



Fife Cultural Trust

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## **Equalities Mainstreaming Report 2015**



# INTRODUCTION FROM THE CHIEF EXECUTIVE

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I am pleased to introduce Fife Cultural Trust's first Mainstreaming Report which outlines the work we do to ensure that Equality and Diversity is embedded into all the activities and day-to-day working of the Trust.

The Trust was established on 1 October 2012 from the former Arts and Theatres Trust Fife and the libraries, museums, arts and archives services previously delivered by Fife Council. This then is the first opportunity of being able to report on the progress made to date. The Trust employs 336 staff on permanent contracts and 126 casual staff (a total of 462 staff members), the majority of whom live within the kingdom of Fife.

Fife is recognised nationally for its long established and proud tradition of delivering quality cultural services for all. Fife residents recognise the importance that culture plays in enhancing the quality of life, creativity, wealth and health of their communities.

This Report is a good starting point for the Trust but we recognize that there is still more to be done. We are committed to ensuring that we mainstream equalities to improve the services we offer, to eliminate unlawful treatment and advance equality of opportunity both as an employer and as a service provider.

Our mission is enriching lives in Fife and we aim to deliver on this in a way which ensures our approach is inclusive and equitable and reflects the diversity of our staff and the communities we serve.

Heather Stuart

Chief Executive

# REPORT FROM THE CHAIR OF THE BOARD

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Fife Cultural Trust (FCT) brings together Libraries, Museums, Galleries, Archives, 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.

Each year there are almost two million uses of our services by residents and visitors to Fife. We work in partnerships with Fife Council, the Creative & Cultural Industries, and Fife's Cultural Consortium, and support the fourth largest economic contribution in Scotland through arts and creative industries. Partnership working is core to all FCT's work and enables us to deliver life changing outcomes. It levers additional resources, provides support to established and emerging artists, develops new audiences, and inspires existing audiences to broaden their outlook and develop skills, knowledge and understanding within our staff audiences and artists.

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. From theatre performances to library services, museum collections to festivals, exhibitions to unique events, we continue to deliver on our strategic priorities throughout Fife.

Our approach to equality and diversity is a key area of focus for the Board of the Trust. We are committed to ensuring we demonstrate good practice in mainstreaming the equality duty.

Stuart Cross

Chair of the Board

# MAINSTREAMING THE EQUALITY DUTY

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The Public Sector Equality Duty (or General Equality Duty) is set out in the Equality Act 2010 and requires specified authorities to meet the duty, in the exercise of their functions, by having due regard to the need to:

- 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 Duty also covers marriage and civil partnerships with regard to eliminating unlawful discrimination in employment.

In order to assist listed authorities to meet the three needs of the General Equality Duty, Specific Duties were introduced in The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. These are:

- 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.

The specific duty to report on how the Trust is mainstreaming the equality duty, in order to meet the General Equality Duty and make it integral to the exercise of its functions, is met within this document which sets out the Trust's achievements to date.

Our Equality Outcomes will enable us to review and monitor how well we are meeting our obligations under the General Equality Duty and will be published by 30<sup>th</sup> April 2015 and thereafter every two years.

# A DIVERSE FIFE

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Fife is a diverse county 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 366,910;
- 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.

## CONTEXT

The percentage of adults who have engaged in culture is defined as those who have either participated in a cultural activity or who have attended at least one type of cultural place in the previous 12 months".

*[\* Within this context, attendance at "a cultural event or place of culture" is defined as those adults who attended at least one type of cultural place in the previous year. There are a number of different types of cultural events and places of culture. Examples of these include cinemas, libraries and live music events. Likewise, participation in any cultural activity*

*means that adults took part in at least one activity in the previous year. Examples of cultural activities include reading for pleasure, dancing and crafts.]*

