which promotes equality of access to a full range of arts events for people of all ages, abilities, cultures and communities.

This policy can only be implemented through active co-operation of organisations and individuals engaged in arts activity, and Arts Council of Wales expects those who receive grants to implement effective equal opportunities policies and use this Code of Practice as a guide.

Arts Council of Wales's own Equal Opportunities Policy and Code of Best Practice are available for your information and guidance. The intention of the Policy is to ensure that all employees and recipients of funding, both potential and actual, are treated equally and as individuals regardless of age, disability, ethnic or national origin, gender, marital or parental status, nationality, political belief, race, religion or sexual orientation.

GENERAL

As a matter of policy, Arts Council of Wales expects the organisations which it funds, as an integral part of their activity, to adopt equal opportunities practices in respect of their:

- staff;
- Board of Management;
- artistic programme/productions;
- audience/users.

The standard conditions of grant for Arts Council of Wales Revenue Funded Organisations require all grant recipients to be implementing effective equal opportunities practice.

This should be interpreted as a requirement for those organisations to have a written equal opportunities policy, covering the topics listed above, approved and monitored by the Board of Management and which is seen to be being implemented.

The implementation of the policy will be a topic for discussion during the annual review meeting between Arts Council of Wales and the organisation and for consideration as part of setting up funding agreements. The Arts Council of Wales Annual Survey also includes questions relating to equal opportunities matters.

Arts Council of Wales will require all organisations applying for funding to any of the Council's schemes to have written equal opportunities policies.

In its monitoring and appraisal of the extent to which it and its funded bodies are involving groups frequently under-represented in the arts, Arts Council of Wales takes particular account of:

- age;
- disability;
- ethnic or national origin;
- gender;
- geographical spread;
- language;
- social spread.

The full Equal Opportunities Code of Practice as described below should apply to all fully professional organisations i.e. those operating with constitutions, a Board of Management and any organisation with employment responsibilities.

It should also apply to any recipients of scheme grants in excess of £10,000 which do not come under the above category.

Any organisation which does not fall in either of the above categories should produce an equal opportunities policy following the principles contained in this Code. A guidance note for small voluntary organisations is available.

EMPLOYMENT

Within an Equal Opportunities Policy, there must be guidance on the employment practices of the organisation. Whilst Arts Council of Wales recognises that circumstances vary considerably between organisations, the Council expects as a minimum, that the guidance should cover the following:

1 recruitment and selection procedure:

- all artistic and management/organisational posts requiring contracts of employment or fixed term contracts for services with a specified job description should be subject to a selection procedure and publicly advertised;
- when commissioning a specific piece of work an open selection procedure involving the Board of Management should be applied. If a transparent selection process has not been followed (i.e. open selection and interview) then the organisation must be able to justify the selection of one individual rather

than another on artistic grounds or according to the specific development needs of the organisation. Organisations not expected to follow an open selection procedure would be those applying to one of Arts Council of Wales' schemes for a grant of less than £5,000. Such organisations will be encouraged to contact relevant agencies;

- the advertising, short listing and interview procedures, (including matters such as the composition of a selection panel and the conduct of interviews), must demonstrate how the organisation will achieve fairness and consistency in the recruitment of staff;

2 conditions of service which, where appropriate, should specify:

- any arrangements for flexible working, the employment of disabled staff, maternity/paternity leave; family friendly policies;
- a grievance procedure;
- monitoring of staff and recruitment process.

BOARDS OF MANAGEMENT

Although arts organisations are constituted in different forms, nearly all of them have a governing group of some kind. The direction of the organisation is the responsibility of that group, including the approval and monitoring of its Equal Opportunities Policy.

Boards of Management should implement:

- procedures for monitoring equal opportunities issues within the organisation;
- procedures which aim to ensure that the membership of the board is representative of the whole community that the organisation serves.

ARTISTIC PROGRAMME AND AUDIENCES/USERS

All presenters of the arts (including venues), facilitators and producing companies are expected to make positive efforts to increase and broaden their audience, participants, users. The ways in which this might be achieved will vary substantially from organisation to organisation and Arts Council of Wales does not seek to prescribe them. Arts Council of Wales' expectations are that organisations:

- take account of their Equal Opportunities Policy in their decisions on artistic activity and programming;
- devise and implement action plans to remove the barriers which prevent potential audience, participants and users from having equal access to the organisation's activities. These action plans may include:
 - education and outreach activity in mediating their existing artistic programme;
 - marketing and publicity, including approaches necessary to reach particular sections of the population (e.g. blind and partially sighted people, communities where a minority language is dominant);
 - ticket pricing strategies;
- demonstrate awareness of the importance of ensuring independent access to premises by disabled people, people with mobility difficulties, people with small children, etc, and take steps to remove the physical and emotional barriers which prevent these and other minority groups from involving themselves in the organisation's activities.

CONCLUSION

The test of the effectiveness of this policy will be the extent to which it encourages a broadening in participation of all kinds. Arts Council of Wales wishes to work closely with all its partners in the arts in monitoring such a change.