



Equalities & Diversity policy

The Albert Hall Management Committee recognises that discrimination, prejudice and disadvantage exist in our Society. We are committed to making our contribution to help eliminate this by working positively to promote a more inclusive Society. It is our aim and commitment to provide all our services and opportunities on a fair and equitable basis. The Albert Hall Management Committee has been fully committed to the implementation of equal opportunities for many years and recognises the importance of regular review to further strengthen our policy, making it a reality in all that we do.

The aim of the policy is to ensure no job applicant, employee or worker, contractor, volunteer or team member is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

The ethos and principles of our Equalities policy are that:

- The Albert Hall Management Committee is fully committed to equality of opportunity.
- We will provide all our services on a fair and equitable basis.
- We will adopt recruitment and selection procedures which provide fair and equitable opportunities for all and will similarly promote and train our teams in a fair and equitable manner.
- We will treat people with dignity and respect and acknowledge people's individual needs and requirements.
- We will ensure that the ethos and principles of our Equalities policy underpin and permeate everything that we do in our organisation.
- We will implement the appropriate legislation and codes of practice and ensure that they are incorporated into all our policies, procedures and working practices.
- We will expect our teams to adopt and implement our Equalities policy when carrying out their duties and conducting business on behalf of The Albert Hall Management Committee and we will provide training and support to team members to enable them to achieve this.
- We will challenge unacceptable behaviour and actively support victims of harassment.

Strategy

1. INTRODUCTION

The Albert Hall Management Committee recognises the diversity of groups, cultures and needs of the wide variety of communities and individuals that live within our area of operation. We also recognise that some groups face discrimination and disadvantage within our Society. The Albert Hall Management Committee is committed to making its contribution to eliminating discrimination by ensuring that our Equalities policy is promoted at every level throughout the whole organisation. It is our overall aim to provide all of our services and opportunities on a fair and equitable basis.

The Albert Hall Management Committee has been fully committed to the implementation of equal opportunities for many years and recognises the importance of regular review to further strengthen our policy helping to make it a reality. This Strategy supports that approach and identifies some of the equal opportunities work that is ongoing at the present time in addition to identifying how we think we can build on this work by further developing and strengthening our commitment to equal opportunities and its implementation.

For the purposes of this Strategy and all our work The Albert Hall Management Committee will not discriminate directly or indirectly or treat anyone less favourably on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

This Strategy document has been developed to help us further achieve our overall aim. It provides a framework through which we will implement our Equalities policy. Although the primary objective of the Strategy is to ensure that the particular groups identified above are treated on a fair and equitable basis, it is intended that the benefits arising from the implementation of this Strategy will benefit everyone associated with The Albert Hall Management Committee,

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partner organisations, suppliers, consultants, volunteers and staff alike. However, we recognise that to achieve our overall aim we will need to take action which is targeted at specific groups such as women, Minority Ethnic (ME) people and people with disabilities. The focus of this Strategy therefore particularly targets these groups. Although the overall responsibility for the implementation of the Strategy lies with the Albert Hall Management Committee.

2. OVERVIEW

The Albert Hall Management Committee is fully committed to tackling all aspects of social exclusion and endeavours to promote equal opportunities throughout its business activities and with all its service users and partner organisations. The Albert Hall Management Committee recognises that the groups of people identified may have particular needs and we must be able to demonstrate both openness and fairness in meeting those needs. In order to achieve our overall aim, of providing services and opportunities on a fair and equitable basis, it is imperative that the principles and ethos of our Equalities policy and Strategy continue to be reflected in all that we do through our policies, procedures and working practices. This Strategy document explains what The Albert Hall Management Committee is seeking to achieve in terms of equal opportunities in opportunities, and how it expects to achieve its goals. The Strategy is intended to be flexible and adaptable in response to the changing needs of the organisation. The Equalities actions supports the Strategy by outlining the actions to be taken to achieve the Strategy. The document requires a continuous process of development, promotion, implementation, monitoring, review and evaluation. This Equalities Strategy and action plan has been drawn up having full regard for legislation and codes of good practice. By undertaking this process, The Albert Hall Management Committee expects to:

- Provide a framework for tackling discrimination, disadvantage and exclusion;
- Provide clarity to The Albert Hall Management Committee Members, teams, service users, suppliers, contractors and partner organisations about what it is seeking to achieve in the field of equal opportunities and social inclusion;
- Promote awareness amongst teams, service users and partner organisations of equal opportunity issues;
- Use the lessons learnt by focussing attention on methods of consultation, research and service provision for women, ME people and people with disabilities to improve services for all users.