- Around nine in ten (91%) adults engaged in culture in 2013, either through attending or visiting a cultural event or place or participating in a cultural activity.
- Four in five (80%) adults have attended a cultural event or place in the last 12 months; the most popular form of cultural attendance was watching films at a cinema.
- Attendance at all cultural events or places either increased between 2012 and 2013 or remained the same. The largest increase seen was a 3 percentage point increase in the proportion of adults attending culturally specific festivals.
- Overall attendance was higher amongst women than men but this was not true of all types of cultural place or event. The gap between males and females increases when trips to the cinema are excluded.
- Overall levels of cultural attendance fell with increasing age of respondent – partly due to the popularity of cinema attendance amongst younger age groups (83% of 16 to 24 year olds compared to 18% of adults aged 75 and over attended cinema in the last 12 months).
- Over three-quarters (78%) of adults participated in some form of cultural activity in 2013. When reading for pleasure was excluded, the figure was 49%.
- By far the most popular form of cultural participation was reading for pleasure at 68%. Overall participation in cultural activities was higher amongst women; again, this was not true for all activities.
- 2013 saw an increase in the satisfaction levels of adults (including non-users) with all local authority culture and sports and leisure facilities. Theatres or concert halls and museums and galleries also recorded a 2 percentage point increase in satisfaction since 2012.

# HELPING TO REDUCE POVERTY AND INEQUALITY

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FCT actively supports lifelong learning, literacy development, IT literacy and the development of skills which increase and improve employability for local people. We deliver activities in these areas both directly and with a variety of other partners as well as offering a range of services targeted at the early years, children and young people to encourage an early and sustained love of reading, words and learning.

## **Job Clubs**

FCT's partnership with Fife Council Community Learning & Development continues to impact positively on customers throughout Fife. In the year 2013/14, 3,557 customers took advantage of help and advice at 355 job clubs held by staff in our libraries.

## **Welfare Reform**

### PC Use & IT Support

During 2013/14, there was a continued increase in computer use and demand for IT support in all our libraries. Much of this can be attributed to the need for job seekers to use the Internet to access vacancies and provide proof of job searching to the Department of Work and Pensions.

## **ICT Tasters**

There was also a growing demand for staff to provide help with basic IT skills, with 563 customers attending basic IT taster sessions in libraries across Fife. FCT is currently revisiting our range of sessions to ensure they continue to meet the needs of our customers.



# STRATEGIC PRIORITIES

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The Trust agreed four strategic priorities 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

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. People from different backgrounds, ages, and different equality groups can all discover significant life-enhancing opportunities and experiences through access to the arts in their widest form.

# ENHANCING AND PROMOTING FIFE'S CULTURAL PROFILE AND REPUTATION

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In 2014, FCT secured funding from Creative Scotland to develop a Fife Youth Arts Hub (FYAH) network across all seven areas of the region over the period 2014–2016. There will also be an eighth Digital Hub created to record and share work between all seven Hubs. The Hubs offer youth-led opportunities to engage children and young people aged 0 – 25 years in all of the performing, presenting and creative arts. In addition there will be a unique Cultural Festival for Young People during the summers of 2015 and 2016 and a Youth Arts Strategy for Fife by the end of the project.

During October 2014 the Youth Arts Hub team ran the 'Take a Bite' Tour to offer a range of taster arts experiences to young people across Fife's seven areas. The tour has allowed young people aged 5 – 22 to input their thoughts and ideas on the management of their hub and the type of creative arts activity they would like to see in their area that adds value and does not duplicate or disrupt provision already in place.

## Hub 8; the digital hub,

Was launched at Rothes Halls with a twilight Taster and Tester and social media party where young people were able to explore the new site and feedback their thoughts and engage in a digital portraiture workshop with artist Kenny Bean. The event was well attended with FCT and wider youth service, partners and education staff joining young people in the space and on social media. 1,421 visits to the site were recorded on the first day.

A pilot 'young connectors' team of seven young people aged 16 – 22 created an audience Vox Pop and feedback programme around the Christmas productions of Snow White at Carnegie Hall and Jack and the Beanstalk at Adam Smith Theatre. The team of seven collected over 120 responses evidencing a wide range of audience feedback on both productions and 2 excellent Vox Pops films of audience response have been delivered to the programming team.

