

CHAPTER

Anti-Racism Action Plan Monitoring

Period: December 2021 – December 2022

Staff and Board

Commitment	Actions
<p>We will commit to undertake an audit with our Board of Trustees. This will include refreshing the terms of length of service for future recruitment. This review will prioritise diverse representation at board level. We aim to increase the number of Black, Asian and Minority Ethnic people on our board by at least 2 in the next 6 months. This will take us to a minimum of 25% representation at board level.</p>	<p>We undertook a review of our board which included refreshing the terms of service.</p> <p>We have 4 trustees who identify as being Black Asian & Minoritised Ethnic people. This is currently 40% representation.</p> <p>This was achieved to timescale.</p>
<p>We will develop our staff and board recruitment strategies to ensure that we reach a diverse range of candidates to access opportunities. This work will be steered by our Diversity and Inclusion panel which is made up of staff from all areas of the organisation and at all levels, including trustees. The panel is convened by our Deputy Director who is the identified Diversity and Inclusion Champion for the organisation.</p>	<p>We have reviewed our recruitment process to ensure we reach a more diverse range of candidates. This was convened by the Senior Leadership Team (SLT) and board. A diversity and inclusion panel was created but many of the key staff then moved on to new jobs and, whilst the team was recruited, this panel was put on hold. We plan to reconvene this in the Autumn 2023</p> <p>Board and SLT began to review recruitment and actions in December 2021. This is a standing agenda item at Board.</p> <p>This was achieved to timescale. We continue to review our procedures on a rolling programme.</p>
<p>Applications will be anonymised for assessment, and an equal opportunities monitoring form will be included with all application forms.</p> <p>Records of all interview processes and selection panel members will be retained for 6 months post interview date. All data collected will be handled in accordance with our data protection policy which can be found at chapter.org/privacy.</p>	<p>All applications are anonymised before being reviewed. We are collecting and monitoring all equal opportunities provided and this is kept for 6 months.</p> <p>Data is gathered and handled in accordance with our data protection policy.</p> <p>This was achieved to timescale.</p>

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<p>We will ensure that there is at least one Black, Asian or Minority Ethnic person on the interview panel for every role we advertise</p>	<p>Since December 2021, 70% of interviews for both Chapter Charity and Chapter Trading have included at least one Black Asian & Minoritised Ethnic person on the panel.</p> <p>We acknowledge that we haven't achieved our target and are working to improve this with future recruitment.</p> <p>This was not achieved to timescale.</p>
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Staff and Board Training

Commitment	Action
<p>We will implement a programme of mandatory staff and board learning and training, and we will recommend attendance by volunteers including our Young Programmers group. This will include anti-racism and unconscious-bias training. Our target is a minimum of two externally-led training events each year. Our target for 2021-23 is that 95% of our staff and trustees, and 70% of our volunteers, will have attended this training.</p>	<p>We enrolled staff on Know you Bias, Equality and Diversity and Unconscious Bias Training. Some have left since we embarked on this, and other new staff have joined, and training is ongoing for them.</p> <p>All of our board of trustees were enrolled on Unconscious Bias training.</p> <p>We currently have 83 employees. Of them, 46% have undertaken training. We are currently rolling out more training for new staff and those who haven't yet attended.</p> <p>We are working towards achieving our target by the end of 2023.</p> <p>We acknowledge that we are unlikely to reach target in relation to our volunteers as the turnover is very high. However, we are working hard to ensure that our staff and board who have not yet undertaken training, are prioritised before the end of 2023.</p>
<p>We will create an in-venue and (where possible) digital library of reading and resources that can be accessed by our staff, trustees and volunteers.</p> <p>We will actively encourage all of our personnel to commit to individual anti-racist learning.</p>	<p>We have opened the in-venue staff library and digital learning resource. This is regularly reviewed and updated.</p> <p>Personnel are encouraged to undertake their own learning and dialogues, and all have been introduced to the library.</p> <p>This was achieved to timescale.</p>

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<p>We will introduce a Code of Conduct to be shared with all of our staff, partners, collaborators, trustees and volunteers. This will include a clear protocol for complaints and concerns to ensure that we minimise harm to Black, Asian and Minority Ethnic people.</p>	<p>Our Code of Conduct was published in December 2021 and is available on our website. We ask all new staff and volunteers, trustees and freelance collaborators to read and agree to the terms of this. We ask all visitors to conform to the guidelines.</p> <p>This was achieved to timescale.</p>
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Programme

Commitment	Actions
<p>We will collaborate with a more diverse range of Black, Asian and Minority Ethnic artists, curators and practitioners across all artforms. Their work will not be ‘strands’ but will be part of our core programme – front and centre. We commit that our artistic programme will better reflect the community in which we live and will ensure that there is a minimum of 25% Black, Asian and Minority Ethnic practitioners, curators, makers, artists, actors on-screen and creatives behind the lens.</p>	<p>In the period between January 2021 and December 2022, we actively engaged with a more diverse range of artists, curators and practitioners, whose work was embedded in our core programme. 29% of the practitioners that we worked with identified as being Black, Asian & Minoritised Ethnic.</p> <p>This was achieved to timescale.</p>
<p>We will work proactively to seek out local, national and international partnerships that underpin our commitment to work with a more diverse range of artists and to build an equitable cultural offer.</p>	<p>We have proactively sought partnerships with Black, Asian & Minoritised Ethnic organisations, individuals and artist-practitioners. We will continue to expand our collaborative practice in this way.</p>
<p>We will provide one studio space that will be available for short-term residency opportunities (up to 12 months each), with free studio space and mentoring, for Black, Asian and Minority Ethnic practitioners.</p>	<p>This was achieved later than stated as we had to create a new, suitable studio space for this residency. The opportunity was advertised publicly and selected by a panel of internal and external people.</p> <p>The appointed artist commenced their 12-month residency in April 2023 and they are supported by the curatorial and programme team, technical staff and marketing.</p> <p>This was achieved, but not to timescale.</p>
<p>Where artist-opportunities are advertised as open-call we will ensure that at least one Black, Asian and Minority Ethnic person is on the selection and/or interview panel.</p>	<p>We have achieved 100% of interviews for open calls that have included at least one Black Asian & Minoritised Ethnic person on the panel.</p>

