

CTTC EQUAL OPPORTUNITIES POLICY

INTRODUCTION

The Court Theatre Training Company aims to be a community where staff and students are treated on the basis of their intrinsic value as human beings and where opportunities are available for all to use and develop abilities in order to realise potential.

Court considers that equality and diversity are enriching, both collectively to the community and individually to each student/staff member of the respective community.

Our aim is to create and sustain a working environment in which true equal opportunity for all is created through understanding and behaviour. The Court aims to foster equality of opportunity through the promotion of good relations among and between its staff and its students. It believes that encouraging staff and students to participate as widely as possible in the Court's activities will assist in promoting mutual respect for the beliefs and distinctions of its members, thus encouraging conditions under which equal opportunity can flourish.

All staff, students, governors and users of the Court will be required to comply with the Court's Equal Opportunities Policy and relevant legislation. This guideline explains why equal opportunity is vital to the Court and explains initiatives that can be taken to encourage a positive approach to equal opportunities.

The Court's codes of practice, policies and procedures, will all form an essential part of the Court's values and practices and will embrace equal opportunities in line with this policy, including but not limited to its recruitment and selection policy, harassment policy, discrimination guidelines, complaints - grievance and disciplinary procedures.

Issues relating to race equality and race discrimination are built into the Equal Opportunities Policy. A working group will be encouraged constantly to review their composition and consider how they represent and address issues of diversity and equal opportunity.

PRINCIPLES

Court Theatre Training Company is committed to equality of opportunity for all, irrespective of gender, race, age, colour, creed, ethnic or national origins, marital status, sexuality, disability, religion, political belief, and trade union activity.

We are committed to taking positive action to promote such equality of opportunity and our recruitment, training and promotion procedures are based solely on the requirements of a job. The requirements for admission to a course are based on ensuring a good match between the abilities and aptitude of the student and the demands of the course.

In this policy Court Theatre Training Company includes all students and staff whether full-time, part-time, casual, freelance or temporary, and any person who acts as an agent on behalf of Court Theatre Training Company in employment matters.

In addition, Court Theatre Training Company expects suppliers of goods and services or visitors to Court Theatre Training Company to comply with equal opportunities' legislation and the relevant Codes of Practice. It is the responsibility of the relevant internal contractor or host to ensure that providers / visitors behave appropriately towards all members of Court Theatre Training Company community.

It is envisaged that from time to time, training that relates specifically to equal opportunities should be provided covering such areas as:

- Introduction to equal opportunities;
- Fair selection - of applicants for employment and for admission to courses
- Racial discrimination awareness training;
- Disability awareness training;
- Women in management.

Equal opportunity is covered by a framework of UK and European law, which we must conform to in addition to the requirements of statutory and regulatory bodies.

ROLES AND RESPONSIBILITIES

BOARD OF GOVERNORS

The Board of Governors has the responsibility to: -

- approve the framework for equal opportunities at the Court Theatre Training Company
- approve the equal opportunities policy, ensuring that Court Theatre Training Company complies with its obligations under the relevant legislation and with the commitment set out in the policy
- annually review the Court's application of equal opportunities and:-
- approve changes or improvements to key elements of its process and procedures;
- satisfy itself that equal opportunity processes are working effectively.

The Principal has the responsibility to: -

- ensure that there is a policy for equal opportunities which extends to all who may be involved in, or affected by, the Court's activities
- ensure the inclusion of an equal opportunity plan within the Corporate Plan
- ensure equal opportunity objectives are included in the personal objectives of the Directorate
- ensure that there are appropriate arrangements in place for monitoring, auditing and reviewing the success or otherwise of the application of equal opportunities at Court Theatre Training Company.

The Principal delegates responsibilities under this policy to the members of the Executive Board.

The Director of Studies has the responsibility to:-

- ensure that all personnel in their line management are competent and responsible for the application of equal opportunities' policies and procedures relevant to their area or discipline
- ensure that all staff under their line management and students within their programmes of study receive information in relation to this policy and the Court's commitment to the promotion of good relations and the elimination of discrimination
- ensure equal opportunity objectives are included in the personal objectives of managers
- ensure that all managers and course leaders encourage and support positive action designed to move towards a balanced workforce
- ensure that all managers and course leaders implement the equal opportunities policy in respect of recruitment/admission, employment and development practices
- ensure that any issues raised are reported and investigated in accordance with procedures

Resources Manager has the responsibility to: -

- ensure that all personnel in their line management are competent in, and responsible for, the application of equal opportunities and its policies and procedures relevant to their area or discipline
- ensure that all staff under their line management receive information in relation to this policy and Court's commitment to the promotion of good relations and the elimination of discrimination
- ensure equal opportunity objectives are included in the personal objectives of managers
- ensure that all managers encourage and support positive action designed to move towards a balanced workforce
- ensure that all managers implement the equal opportunities policy in respect of recruitment, employment and development practices
- ensure that any issues raised are reported and investigated in accordance with procedures.

