

The new 'Protected Characteristics' questions

One significant change we have introduced in the 2013/14 survey is a range of questions to monitor equalities activity.

The Equality Act 2010 means that ACW have a legal responsibility to ensure that anyone working as an employee for, or using a service provided by, an arts organisation in receipt of our funding is treated fairly. As such we need to monitor the range and type of people employed in your organisation and the amount of activity in your programme that is targeted at people from specific *protected characteristics* groups.

There are eight protected characteristics of people who use services. These are:

- Disability
- Gender
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Sexual orientation
- Age (over 50's and Children and Young People).

In addition, ACW is interested in targeting Welsh speakers and Family audiences.

We have collected data on some of these characteristics, such as disability and race, for some time. The others are likely to be new to you but it is key that you consider whether your services are being delivered fairly for all groups and communities.

Where we have included protected characteristic questions in the **activity sections**, we are interested in details of the activity (performances, workshops, exhibitions, film screenings, etc.) that you targeted at each of the specific groups. So, for example, you are requested to record the number of workshops targeted at disabled people or the number of film screenings targeted at gay, lesbian or bisexual people. Then you are asked for the number of attendances made to these workshop sessions or the film screenings. We do not expect you to question attenders and report on the number that identify themselves as disabled or gay, you should simply record the total number of attendances made to the activity that was targeted at these people.

In the **production/touring and exhibitions sections** we are interested in work that involved people from any of the specific targeted groups in its creation or production. That is, they were written, produced or performed by an artist from a targeted group or by an organisation led by the target group. The productions/exhibitions may also have been targeted at a specific audience group, but the key thing in this section is the characteristics of those involved in the production of the work. We do not expect you to question artists or company members and report on the number that identify themselves as belonging to a particular group. But we do want to know about

productions where the work is led by organisations/individuals that you know define themselves as being from these target groups.

The **employment section** of the survey, which will be sent out with the second half year survey for 2013/14, collects information on the characteristics of your employees and board members or trustees. In this instance we **do** expect you to be able to report on the characteristics of the individuals. You may need to establish systems to collate this information. An example proforma used by ACW is attached overleaf. This can be adapted for use within your organisation if required. The collection of this data should remain anonymous and voluntary so we accept that you can only report on the information you have.

Equal Opportunities Monitoring - Staff

In order to monitor the effectiveness of our Equal Opportunities policy, we ask all staff to provide the following information on an annual basis:

Job Title

Gender

What is your gender?

(Please specify)

Age

Under 20 20-29 30-39 40-49 50-59 Over 60

Prefer not to say

Relationship Status

Married/Civil Partnership Divorced Single Widowed Other

Prefer not to say

Sexual Orientation

Bisexual Gay/Lesbian Heterosexual/Straight

Other *(Please specify)*

Prefer not to say

Religion/Belief

Buddhist Christian Hindu Jewish Muslim Sikh No Religion

Other *(Please specify)*

Prefer not to say

National Identity / Ethnic Origin

How would you describe your national identity?

- Welsh English Scottish Northern Irish British
Other (*Please specify*) _____

What is your ethnic group?

A. White

- Welsh / English / Scottish / Northern Irish / British
 Irish
 Gypsy or Irish Traveller
 Any other White background (*Please specify*)
-

B. Mixed / Multiple ethnic groups

- White and Black Caribbean
 White and Black African
 White and Asian
 Any other Mixed / multiple ethnic background (*Please specify*)
-

C. Asian / Asian British

- Indian
 Pakistani
 Bangladeshi
 Chinese
 Any other Asian background (*Please specify*)
-

D. Black / African / Caribbean / Black British

- African
 Caribbean
 Any other Black / African / Caribbean background (*Please specify*)
-

E. Other ethnic group

- Arab

- Any other ethnic group (*Please specify*)

Disability

The Equality Act 2010 defines a disabled person as a person who has a disability. A person has a disability if he or she has a physical or mental impairment which has a substantial and long term adverse effect on (his or her) ability to carry out normal day to day activities.

Do you consider yourself to be a disabled person?

- No Yes

If yes, is your disability related to any of the following:

- Learning Disability (e.g. dyslexia, dyspraxia)
 - Long term illness/health condition (e.g. asthma, diabetes, epilepsy, Multiple Sclerosis)
 - Sensory Impairment (e.g. Blind, Deaf, Glaucoma, hearing impairment, visual impairment)
 - Mental Health Condition (e.g. anorexia, depression, schizophrenia)
 - Physical Impairment (e.g. amputation, wheelchair user, manual dexterity issues)
 - Cognitive Impairment (e.g. Autism, Aspergers Syndrome, head injury)
 - Other (*Please specify if you wish*)
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Data Protection: Information from this application form may be processed for purposes registered by the employer under the Data Protection Act 1998. Individuals have, on written request (and on payment of a fee) the right of access to personal data held about them.

I hereby give my consent to the Arts Council of Wales processing the data supplied in this form for the purpose of recruitment and selection.

Applicants Signature _____ Date: _____