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<p>Applications will be anonymised for assessment and an equal opportunities monitoring form will be included with all application forms. Records of all interview processes and selection panel members will be retained for 6 months post interview date.</p>	<p>Where we have invited external selectors, they have been paid at the recommended Arts Council of Wales freelance rate (or at their own declared rate if different).</p> <p>This was achieved to timescale.</p>
<p>We will offer our R&D spaces (Theatre, Stiwdio Seligman, Peilot) for free or at a reduced rate for Black, Asian and Minority Ethnic artists and groups. We aim for 20% of use of these spaces to be offered free of charge in this way by October 2022; 20% to be offered at a reduced charitable rate by October 2022.</p>	<p>In total we supported 70 artists and organisations with R&Ds across the year.</p> <p>We supported 14 free R&Ds for Black Asian & Minoritised Ethnic artists and companies in the 12-month period.</p> <p>This represents 20%.</p> <p>This was achieved to timescale.</p>
<p>We will engage more actively with Black, Asian and Minority Ethnic communities outside of our venue. We will look to advertise a permanent post by April 2022 who will collaborate and engage with groups with protected characteristics to increase participation and engagement by 25% by August 2022.</p>	<p>We created a new Community Engagement department with a Head of Community Engagement role. Due to changes in staffing and finances, this was advertised later than committed, in November 2022. The successful candidate was appointed immediately but unable to start until May 2023. Their primary role is working with and in our local communities to build trust, encourage creative engagement and work to encourage the co-creation of our programme.</p> <p>We acknowledge that we did not meet our target as a result of delays in recruitment but are confident that our new programme of work will develop our collaborative and creative partnerships in the community.</p> <p>This was achieved, but not to timescale.</p>
<p>We will encourage participation by reducing economic risk for those who are unable or unused to prioritising spend on cultural experiences. This will include a review of programme ticketed pricing, concessionary offers and increase in Pay What You Decide and free activity.</p>	<p>We reviewed ticket prices and between November 2021 and December 2022 our cinema tickets were offered at the reduced price of £4/£6 at all times of the day. We increased the number of Pay What you Can performances offering a sliding scale payment system for audiences to theatre.</p>

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	In October 2022 we introduced free family films every week and daily in the October half term. We also introduced free packed lunches for children and young people under the age of 18 during the school holidays.
We will ensure Black, Asian and Minority Ethnic artists and arts professionals are part of designing and delivering our evaluation and review process.	We've held regular consultation with Black, Asian & Minoritised Ethnic people from our local communities. This began with our World Cafes in Autumn 2022 and is a continual process. These consultations have been critical in the creation of our community-informed business plan.
We will evaluate and publish our performance on an annual basis.	We acknowledge that we were late in doing this and will commit to ensuring that our performance is published on time in January of each year. Our next published achievements will be in January 2024.

Building and Social Space

Commitment	Action
<p>We will offer our regular hire spaces at a reduced rate for Black, Asian and Minority Ethnic artists and groups.</p> <p>We aim for 20% of use of these spaces to be offered at a reduced charitable rate by November 2022.</p>	<p>We have actively offered more space to Black, Asian & Minoritised Ethnic organisations and individuals; however, we have not monitored this accurately and it's therefore impossible to know if we have achieved our target.</p> <p>We have now rectified this with new reporting options on our internal systems and will monitor and report on this moving forward.</p> <p>This was not achieved to timescale.</p>
<p>We will actively diversify our suppliers to support Black, Asian and Minority Ethnic-owned businesses, particularly from Wales. We aim for 20% of our suppliers to be from Black, Asian and Minority Ethnic business by November 2022.</p>	<p>We had a lot of changes in our cafffi bar and supply was more difficult given Brexit and cost of living crisis. This meant that we did not achieve our target in terms of food and drink suppliers.</p> <p>We did increase our commitment to Black, Asian & Minoritised Ethnic suppliers in other areas including Graphic Design, artists and creatives. We acknowledge that we have more work to do in regard to this and commit to doing this.</p>

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	This was not achieved to timescale.
We will provide a space or spaces for prayer to be available between the hours of 8.30am and 10pmdaily. We will consult with Black, Asian and Minority Ethnic organisations to ensure that we are able to accommodate the range and scope of specific requirements across this commitment.	Following advice, we have offered access to spaces in a more agile way rather than one fixed space so that we can respond to multiple needs at any given time. We advertise that if anyone requires quiet prayer or meditation space, they can ask a member of our Front of House team who will assist them to use one of our spaces.
We will expand the menu in the café to provide a wider range of products to engage more groups. For example, to create halal offers and specials, a larger range of soft drinks, etc.	All of our chicken is Halal and is advertised as this. We have increased our soft drinks range so that there is more choice.