Further Connectors and Directors roles have been advertised through Hub8Fife, local press and media using short films made by children and young people outlining the roles and opportunities supported by an online information pack. Children and young people were asked to submit a short video and personal statement to demonstrate their passion for the arts in Fife and commitment to Director or Connector roles. These are rewarded roles for children and young people, with training in citizen journalism and youth advocacy, who will work closely with FYAH's digital platform [www.hub8fife.com](http://www.hub8fife.com). There will also be opportunities for Directors to sit on the FYAH Steering Group to guide and monitor the direction of the project. The group meets for the first time early in April 2015.

With local, regional and national partners FYAH has activities on offer for everyone aged 0 – 25 in a rolling programme of projects and workshops taking place across Fife. FYAH's targeted strand of First Contact projects will work with children and young people who are not creatively engaged currently and, with the support of Fife Council's CLD team, will offer bespoke opportunities for disengaged groups throughout 2015 and 2016.

The Adam Smith Theatre recently February 2015, hosted a screening of the earliest known film recognizing /depicting homosexuality which was released in 1919.

The screening was organised in partnership with Fife Voluntary Action and was well-attended. Feedback from people who attended was uniformly positive.

The Trust continues to employ staff in their 60s and 70s as part of our commitment to encouraging all-age staff groups. The benefits of employing a wide generation within the workforce have been evidenced in many other organisations but clearly benefits families and existing staff, and the Trust is able to retain skills and experience as well as meet the ongoing needs of the whole Fife community.

Understanding how different groups use our services is an important step in mainstreaming equality into our activities. The Trust recognises that the current information is not detailed enough and we will include specific actions in our Equalities Outcomes Report to address this.

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# ENHANCING EQUALITY OF OPPORTUNITY

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The Trust is now a Disability Symbol User in its own right and has, as part of this commitment, retained staff with various disabilities in order to retain their skills, knowledge and experience.

A member of staff had a back problem and was unsure about when they would be able to return to work. Once a risk assessment had been completed, and the member of staff had been assessed by Occupational Health, they were able to return to work. Measures were put in place to ensure their health, safety and wellbeing. For example, assistance and advice was sought and a special chair was purchased.

The Trust will be creating an Equalities forum with Champions from Board level running throughout the organization in order 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.

The Trust works with various protected groups including disability, highlights of which are shown below:

## **Visually impaired readers**

Fife Cultural Trust funds 150 subscriptions to the RNIB Talking Book Service through its partnership with Fife Society for the Blind. In addition, the Library Service has committed to the Share the Vision Six Steps which promotes the provision of accessible resources, services and training. There are high-quality, free, large print and talking book collections and JAWS screen reader software in 6 libraries across Fife, and as many reading group collections as possible have large print and/or talking book copies.

### **Dyslexia Support**

The Libraries Young People's Services team are committed to making their services and activities accessible to children with dyslexia, or other difficulties, where possible. The Big Book Brains Quiz is the flagship literary quiz in Fife and recently investment has been made to provide talking books versions of the books used in the quiz as well as the iPods to listen to them on. Feedback from the pilot has been very positive and more schools are keen to provide this support for their pupils.

In addition the Trust works with various other protected groups to promote equality of opportunity:

### **Adult Basic Education support**

Library staff work closely with ABE tutors to support literacy in several ways. In addition to supplying suitable books for readers with literacy problems, libraries support students in The Six Book Challenge and encourage the enjoyment of reading through reading groups. Book and film events have also been successful in engaging with students who compare and share the experience with their peers.

### **Foreign Language Collections**

The Library Service responds to changing population trends wherever possible. Polish, Chinese, Urdu and Russian book collection have been introduced in response to demand. Collections are placed in libraries closest to centres of populations and all stock is free to request at any library.

### **Housebound Services**

Every year more than 20,000 books are delivered to housebound readers across Fife through a combination of library staff and volunteers. Personal service is offered to hundreds of readers who cannot access static or mobile libraries and 27 residential and nursing homes are supplied with a range of books so that reading can still be enjoyed.