ALL MEMBERS OF STAFF

All Members of Staff, including visiting staff, have a responsibility to:-

- observe the requirements of the legal framework in which we operate
- be aware of Court's equal opportunities policy and how it should inform their conduct and approach to work within the School
- support and implement Court's equal opportunities policy
- actively observe and support good equal opportunities practice
- raise any issues or concerns regarding equality of treatment via the appropriate procedures, which will be made available in the Staff Handbook.

Students have a responsibility to:-

- observe the requirements of the legal framework in which we operate
- be aware of Court's equal opportunities policy and how it should inform their conduct and approach to study within the School
- support and implement Court's equal opportunities policy

- actively observe and support good equal opportunities practice and raise any issues or concerns regarding equality of treatment via the appropriate procedures, which will be made available in the Student Handbook.

VISITORS AND CONTRACTORS

Visitors and Contractors have a responsibility to:-

- observe the requirements of the legal framework in which we operate
- be aware of Court's equal opportunities policy and how it should inform their conduct and approach whilst within the School
- support and implement Court's equal opportunities policy
- actively observe and support good equal opportunities practice
- raise any issues or concerns regarding equality of treatment via the appropriate procedures, which will be made available in the Visitors' Handbook.

The **CTTC Management Committee** will have a responsibility to assist Court Theatre Training Company to: -

- consider and evaluate the current position with regard to equal opportunities
- consider and review the steps which have been taken to implement Court's equal opportunities policy
- make recommendations to the Principal as to other steps which should be taken by Court Theatre Training Company to promote equality of opportunity, good relations or eliminate discrimination
- review this policy as directed
- monitor and advise on equal opportunities arrangements and procedures within the School
- recommend an annual equal opportunities action plan for integration into Court's Corporate Plan and Annual Operating Statement
- promote a culture of good equal opportunities practice within the School.

The Chair of the CTTC Management Committee will have a responsibility to:

- ensure arrangements are made for all members of Court Theatre Training Company community (other than short term temporary staff) to receive appropriate training in equality issues (which may take place in conjunction with training on other equal opportunity and related issues) within *two* years of the date of first publication of this policy
- ensure that all staff (other than short term temporary staff) of Court Theatre Training Company receive appropriate refresher training at least every *five* years.

ANNUAL REVIEW OF EFFECTIVENESS

The Board of Governors with the Principal are responsible for reviewing the effectiveness of equal opportunities at the School, based on information provided by the Equal Opportunities Committee.

The **CTTC Management Committee** will consider annually;

- the information published under this policy
- the steps which have to be taken to act upon any such information or otherwise to promote equality or tackle discrimination; and

- any proposals made by the Principal for the review of this policy

EQUALITY PRACTICES OF SUPPLIERS to COURT THEATRE TRAINING COMPANY

Progressively, Court Theatre Training Company will require all of its suppliers to demonstrate standards of equal opportunity that are implemented in Court Theatre Training Company itself.

Court Theatre Training Company will approach all recruitment and selection practices, access to training and development opportunities and all other staffing policies / procedures as an equal opportunities employer. Selection for employment, promotion, training or redundancy will be based solely on criteria that are necessary and justifiable. No applicant will be given less favourable treatment in relation to these criteria.

Court Theatre Training Company will constantly monitor and review its employment practices to ensure equality of treatment and ensure they represent the diversity of needs within the wider employment community.

The way in which we recruit and select people is of vital importance to the promotion of equal opportunities. We aim for best practice in our recruitment and selection procedures in order to ensure that our equal opportunities policy is implemented. All staff involved in selection interviewing should undergo training in selection methods to ensure that fairness is always maintained within the process.

The Director of Studies will monitor application and recruitment statistics to ensure that School equal opportunity commitments are being met and will make an annual report to the Equal Opportunities Management Committee.

POSITIVE DISCRIMINATION AND POSITIVE ACTION

Positive discrimination in employment contracts - appointing a person to a job on the grounds of sex or ethnicity - is unlawful. Offers of employment and internal appointments must be based on the ability of an individual to meet the requirements of the job, as specified.

Positive action is a term given to a variety of means for giving members of under-represented groups a better chance of competing on equal terms when jobs become available; this is permitted by law. It is possible to offer training and work experience to certain groups of people who are under-represented in particular areas of the workforce, to enable them to compete effectively for vacancies as they arise. However, the requirements are very stringent in this area and appropriate personnel should seek clear and explicit advice from the Principal.

STUDENTS

Court Theatre Training Company is committed to ensuring that all its students have access to appropriate learning opportunities and receive the necessary support to take full advantage of the curriculum offered. Court Theatre Training Company will seek

continually to maintain and improve access routes to the full range of educational opportunities. It is important that all applications are dealt with efficiently and fairly.

In the admission of students, Court Theatre Training Company is committed to ensuring;

- that applications from people with disabilities, learning difficulties and special needs are welcomed;
- that selection criteria and procedures are kept under review to ensure that individuals are selected and treated solely on the basis of their relevant merits and abilities and entry qualifications for courses will only include those that are necessary and justifiable;
- in the context of agreed selection criteria and procedures, that no-one receives less favourable treatment on grounds of gender, race, age, colour, creed, ethnic or national origins, marital status, sexuality, disability, religion, political belief, trade union activity.

