

Two Queens Equity and Inclusion Policy and Action Plan

This version updated December 2022

Introduction

This document sets out Two Queens' commitment to understanding the diversity of the sector and region in which it works and our duties under the Equality Act, to create as welcoming an organisation as possible.

This policy sets out our values and aims, followed by an action plan with clear, measurable objectives for the next year that the organisation can be held accountable to. This policy and action plan will be at the heart of all activities undertaken by Two Queens' staff team and Board of Trustees.

Equity and Inclusion Policy

In recognition of direct and indirect discrimination on the basis of the following protected characteristics: race, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity, gender reassignment, religion or belief, disability, age, class and also national or ethnic origin; Two Queens is committed to working towards providing equality of opportunity in its employment practices, board composition, marketing, artistic policies, programming and services offered to clients, participants and members of the public.

The board and staff of Two Queens recognise its responsibilities in developing, implementing and monitoring the Equity and Inclusion Policy for the organisation.

Two Queens is committed to:

- Creating a programme that includes a range of artists, interests, cultures and creative practice from the local community and the wider world it inhabits.
- Representing and platforming historically excluded voices.
- Creating a programme that can be accessed by a diverse audience.
- Ensuring the whole organisation meaningfully engages with equity and inclusion practice.
- Exceeding the legal obligations for Equality and Diversity and to fully complying with UK and European law.
- Reflecting the diversity of our region in our workforce and Board and creating a safe and welcoming organisation.
- Learning more about the deeply embedded structural reforms that are needed to make an equitable society.
- Working in collaboration to learn from others and make effective use of limited resources.
- Using our agency to contribute to societal change.

Two Queens will implement actions to:

- Ensure that no member of staff, board, volunteer, visitor, audience member or client is subject to unfair or unlawful discrimination.
- Ensure that staff and trustees understand the forms and effects of discrimination.

- Ensure the composition of the staff and Board better reflects the demographics of Leicester.
- Promote our work digitally and where practically possible give alternative methods for audiences to engage in what we do if they cannot access them physically.
- Strengthen links with groups experiencing discrimination, and centre/platform them in our programmes.
- Increase awareness within the organisation of the needs of groups which experience discrimination in order to provide relevant services.
- Ensure that issues of equity and inclusion are central to the organisations' policies, including artistic, safeguarding and environmental policies.

Equity and Inclusion Action Plan

Monitoring and Implementation

Two Queens Directors will be responsible for developing, implementing and monitoring the policy in conjunction with our advisory board. All Two Queens staff will assist the Directors in developing, implementing and monitoring the equity and inclusion Policy. All contract and freelance staff will be required to promote equality of opportunity as part of their terms of engagement.

Related Policies

This policy should be read in conjunction with all other organisational policies and procedures which may be used to monitor and improve equity and inclusion throughout Two Queens' activities.

Review

Using the action plan outcomes as a baseline the effectiveness of this policy, the plan and associated arrangements will be reviewed annually by the Staff Team and Board, taking into consideration any changes in legislation.

Signed

A handwritten signature in grey ink that reads "D. Kelly". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Daniel Kelly, Co-Director, Two Queens

Action Plan

Outcome/Aim	Actions Needed	Resources Needed	Timescale
2Q advisory Board is reflective of the wider Population in Leicester	Audit of current board needed, anonymous completion of EDI questionnaire, followed by analysis and comparison of results against recent census release, identifying gaps in representation	Staff Time	April '23
	Undertake a new round of board recruitment, prioritising gaps in representation, while also seeking those with relevant experience and insight to contribute to our aims	Staff and Board Time	April '23
	Establish an EDI sub-committee within the board and staff team to look after and carry out ongoing monitoring/flag up gaps in representation arising.	Staff and Board Time	April '23
2Q staff team is reflective of the wider Population in Leicester	Audit of current staff team needed (including PAYE and freelance staff) anonymous completion of EDI questionnaire, followed by analysis and comparison of results against recent census release, identifying gaps in representation	Staff Time	April '23
	Research and formalise our processes around recruitment, including of casual/freelance bank staff, to ensure that EDI monitoring takes place, that Equitable practices are instigated and observed in recruitment and interview processes	Staff Time	April '23
2Q is an educated and informed organisation, understanding equality law, structural and institutional bias and prejudice	Staff team to undertake Unconscious Bias and 'Creating Welcoming Environments' training, delivered by Tonic, to take place in February '23	Staff Time	February '23