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# CARING FOR, DEVELOPING AND CELEBRATING FIFE'S CULTURE AND HERITAGE

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The Trust's Procurement strategy follows the requirements of the specific duties of the Equality Act 2010 ensuring that, for example, those who contract with us are aware of their obligation not to unlawfully discriminate or harass others.

## **Bookbug**

FCT staff sang, read and rhymed to over 7,500 children over the past year – an incredible increase of 31% on the previous year. We reached over 2,000 children deemed to be living in areas of deprivation and the overall attendance was up by a staggering 64%, with over 14,000 children and adults coming to the sessions. We coordinated, ordered and distributed over 800 baby and toddler packs through libraries and over 1,000 pirate packs for three year olds via private nurseries. Working in partnership helped us establish strong links with the New Family Nurture Teams throughout the region, improving our impact with harder to reach groups such as teen mums and playgroups. Recently established sessions in Kelty, Leven, Methil and Inverkeithing libraries are all consistently well attended, helping families to connect with our services and other people in their community.

## **Cultural Consortium**

The Cultural Consortium is a group that is open to all and continues to grow. Members are offered support as well as training opportunities and access to an annual Cultural Roadshow. The Roadshow offers the opportunity to attend informative workshops, talk one-to-one with funders and network with other like-minded organisations. Although, the Roadshow is a perk of being a member of the Cultural Consortium it is open to all to encourage new members.

*The Cultural Prescriptions project builds on the success of the Book Prescription service. It is a series of creative classes aimed at increasing the confidence and self-esteem of people who experience stress, anxiety and mild depression. There is a choice of seven classes which include Arts & Crafts, Wellbeing through Meditation and Pottery.*

*A quote from one of the clients who has attended the class sums up how important they are 'Attending makes me feel like I am worth something and not labelled as mental or inadequate.' 'This class helps 100% more than any medicine.'*



# HELPING FIFE TO ACHIEVE ITS ECONOMIC POTENTIAL

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Fife Cultural Trust has developed a financial strategy for 2015/16 to ensure flexibility, efficiency and financial stability moving forward. 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. This will dovetail with our new business plan and financial strategy to ensure long-term sustainability for FCT and the services we deliver.

Think Innovation is a cross-sector pilot designed to nurture creativity, innovation and successful creative enterprise in Fife by providing support to emerging talent. Led by FCT, the key partners are Fife College, ACES (Access to Creative Education in Scotland), Fife Contemporary Art and Craft and Fife Council Economic Development. The pilot was a resounding success, delivering a range of education, training and support opportunities to more than 2,700 young people and plans are in place for mainstreaming the initiative.

A strategic review of programming is currently being 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.

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.

Our current programme aims to promote access to all as shown below:

In 2014 we programmed Theatre Objectiv's 'Wotcek the Bear' about the Polish soldier bear. Not only was this aimed at the Polish community but it was staged in the Music Institute in Carnegie Hall which was used as a hospital for Polish soldiers during WW2.

We also ran a series called Theatre On The Edge, issues based theatre, which took in subjects such as the Palestinian problem and in 'Roadkill' people trafficking and prostitution.

We produce two pantomimes within Fife per year. Each pantomime always has signed performances during the runs which are promoted and have fantastic responses.

In 2015 we are looking to introduce relaxed performances within our pantomime run.

We currently work with Companies like Lung Ha's and Birds of Paradise whose purpose is to develop projects with a cast of disabled actors.

Solar Bear's up and coming show, programmed for September 2015, called 'Tribes' is an inclusive theatre company for deaf actors

