



Fife Cultural Trust

Equalities Outcomes 2015 -2017

INTRODUCTION FROM THE CHIEF EXECUTIVE

I have pleasure in introducing Fife Cultural Trust's first Equalities Outcomes Report which outlines how we will work towards delivering the General Equality Duty. In producing this report the Trust has considered relevant evidence from the employee data recently updated as part of our annual staff data return.

Having been established on 1 October 2012, this is the first opportunity for the Trust to outline their equality and diversity objectives and strategy. We have already outlined in our Action Plan for 2014-19 our strategic priorities and we will ensure that, going forward, our equalities outputs form an integral part of the Trust's service delivery outcomes and expectations. We will also involve staff and customers who share a relevant protected characteristic and anyone who appears to represent the interests of those people, to ensure that we meet the diverse needs of Fife's communities.

As an organisation we are committed to ensuring that our equalities outcomes remain an integral part of our strategic and business planning process.

Our mission is enriching lives in Fife and we are determined to do that in a way which is inclusive and amenable.

Our core values include a commitment to inclusion and to being an enabling organisation allowing people to access our opportunities and overcome any barriers, and to be supported to do that in a way which best suits their needs and aspirations.

Heather Stuart
Chief Executive

REPORT FROM THE CHAIR OF THE BOARD

Fife Cultural Trust (FCT) brings together Libraries, Museums, Galleries, Archive, Arts and Theatre services across Fife. FCT is the largest cultural provider in Fife, our portfolio of services is delivered from our own facilities, as well as schools, community halls and the built and natural environment.

FCT supports culture across Fife and works with a huge range of partners, artists and local communities, both directly in our libraries, museums and theatres services and by supporting the wider cultural community.

As a relatively new organisation we are focused on continually improving the way that we deliver our services. We are particularly committed to ensuring that we meet the needs of all of our customers.

Our approach to equality and diversity is fundamental to this and I am delighted that we are able to capture this in our first Equalities Outcomes Report. This sets out clearly our short, medium, and longer term aspirations and how we will deliver on these.

In Fife Cultural Trust we see every day how culture transforms lives positively and we aim to ensure that such opportunities are available to all in a way which best meets their needs.

Stuart Cross
Chair of the Board

ABOUT US

Fife Cultural Trust manages and operates cultural services on behalf of Fife Council for people living, working and visiting Fife. The Trust is responsible for:

- 47 libraries, 3 mobile libraries, and provision of library services to primary schools
- 12 museum and heritage venues including Kirkcaldy Galleries
- 4 theatre and community venues including Rothes Halls, the Adam Smith Theatre, the Lochgelly Centre and Carnegie Hall, Dunfermline.
- Fife's historical archives and Fife Council's Records management
- Fife's Cultural Strategy, Partnerships, and Consortium
- Maintenance and development of library services within Fife Council's 4 integrated customer service facilities
- Stewardship and care for the objects and archives in Fife Council's collections

The Trust's work is guided, and informed, by our mission, vision, values and purpose.

Our Mission

ENRICHING LIVES IN FIFE

Our Vision

Fife will be a culturally vibrant and rewarding place to live, work, study and visit.

Our Values

Inclusive, Creative, Trusted, Enabling, Integrity

Our Purpose

Fife Cultural Trust provides creative, entertaining and learning experiences that enhance the quality of life, through our partnerships and in our Museums, Galleries, Libraries and Theatres.

THE PUBLIC SECTOR EQUALITY DUTY

As a public authority, and other bodies when exercising a public function, we have to comply with the Public Sector Equality Duty which came into force on 5 April 2011. This places particular duties on listed authorities to meet the three needs of the Duty which are:

- Eliminate unlawful discrimination, harassment and victimization and other conduct that is prohibited by the Equality Act 2010;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The Public Sector Equality Duty covers the following protected characteristics:

- Age
- Disability
- Gender
- Gender Reassignment
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sexual Orientation

The Public Sector Equality Duty also covers marriage and civil partnerships with regard to eliminating unlawful discrimination in employment.

