



Equality of Opportunity

Statement

The Wolverhampton Grand Theatre (1982) Ltd aims to be fully aware of the historical, cultural and social restrictions experienced by many individuals and groups.

The theatre aims to reflect the cultural diversity of the communities it works with.

Employees are selected on their abilities and we aim to ensure that no employee, patron or potential employee is discriminated against on grounds of race, colour, ethnic origins, gender, sexual orientation, marital status, age, disability or religious beliefs.

The theatre aims to make its work fully accessible for as wide an audience as possible.

This statement embraces all full-time, part-time, permanent, casual and temporary employees and any person who acts on behalf of the theatre.

The theatre will not tolerate discrimination against any member of staff by fellow employees or persons appointed to the service of the theatre.

The theatre led by the Board is committed to Equality of Opportunity practice and to making this statement fully effective.

Responsibility and Monitoring

It is the duty of all employees to accept a personal responsibility for the practical application of the statement, but at the same time, the theatre acknowledges that specific responsibilities fall upon the Board, Management, Supervisory Staff and individuals professionally involved in recruitment and employee administration.

The theatre includes any employee whether full or part-time, or on temporary employment or who acts on behalf of the theatre.

Advice and support from relevant professional, national and local organisations will be sought from time to time as necessary.

Recruitment and Selection

As posts become vacant the Head of Department concerned will review the area of work in conjunction with either the General Manager or the Chief Executive.

Where a job description already exists it will be reviewed in light of the vacancy and to ensure that it contains no indirect discrimination. Any changes are to be agreed by the Chief Executive. Candidates for interview will receive copies of job descriptions and information about the theatre.

The person specification will provide objective criteria relating to the attributes, skills and experience required to do the job.

Depending upon the skills for the job, recruitment shall be aimed at as wide a group of suitably qualified and experienced people as possible and each candidate will be considered on his/her merits, experience and suitability for the post.

The theatre aims to encourage applications from and training opportunities for people from under-represented groups in the community.

All job applicants will be sent a copy of the Job Description, Person Specification, Equality of Opportunity Statement and relevant information about the theatre in an appropriate format where costs allow.

All job applicants will be sent an Equality of Opportunity Monitoring form which, when returned, will be detached from the application and will not be available for the persons preparing the short list.

Where appropriate and possible, selection panels will include a balance of gender and ethnic dimension.

All those involved in the interviewing procedure will be fully aware of the theatre's Equality of Opportunity Statement.

Recruitment procedures shall be regularly monitored and modified to ensure that individuals are selected on the basis of their merits, experience and suitability for the post.

Criminal Records Bureau

When an applicant has been selected who will be required to work with children and vulnerable young adults they must ensure that they obtain an Enhanced Criminal Record Certificate from the Criminal Records Bureau which they will need to show to the organisation before their appointment can be confirmed. Details on this procedure can be obtained from the Chief Executive's PA.

Advertising

Advertising will be drafted by the Head of Department and agreed with the Chief Executive and the Marketing Manager.

All advertisements will carry wording stating that the Grand Theatre is striving to be an equal opportunities employer.

Where direct promotion occurs within one department, only the subsequent vacancy need be advertised. Direct internal promotion is subject to an interview and the agreement of the Chief Executive.

All vacancies at Head of Department level will be advertised in the appropriate publications and will not be available as direct promotion.

Apart from direct internal promotion it is the general principle of the Grand Theatre Trust to advertise all vacant posts (with the exception of temporary and casual staff unless it is necessary). Notice of vacancies will be advertised on theatre notice boards.

Training for Equality of Opportunity

The theatre will provide information to ensure all staff are aware of the Equality of Opportunity Statement and to enable those who are involved in the recruitment and selection of staff to be more effective.

Training shall be provided to all staff to ensure their awareness and understanding of this Statement in relation to specific responsibilities of their work.

If an existing employee is unable to perform his/her job satisfactorily due to serious illness or disability, the theatre will examine ways of retaining the employee where possible and appropriate – each case being dealt with individually.

Audience

The theatre strives in its programming policy to produce a programme of work that will appeal to and serve as many sections of the community as possible.

The theatre will strive to devise policies to bring new audiences to the theatre and make it possible for all members of the community to have full access to its work.

The theatre aims to provide access information detailing the range of services the theatre provides for disabled people.

Grievances

Should any employee consider that they are suffering from unequal treatment within the scope of this statement they will be entitled to raise the matter via the theatre's Grievance Procedure.

Any job applicant who believes that he/she has been treated inequitably within the scope of this statement should write to the Chief Executive who will investigate the complaint.

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Equality of Opportunity Monitoring

The Grand Theatre is striving for equality of opportunity in employment. No employee or prospective employee will be treated less favourably on the grounds of race, colour, nationality, ethnic or national origin, gender, marital status, sexual orientation, disability, trade union activity, age or religious or political beliefs.

Recruitment and employment procedures and practices will be monitored to ensure that all individuals are treated on the basis of their relevant merits and abilities. If any employee or prospective employee feels that he or she has been treated in a way that contravenes this statement, a complaint should be addressed to the Chief Executive. The information will be anonymously retained in line with the Data Protection Act 1998.

To help ensure that this statement is put into practice and for no other reason, please complete the brief questionnaire below and RETURN IT WITH YOUR APPLICATION FORM.

Please circle where appropriate

Gender: MALE FEMALE

Please indicate your age: 16-25 26-35 36-45 46-59 60 plus

Ethnic Group: To which ethnic group would you say you belong?

White

White
British
Irish
Any other white background
(Please describe)_____

Asian

Indian
Bangladeshi
Pakistani
Any other Asian background
(Please describe)_____

Mixed

White and Black Caribbean
White and Black African
White and Asian
Any other Mixed background
(Please describe)_____

**Caribbean
African**

Any other Black background
(Please describe)_____

Chinese or Ethnic Group

Chinese
Any other
(Please describe)_____

Are you a person with any disability or mobility needs? YES NO

How did you find out about this post? _____

PLEASE NOTE

This information will be dealt with in the strictest confidence and separately from your application, it will be used for statistical purposes only.

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