# EMPLOYMENT DATA

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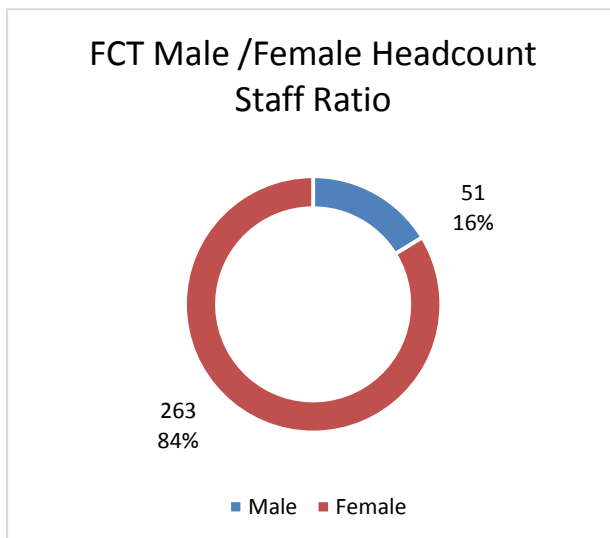
The Trust holds limited employee information and this was recognised as being an issue with regard to meeting our obligations under the Public Sector Equality Duty. Therefore a staff data capture exercise was conducted as recently as January 2015 and the information is still being assimilated. The information that is available is presented below and will be used to inform the Trust's Equality Outcomes Report.

The equal opportunities monitoring form has been revised and updated to ensure that the Trust gets all the information required for monitoring effectively.

The revised form was then used as part of the monitoring of the Voluntary Severance in 2013 and a full report was submitted to, and discussed by, the Board.

With the publication of the 2011 Census information for Fife, the Trust will use this information as a benchmark for the staff information database to better identify areas where more activities need to be carried out in order to redress imbalances.

In carrying out this exercise, the Trust recognises that there are gaps in the information and will therefore seek to involve, and consult, both staff and community groups to build on this information.



## Gender

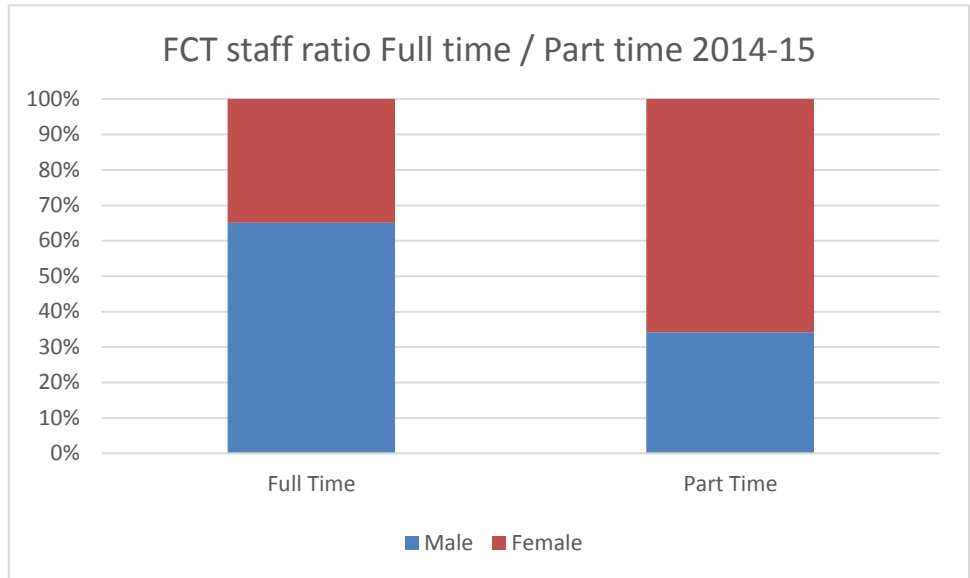
We have more female employees than male employees; 84% of our workforce is female. When we look at our local authority as a benchmark, we see that this is greater.

When compared to the overall population of Fife this benchmark is not representative given that women make up 51% of the total Fife population<sup>1</sup>.