To assist public authorities in meeting the general duty, further specific duties were introduced on 27 May 2011 and require authorities to carry out the following activities:

- Reporting on progress towards mainstreaming the equality duty- i.e. how the Trust will integrate equality across all its functions;
- Publish equality outcomes and report progress – setting out what the Trust wants to achieve;
- Assess and review policies and practices;
- Gather and use employee information;
- Publish gender pay gap information;
- Publish statements on equal pay;
- Consider award criteria and conditions in relation to public procurements;
- Publish in a manner that is accessible – within a reasonable timescale.

We also have to publish Equality Outcomes as part of this process, which will enable us to review and monitor how well we are meeting our obligations under the General Equality Duty. We have published our first set of outcomes and will publish every two years hereafter.

EVIDENCE BASE

The main sources of evidence used to inform these outcomes are:

- Employee monitoring information
- Scottish Household Survey 2013
- 2011 Census results
- Equality and Human Rights Commission guides to publishing requirements under the Public Sector Equality Duty.

It is recognised that our evidence base is incomplete and this will therefore form part of our equalities plan.

A DIVERSE FIFE

Fife is a diverse region with a wide range of communities making up its population:

- Fife's overall population has grown by 5% over the last 10 years and now stands at 365,198;
- Children make up less of the population and older people make up more;
- There are more children aged under 3;
- The number of people aged 65 and over has increased in the last 10 years with 63 people in Fife aged over 100; those over 65 now make up 17.5% of the total population and this is expected to increase by 41,000 in the next 2 years;
- Fife has a higher rate of 16-19 year olds who are not in education, training or employment;
- National statistics would indicate that approximately 1 in 5 people in Fife has a disability;
- All minority groups in Fife have increased in size with "Asian" showing the largest increase. Approximately 5.5% of the Fife population is made up of minority ethnic groups with Asian and Polish groups being the largest. Slightly fewer people think of themselves as "White" or "White Scottish" and more people classify themselves as "White Other". There were 3,058 people who categorized themselves as "White Polish" in the 2011 Census in Fife.
- 52.5% of the population is female;
- National statistics indicate that approximately 6% of the population is lesbian, gay, bisexual or transgender.
- Fife has seen an increase in people that have "no religion" but a decrease in those that belong to a Christian denomination, while "Other religions" have all increased in number.
- Other religions in Fife include Buddhist, Hindu, Jewish, Muslim, and Sikh.

STRATEGIC PRIORITIES

We have four strategic priorities set out in our Action Plan 2014-2019 which are:

- 1 Enhancing and promoting Fife's cultural profile and reputation
- 2 Enhancing equality of opportunity
- 3 Caring for, developing and celebrating Fife's culture and heritage
- 4 Helping Fife to achieve its economic potential

Fife is recognised nationally for its long established and proud tradition of delivering quality cultural services for all.

We want to put Equalities at the heart of all that we do as we believe that participation in the arts can help promote equality and diversity and contribute to wellbeing.

FCT's EQUALITY OUTCOMES

The Trust's Equality Outcomes focus on the core areas of our organisation.

In all our services we will seek to:

- Eliminate discrimination in access to, and delivery of, our services
- Eliminate discrimination and promote equality of opportunity in employment and staff development
- Eliminate discrimination and promote equality of opportunity within the community thereby fostering good relations between people of relevant shared protected characteristics.

ELIMINATE DISCRIMINATION IN ACCESS TO, AND DELIVERY OF, OUR SERVICES

Connecting with cultural and creative activities can make a significant and lasting contribution to personal health and wellbeing. FCT is seeking to inspire and transform the lives of people of all ages throughout Fife by offering a variety of positive opportunities within their communities tailored to meet their needs. It is therefore imperative that we promote as wide access to our services as possible.

We want to enhance the creative opportunities available to all Fife communities; create more community engagement activities; and increase attendance by groups who currently are under-using our services.

In order to do this we will:

Action: **Establish and implement a system to ensure a consistent approach to equality monitoring our service users**

Measure: An accurate equality profile of service users which will then be used to inform our service delivery throughout our venues and will enable us to engage with users to improve stakeholder engagement opportunities.