3. AIM AND OBJECTIVES

The aim and objectives of our Equalities Strategy are:

- To provide all services and opportunities on a fair and equitable basis;
- To eliminate all discrimination and disadvantage whether unlawful or unintended;
- To promote equal opportunities for all groups;
- To deliver a high standard of service to all groups of people within a framework of empowerment and Best Value;
- To provide services that are sensitive to the different needs of different groups;
- To recognise the diversity of local communities, to support those differences and foster good relations between different groups and communities.

4. EQUALITIES FOR SERVICE DELIVERY

Access to services

The Albert Hall Management Committee recognises that, in order to make informed choices, people need to receive information in a manner that can be understood. We will provide information about our services, which is clear, comprehensive, accessible and easily understood. We will actively publicise our services, adopting a variety of appropriate approaches, both directly to our customers and service users and to the wider general public, and to other agencies and organisations who support and assist individuals to access relevant services. We will continue to offer advice and assistance to those who want to access our services and ensure that we are reaching all sections of the community. For those people we are unable to assist we will advise which other agencies they should contact. Our policy and procedure seeks to be fair, equitable and accountable. We monitor and review our policy regularly and will continue to do so to ensure that it is fully accessible and operates in a non-discriminatory way.

Service delivery

We will ensure that services are delivered to our customers in a fair, equitable and non-discriminatory way.

We have a rolling programme to review all our policies and procedures to ensure that equal opportunities considerations are addressed within the policy and

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procedure under scrutiny and that they become mainstreamed. As part of this programme, we will further identify the key service areas to be monitored, set targets and regularly review these to monitor progress and assess how they could be further improved.

Harassment

The Albert Hall Management Committee will not tolerate any harassment or victimisation of any of its team members, or service users and treats such complaints very seriously. We have developed specific policies and procedures to deal with harassment both for our teams and service users and keep these under constant review to ascertain whether any other policies or procedures are impacted upon and need to be reviewed and amended accordingly. Our procedures for dealing with harassment are clearly outlined in our Harassment policy and anyone found to be harassing another individual will be subject to disciplinary action. We adopt a victim-centred approach to racial harassment and the McPherson definition of racial harassment, *ie* that a racist incident is any incident, which is perceived to be racist by the victim or any other person.

Contractors and consultants

The Albert Hall Management Committee is conscious that many of our services are delivered by contractors and other organisations. Before accepting contractors, consultants or suppliers onto any of our approved lists we will ensure that they comply with the principles and ethos of our Equalities policy.

5. EQUALITY IN THE WORKPLACE

Recruitment and selection

The Albert Hall Management Committee aims to ensure that its opportunities and working practices are accessed on a fair and equitable basis and that teams deployed throughout the organisation reflect the communities we serve. We regularly review our procedures and working practices to ensure that we do not discriminate unfairly against any section of the community and comply with Regulatory Requirements, relevant legislation and codes of practice. We advertise our posts widely to ensure as wide an audience as possible and circulate information to community groups and other organisations in touch with specific groups of people. We have developed recruitment and selection procedures and working practices which

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select on the basis of an individual's skills, abilities, qualifications and experience to do the role and not on any other criteria. A role description and person specification is drawn up for every role within the organisation. Selection for posts is made against criteria identified in the person specification.

Disciplinary and grievance procedures

We have developed disciplinary and grievance procedures to ensure that there are formal procedures to deal with any inappropriate behaviour or actions by team members which cannot be dealt with and resolved satisfactorily by informal means. Monitoring systems will be established to ensure that certain groups are not being disproportionately disciplined or bringing grievances. If this is found to be the case the matter will be investigated further to ascertain whether any further action is required.

Training and development

The Albert Hall Management Committee is committed to providing appropriate training with monitoring and supervision.

6. MONITORING, REVIEW AND EVALUATION

The Albert Hall Management Committee has identified where specific responsibility lies for oversight of the Strategy and sets a clear timetable for implementation. The Albert Hall Management Committee will have overall responsibility for supervision and monitoring the Strategy. The chairperson takes the lead on implementation.

Charity name: The Albert Hall

Charity Number: 524464

Web: thealberthall.co.uk

Email: hello@thealberthall.co.uk

Address: The Albert Hall, Ithon Road, Llandrindod Wells, Powys, LD1 6AS

Committee Name: The Albert Hall Management Committee