<sup>1</sup> Taken from 2011 Census – GROS records

**Employment Status:**

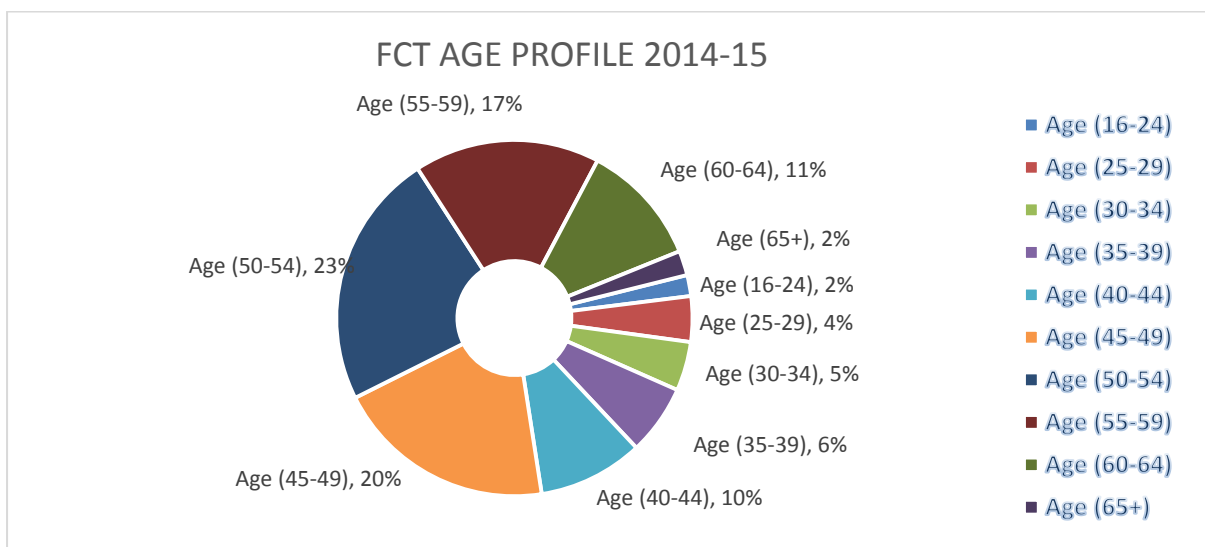
The Trust engages a high number of female employees in part time roles and this is highlighted in this male and female full time and part time employees breakdown.



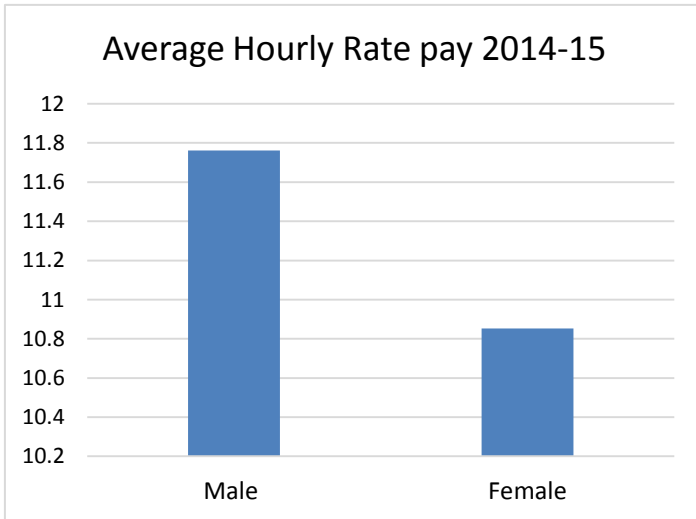
**Age**

Our age profile demonstrates the ageing population with 73% of the workforce over the age of 45 and just 11% under the age of 30.

This will help to inform our workforce development planning issues particularly in terms of retaining skills, knowledge and experience in the older age categories.



