

**Drake Music Scotland
Equal Opportunities
Policy & Procedure**

Draft Update February 2020

LEGAL CONTEXT

Drake Music Scotland's Equal Opportunities Policy and Procedure sets out how we intend to eliminate discrimination, promote equality and foster good relations as required by the **Public Sector Equality Duty (Equality Act 2010)**. The Act describes Equal Opportunities as: "the prevention, elimination or regulation of discrimination between persons on grounds of sex or marital status, on racial grounds, or on grounds of disability, age, sexual orientation, language or social origin, or of other personal attributes, including beliefs or opinions, such as religious beliefs or political opinions."

Information about the legal duties and how to comply with the Equality Act can be found here: <https://www.gov.uk/government/publications/public-sector-equality-duty>

The Scottish Government has duties under the Equality Act 2010. It is committed to the need to:

- eliminate unlawful discrimination
- advance equality of opportunity
- foster good relations

In 2012 Scottish Ministers made regulations that placed specific duties on Scottish public bodies to help them meet the general duty. These are also known as the [Scottish Specific Duties](#). We must perform our functions in a manner that encourages equal opportunities and the observance of equal opportunity requirements. We also have responsibilities under equalities legislation, including:

- Race Relations Act 2000 - race equality duty
- Disability Discrimination Act 2005 - disability equality duty
- Equality Act 2006 - gender equality duty

An Equal Opportunities Policy is the term used to describe a programme of action designed to ensure that discrimination is avoided in the structure of the organization and methods of selection and recruitment. This policy is that of Drake Music Scotland and as such it may differ in some respects from the Equal Opportunities policies adopted by partners of the organisation. It sets out how we will meet our equality duties.

Equal Opportunities Policies should also meet the needs of employees from minority or 'protected characteristics' groups and help them develop their potential.

Discrimination is more than biased actions based on prejudice. When it is widespread and entrenched, it becomes a self-perpetuating process capable of converting what seem to be neutral acts into further discrimination, for example: recruitment methods which rely on word of mouth in an all-white/non-disabled/heterosexual work force, or focus recruitment of young workers on

mainstream schools in all white areas, can mean that workforces potentially exclude minority groups indefinitely.

Positive Action means recognizing and developing potential which has not been realised because of past discrimination and disadvantage.

Positive Action means encouraging applicants from suitable candidates irrespective of race, gender, culture, religion, disability, age or sexual orientation, so that all candidates may be considered equally.

Positive Action means providing training for people from disadvantaged groups to help fit them for particular work so that, again, all candidates may be considered equally.

Positive Action does not mean selecting one or more employees from disadvantaged groups, irrespective of merit, to give the organisation a good image, while ignoring action to remove discrimination in general. Neither does it mean selecting a job applicant simply because they are minority ethnic/disabled/LGBT+ or have any other protected characteristic.

POLICY STATEMENT

Drake Music Scotland intends that its Equal Opportunities Policy & Procedure should extend to all who, for any reason, may be subjected to discrimination.

The aim of Drake Music Scotland's Equal Opportunities Policy & Procedure is to ensure that trustees, employees (including freelancers), trainees, volunteers and participants (persons requiring the services of the organisation) are recruited and treated fairly and according to the law. It is designed to ensure that people are not discriminated against on the grounds of disability, age, sexual orientation, language or social origin, or of other personal attributes, including beliefs or opinions, such as religious beliefs or political opinions, and are supported to develop their potential.

The Policy & Procedure will be kept under review to ensure that individuals are treated on the basis of their relevant merits and abilities.

Drake Music Scotland is committed to a programme of action to make this Policy & Procedure fully effective and to monitor its progress.

The policy should be seen to be dynamic and responsive to changing needs.

Drake Music Scotland views all forms of discrimination as divisive and demoralizing for the victims and degrading to the perpetrators.

It considers that the elimination of such discrimination is essential to the achievement of a more just and equal society.

PROCEDURE

1. Commitment from Senior Levels

The Board, Chief Executive and senior team members of Drake Music Scotland will demonstrate a commitment to Equal Opportunities by upholding the principles in the Statement above and

ensuring to the best of their ability that the Equal Opportunities Policy and Procedures are applied in all areas of our organisation and activities.

They will seek to maintain awareness of and comply with relevant legislation, and ensure the organisation's Policy is applied. This includes making sure that those involved in delivering the organisation's activities have a sufficient level of awareness of equalities principles and how they should be applied in relation to their role in the organisation.

The Board will also ensure that the Equal Opportunities Policy and Procedure is regularly reviewed and updated.

2. Paid employment and deployment of volunteers

All recruitment advertisements, job descriptions/specifications for paid and unpaid work will be drawn up in accordance with this policy. Applicants will be asked to provide information about protected characteristics by use of an Equal Opportunities Monitoring form. This information will not include details that allow individuals to be identified, but will be used to monitor how successfully the organisation's recruitment procedures are reaching groups of people with protected characteristics.

Drake Music Scotland will ensure that recruitment is not solely by 'word of mouth'. The organisation will ensure that vacancies are advertised widely including in the disability and minority press/media channels as well as through other communication channels including online, social media and networks of contacts, e.g. by circulating the information to disability organisations, diversity networks and other agencies.

Shortlisting procedures to select candidates for interview will ensure that suitably qualified applicants from groups with protected characteristics will be offered an interview. No candidates will be offered an interview **solely** on the basis of having protected characteristics, only if they meet the requirements as detailed in the job descriptions/specifications.

The organisation will ensure that members of selection panels are committed to Equal Opportunities and if necessary receive appropriate training, are competent to select for the post in question, and consider applicants only on the criteria specified in the job description. Where possible, panels should include members drawn from minority groups.

3. Training and Support

Employees and volunteers from under-represented groups, including those with additional support needs, will receive training and support where required so they have the same opportunities to progress as everyone else.

Employment practice should not discriminate unfairly against people with any of the protected characteristics listed above in the Policy Statement. Drake Music Scotland will endeavour to make appropriate adjustments to working arrangements, including the design of projects, to ensure that staff from groups with protected characteristics do not experience any barriers to being able to perform their work, and are supported to develop their potential.

4. Service Provision

Our work directly addresses the needs of disabled people. We will also endeavour to address the needs of the other groups of people with protected characteristics who also have a disability in funding applications for new services, and the planning and implementation of Drake Music Scotland's Activity Programme.

Publicity and marketing efforts advertising our services should be made as widely available as possible and effective measures taken to maximize take-up i.e. through translation, provision of sign language interpreters, and circulation of information in print and online around relevant networks and agencies.

Other activity to widen awareness of our offer to these groups such as contacting other organisations directly, speaking to groups and attending events should take place from time to time. Consultation should take place with groups covered by this policy to ensure that services offered reflect their needs and we should consider whether particular projects should be set up to respond to specific needs of certain groups are not being met.

Data collection and monitoring systems should be implemented and maintained in order (when and who by?) to find out whether services are being taken up broadly in proportion to the numbers of people in minority groups in the relevant region.

5. Other Measures to Achieve these Objectives

- Commitment to Equal Opportunities and training for Board members and staff
- Regular monitoring and use of this information to adjust the procedures
- Ensuring representation on the Board and consultation with relevant parties
- Consideration of the Equal Opportunities Policy & Procedure at Board meetings, and review of the Policy on an annual basis

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