Where the number of applicants who meet these requirements exceeds the number of places available, equal consideration will be given to all of the applicants when determining the distribution of places.

The Director of Programmes will monitor application and enrolment statistics on these matters to ensure that Court's equal opportunities commitments are being met and will make an annual report to the Equal Opportunities Committee.

CURRICULUM AND COURSE MONITORING

The Director of Studies is responsible for the monitoring of equal opportunities in the delivery of the curriculum and in teaching, learning and assessment methodologies.

Course Teams are responsible for implementing the equal opportunities policy on a day-to-day basis.

Module Leaders are responsible for monitoring it through the annual course appraisals and action summaries. Annual course monitoring information will include analysis of statistical information in relation to the characteristics of applicants, selection and enrolment of students.

Students are encouraged to make comments on equality of opportunity as part of this process. Any general trends arising in the area of special needs and reasons for student withdrawals will be identified in reports to the Director of Programmes.

Any general issues from this monitoring overall will be referred to the Academic Board.

COUNSELLING, ADVICE AND GUIDANCE FOR STUDENTS

The Court Theatre Training Company is committed with Buckinghamshire New University in providing a professional, fully confidential counselling service to all students and will make every effort to meet the needs of students who may find

particular difficulties related to their work or other aspects of their lives in the School.

All staff involved with student counselling and guidance should be sensitive to the cultural backgrounds of students, to gender-specific issues and to the specialist requirements of students who are disadvantaged. Advice from outside agencies may be necessary.

Court Theatre Training Company will provide counselling, health, financial and housing advice to students, and a system of tutorial advice, guidance and support at course level.

Any general trends arising will be identified in an annual report by the Student Counselling and submitted to the Director of Programmes.

POSITIVE DISCRIMINATION AND POSITIVE ACTION

Within the published entry requirement for a course, all applicants will be considered on the basis of evidence of their ability to undertake to the course, with a reasonable expectation that they will be able to achieve a qualification. The Court's Admissions Policy includes a commitment to consider applicants from varied educational backgrounds, and to draw on a variety of evidence of aptitude and ability.

TARGETS

Court Theatre Training Company will adopt policies for the recruitment of students from groups under-represented in higher education, in accord with its widening participation strategy, and may use the location-adjusted benchmarks of the Higher Education Statistical Agency and the norms for the subject area to determine targets and to monitor progress in the achievement of equal opportunities and widening participation.

MARKETING

Court Theatre Training Company will aim to ensure that all literature and images associated with its activities will respect the balance of the community it serves and fairly represent all groups. In its publicity Court Theatre Training Company will aim to use a style and mechanisms that facilitate access to information and opportunity to all sections of the community. Court Theatre Training Company will advertise the opportunities it has to offer in such a way as to allow for access by all sections of the community, not least those who may be under-represented at the School.

Court Theatre Training Company recognizes that actively seeking to support the needs of all relevant sections of the community represents good practice in relation to equality and may assist the pursuit of its business objectives.

ASSESSING THE IMPACT OF POLICIES

Court Theatre Training Company has a duty to assess the impact of its policies (including the Equal Opportunities Policy) on staff and students from different

groups.

For this purpose, the term "policies" includes not only formal written policies of Court Theatre Training Company but also informal and unwritten policies, practices and decision-making processes which may have an impact on members of different groups.

MONITORING \ REVIEW

The **Equal Opportunities Policy** will be annually monitored and reviewed by the Equal Opportunities Management Committee to ensure its effectiveness and application in all aspects of Court's workings.

Data required to assist in the furtherance of equality and diversity must be collected with care and sensitivity, with rigorous safeguards as to confidentiality and disposition of statistics.

In addition to statistics obtained whilst recruiting, there should be subsequent monitoring points, such as;

For staff: probation, staff surveys, exit interviews.

For students: yearly and final assessments and first destination surveys.

Additional monitoring: will also take place by way of a number of established Court Theatre Training Company practices such as:-

Recruitment and selection procedures: Director of Studies

Course quality review standards: Director of Studies

Success, failure, retention monitoring of students: Director of Studies

Student feedback / surveys: Director of Studies

School meetings agenda items: Quality Manager

Grievance and disciplinary procedures: Principal

Teaching observations: Director of Studies

Staff development: Principal

Annual monitoring reports will be compiled and published. This will address equal opportunities as a specific area.

A printed summary of this policy will be provided to every member of staff and student of Court Theatre Training Company in the respective Handbook.

Court Theatre Training Company will publish the results of its assessments and monitoring under this policy annually.

Publication will include:

- information on how the assessment or monitoring was carried out
- a summary of the information received
- a summary of the main conclusions which Court Theatre Training Company draws from the information
- an assessment of the main policy options for promoting equality and tackling discrimination
- details of proposed action.

The material will be accessible on Court's website and a summary will also be available in printed form. If requested this information will be made available in alternative formats, for example: audio cassette.

This is a 'live' policy, subject to ongoing review and development through the CTTC Senior Management Committee.