## Gender Pay Gap

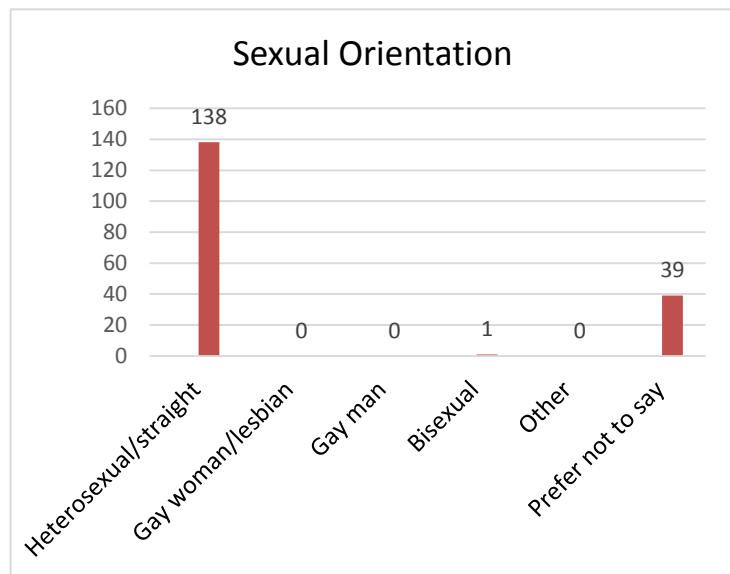


The Trust is required to publish information on the percentage difference among employees showing men's average hourly pay and women's average hourly pay (excluding overtime). The outcome highlights a difference in hourly rate between male and female staff which seems to be at odds with the number of women employed but is explained by the number of male employees engaged in more senior posts.

## Sexual Orientation

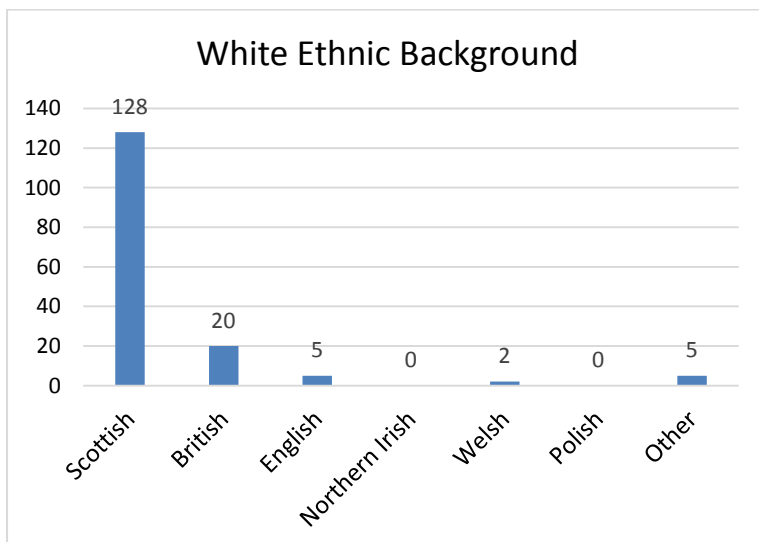
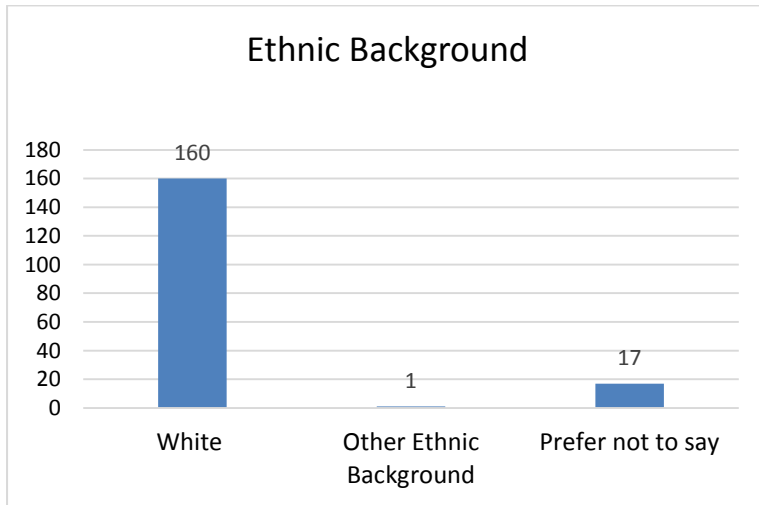
National statistics indicate that approx. 6% of the population is lesbian, gay, bisexual or transgender.