Responsibility: Head of Business Development (but through new OD Post)

Timescale: January 2016

Action: **FCT will carry out a pricing strategy review to ensure that free-to-access services can be maintained, and that the services for which we charge are priced appropriately.**

Measure: Once the review is complete an equality impact assessment will be carried out to ensure that there is no unfair impact on specific groups.

Responsibility: Head of Customer Services and External Relations

Timescale: December 2015

Action: A new marketing and audience development strategy will be devised and implemented, which will include a focus on enhancing customer engagement and service provision to target specific groups and current non-users of our services and facilities. As part of this we will also review and update current marketing guidelines, engage with service users and other relevant stakeholders, and ensure an equality impact assessment is carried out.

Measure: By involving stakeholders and carrying out an equality impact assessment on our marketing guidelines this should ensure that our marketing information is accessible to all users of the service.

Responsibility: Head of Customer Services and External Relations

Timescale: December 2015

Action: Carry out a review of the Trust's website and intranet ensuring its accessibility to all service users both internally and externally.

Measure: A fully accessible website and intranet site

Responsibility: Head of Customer Services and External Relations

Timescale: March 2016

Action: Monitor visitors' customer experiences of facilities in libraries/museums/theatres to ensure that any equality issues identified are addressed in relation to customer care and engagement, including the use of 'mystery shopper' to gain insight in to customer experiences.

Measure: Once the review is complete an equality impact assessment will be carried out to ensure that there is no unfair impact on specific groups.

Responsibility: Head of Customer Services and External Relations

Timescale: December 2015

Action: FCT will ensure that equality impact assessments are carried out on any changes to policy, practice, or procedure within the Trust as part of the decision making process at Executive Team level and Board level.

Measure: An equality impact assessment must be carried out for any revised or new policy, practice or procedure being presented for agreement at the Executive Team or Board meetings. Due regard will be given to equality issues as part of the decision making process.

Responsibility: Head of Business Development

Timescale: August 2015

Action: A strategic review of programming will be undertaken to ensure that there is an appropriate balance across our facilities which ensures an inclusive and diverse approach for customers and performers; and in terms of the productions and co-productions we deliver and the shows we receive. This will be informed by a new creative and artistic strategy.

Measure: We will involve, staff, stakeholders, and key partners in undertaking the review and carry out an equalities impact assessment to ensure that our programming meets the diverse needs of the communities we serve, and that future programming addresses engagement and involvement by any under-represented groups.

Responsibility: Head of Customer Services and External Relations.

Timescale: September 2015 (report) and implementation over next 5 years.

Action: **Development of a new creative and artistic strategy for FCT which reflects the diversity of Fife's population and the artists and producers who make and deliver their work in Fife.**

Measure: Increase in development work across Fife's seven areas with and for protected characteristic groupings with an emphasis until September 2016 on children and young people aged 0-25 through the Fife Youth Arts Hub Initiative.

Responsibility: Service Manager, Creative & Artistic Development

Timescale: April 2016 -19 plan

ELIMINATE DISCRIMINATION AND PROMOTE EQUALITY OF OPPORTUNITY IN EMPLOYMENT AND STAFF DEVELOPMENT

The Trust is committed to eliminating discrimination and will use the employee monitoring information recently updated, to redress any imbalances within our own workforce as well.

Action: Create an organisation-wide Equalities Group chaired by a Board member to ensure we capture relevant information to inform future Action Plans and Equality Strategy and involve as many staff as possible, across the range of protected characteristics, as part of this process. This group will lead on the Equality Agenda and will build on the success of the achievements to date and look forward in terms of setting an Equality strategy and outcomes.

Measure: Relevant equality targets, action plan and strategy which better reflect the different protected characteristics and which will ultimately help to deliver better services.

Responsibility: Head of Business Development

Timescale: August 2015

Action: Introduce Board and employee Equality & Diversity champions across the Trust to raise the profile of equality and diversity. They will be the first point of contact for those facing difficulties at work as well as being advisors to employees and service users – gathering information and feeding back to the Equality Committee.

Measure: Relevant equality targets, action plan and strategy which better reflect the different protected characteristics and which will ultimately help to deliver better services.