	Take time as a team to revisit our Social Justice and Anti-Racism Commitment (drafted 2020) to identify ongoing actions and new opportunities for improvement	Staff Time	April '23
	Identify gaps in knowledge and further training needs across the spectrum of EDI considerations, e.g. LGBTQIA+ awareness, Disability awareness Once gaps are identified, include training costs within future ACE project grants applications	Staff Time Funding	April '23
2Q provides a safe and welcoming workplace for staff and artists 2Q is committed to creating a workplace where every individual feels they have the opportunity to voice their opinion, and when raising concerns will be taken seriously and have the agency to impact policies and procedures.	Staff handbooks and organisational policies are due for review as part of work of converting to a CBS, after which they should be updated annually. Internal complaints, whistleblowing and grievance procedures to be included in the staff handbooks given to each member of staff at the start of their employment. Freelance artists, curators and project partners have an opportunity to feedback in debriefing sessions with project leads. Work on creating a document that sets out in clear terms what 2Q's ways of working are and what can be expected by artists/freelancers working with us on a project, from the organisation and the building (following the model of an access rider document, for the organisation as a whole)	Staff Time Organisational Development Funding	Summer '23
	Research and implementation of new procedures around Access Riders for artists, allowing access needs to be flagged and supported	Staff Time	ongoing

	A template has been drafted and issued, and will remain an ongoing work in progress when commissioning		
2Q is committed to creating an artistic programme that is relevant to the region in which it is based, whilst connecting to leading international artistic practice.	<p>Develop a clear, publicly accessible artistic policy.</p> <p>2Q's artistic policy will be made available to the public on our website. It will outline:</p> <ul style="list-style-type: none"> - 2Q's strategies for developing artistic programmes and partnerships. - Selection processes for artistic opportunities created by the organisation. - Approach to fundraising. 	Staff Time	April '23
	<p>Ensure the programme includes a range of artists that reflect the population of the region in which we are based.</p> <ul style="list-style-type: none"> - present proposed programme to the board and set targets for 2023-24 programme to address any significant gaps in representation. 	Staff Time	Early '23 (Next board meeting)
	<p>Develop our approach to ensuring relevance, through finding new qualitative evaluation methods that allow us to measure the real impact of our work and receive useful feedback.</p> <p>We are addressing this through the establishment of a new Critical Friends Group, expected to consist of 5 members occupying positions that have been historically marginalised and under-represented within Contemporary visual art institutions, who we will facilitate to take part in 2Q activity, and receive in-depth feedback from. We need to identify a suitable</p>	<p>Staff Time</p> <p>Project Grants Funding</p>	To be established before February '23

	methodology for recording this feedback		
2Q works to provide Accessible public and artistic programmes	<p>- Programming team ensures that live content considers potential accessibility issues and seeks to provide alternative formats to address those. Develop a checklist/assessment stages within programming where access issues can be flagged and rectified</p> <p>- Programming team to ensure that all online content is as accessible as possible with the resources available, providing captions and alt text descriptions as standard. Work towards including online strands of activity as standard within all public programmes (project grants programmes in development begin to address this)</p>	<p>Staff Time</p> <p>Project Grants Funding</p>	Ongoing/ Spring '23
2Q is an accessible venue	<p>Work towards improving the accessibility both of our public spaces and workspace/studios.</p> <p>Programme of capital works is dependent on securing of lease/freehold with more than 5 years tenure (this has not been possible to date), which is the subject of an ongoing project, expected to be achieved in 2024.</p> <p>Architectural feasibility for a phased programme of capital works, addressing issues of access and sustainability, is in the pre-feasibility stage, expected to go to architects in spring '23. An Access Audit is due to be carried out in January '23, with recommendations set to be provided to architects.</p>	<p>Staff Time</p> <p>Developmental funding</p> <p>Feasibility Funding</p>	Spring '23