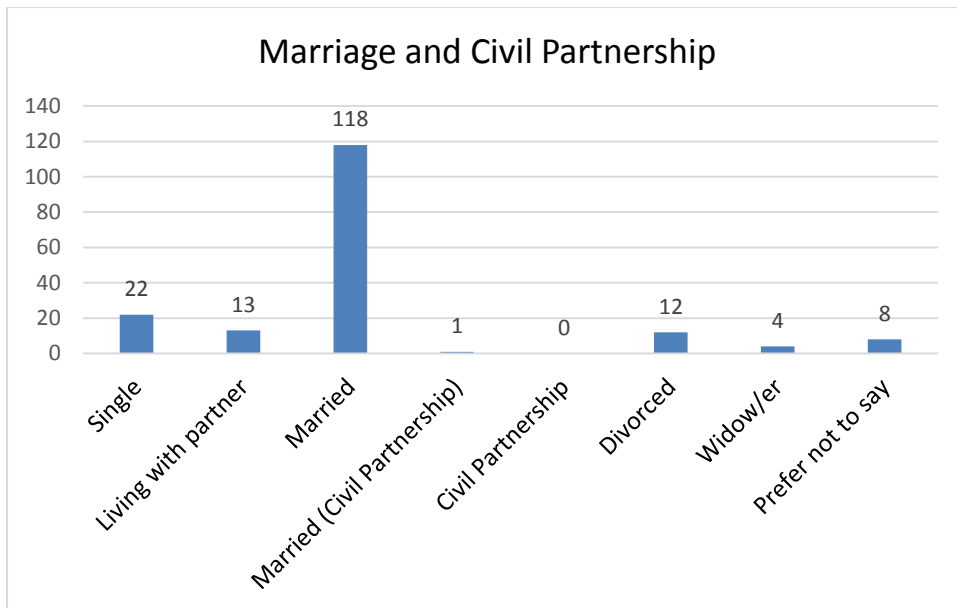
The Trust statistics do not bear any resemblance to this with 28% of those who returned forms not willing to state their sexual orientation.



## Race

The majority of our workforce has self-classified as white with less than 1% categorising themselves with a minority ethnic background.





### Marriage and Civil Partnership

Over half (66%) of those who responded are married with only 12% of those who returned their forms stating they were single; 7% living with their partner; 6% divorced; 2% widowed and 4% stating they would prefer not to say.

### Religion and Belief

41% of those who responded identified themselves as Christian with 34% having no religion; 23% preferring not to say. There is 1 Jew within the workforce.

Again, when benchmarked against the national average, these statistics do not reflect the Fife Community.

## RECRUITMENT DATA

312 people applied for 26 posts in Fife Cultural Trust in the period November 2013 to 31 March 14. FCT advertises posts on our Opportunities web pages, and in different related media, as appropriate. We will investigate how to improve our recruitment advertising to support equalities and diversity

The posts advertised were at different grades, and included Manager posts. 66% of applicants were women. 4.3% of applicants were disabled. There was a range of ages. 93% of applicants identified themselves as white.

## **Gender**

Female	213
Male	89
No response	10

## **Age**

16-24	72
25 -29	65
30-39	56
40-49	46
50-59	43
60-64	4
65+	1
No response	25

## **Disability**

Disabled	13
Non-disabled	292
No response	7

## **Ethnicity**

White	290
African	1
Mixed Race	3
No response	18

# TRAINING AND DEVELOPMENT

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The Trust recognises the importance of setting standards and ensuring that all staff are aware of their own responsibilities under the Equality Act. To this end, some of the front line staff have received Equality and Diversity training to enhance their ability to meet customer needs.



In addition, all senior managers received update training in their Management Development Workshops held between October 2014 and January 2015.

All managers, in addition, are expected to work through the ACAS on-line Equality and Diversity training module as part of their Continuous Professional Development.

The Trust is in the process of revising its appraisal processes and consideration will be given as to how to build in monitoring of behaviours, values and respect as part of individual measures.

Further training is to be included in the Equality Strategy to ensure staff are aware of their own responsibilities in promoting equality of opportunity, eliminating unlawful discrimination and fostering good relations between people of different 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 the end of 2015.