Responsibility: Head of Business Development

Timescale: August 2015

Action: Implement equality monitoring of recruitment and selection, promotion, selection for training and development, and leavers

Measure: An accurate profile of staff throughout their employment broken down by protected characteristic. This should then be reviewed by the Equality Committee to take forward any specific related actions.

Responsibility: Head of Business Development

Timescale: July 2015

Action: Publish workforce diversity monitoring data in accordance with the Public Sector Equality Duty.

Measure: Workforce statistics compiled by protected characteristic and published in equality mainstreaming, and annual, report.

Responsibility: Head of Business Development

Timescale: Annually in March.

Action: The Trust recognises that further awareness raising is required for all staff and will therefore source the most relevant equality and diversity training. Both in-house training and training available by other partners will be accessed. Part of this can include raising awareness of different protected characteristics through lunchtime briefings/breakfast briefings, etc and other diversity-related events on-site within the Trust facilities delivered by Trust user groups.

Measure: All staff are trained to consider their roles and responsibilities as well as considering equality issues in the course of their work.

Responsibility: Head of Business Development

Timescale: February 2016

Action: Review equality and diversity training as part of the Induction process for all employees and Board members, to build competence and confidence on all equality and diversity issues.

Measure: All staff are trained to consider their roles and responsibilities as well as considering equality issues in the course of their work. Completion of mandatory e-learning on equality and diversity.

Responsibility: Head of Business Development

Timescale: August 2015

Action: **Review equality and diversity training for all line managers.**

Measure: All staff are trained to consider their roles and responsibilities as well as considering equality issues in the course of their work.

Responsibility: Head of Business Development

Timescale: August 2015

Action: **Deliver a range of diversity related events for staff to raise awareness of equality and diversity across the protected characteristics. A suite of equality and diversity e-learning is available on-line through Fife Council and this will be made mandatory for completion by all staff by end of 2015.**

Measure: Increased awareness by staff of broad range of equality issues e.g. cultural events, access arrangements, increased customer satisfaction, larger customer base.

Responsibility: Head of Business Development

Timescale: Ongoing throughout the year.

Action: **Review profile of workforce with a view to considering positive action measures are considered as a means of increasing the diversity of the workforce.**

Measure: More diverse workforce which is more reflective of the Fife communities and with diverse views and ideas to impact both service delivery and increase customer satisfaction.

Responsibility: Equalities Group supported by Executive Team.

Timescale: February 2016

ELIMINATE DISCRIMINATION AND PROMOTE EQUALITY WITHIN THE COMMUNITY

Fife Cultural Trust has developed a financial strategy for 2015/6 to ensure flexibility, efficiency and financial stability moving forward. We want to connect with our customers using different methods to inform the quality of our services. During 2015/16, we will establish a range of methods for improved feedback from customers to ensure service provision meets their needs and that all opportunities to improve revenue generation are exploited.

Action: As part of the planned strategic reviews of workforce planning, income generation, retail development and opening hours, Equality Impact Assessments will be carried out to assess the impact of any changes in service delivery and on the workforce to ensure that no specific group is disadvantaged as a result of the strategic reviews.

Measure: Accurate equality impact assessment of potential changes in policy, practice and procedure related to these strategic reviews.

Responsibility: Head of Business Development

Timescale: Ongoing

Action: Carry out a review of programming, and integral to this will be an Equality Impact Assessment of programming and subsequent review, if required, of services offered and delivered.

Measure: Accurate equality impact assessment of types of programmes offered as well as information from the community regarding their own expectations of services delivered by the Trust.

Responsibility: Head of Customer Services and External Relations

Timescale: May 2016

Action: In Fife Council's Equality & Diversity Scheme for 2013-2015, the Trust is delegated (via the Cultural Partnership Team) to:

“Increase access to Cultural Participation for all in Fife’s communities by scheduling mainstream theatre performances; providing Fife’s cultural providers and community groups with resources and support to engage with, and influence, the cultural agenda; and aligning service delivery in Fife Cultural Trust with the Equality & Diversity Scheme thereby ensuring an inclusive approach to cultural planning and programming”.

Measure: Cultural Partnership Team to produce monitoring report of performance and review impact of cultural agenda within the groups identified.

Responsibility: Cultural Partnerships Manager.