



EQUAL OPPORTUNITIES POLICY

Maindee Festival Association exists to build bridges between different sections of the community.

Equality of opportunity is at the heart of our aims.

Maindee Festival Association is committed to both the avoidance of unlawful discrimination and the positive promotion of equal opportunities.

No employee or member of Maindee Festival Association, festival visitor or participant in any event organised by Maindee Festival Association shall experience more or less favourable treatment on the grounds of ability, gender, sexual orientation, marital status, family responsibility, age, race, colour, ethnic origin, nationality, trade union membership and activity, political or religious beliefs.

In order to ensure the effective implementation of this policy Maindee Festival Association will monitor its policies, practices and procedures on a continuing basis. Where appropriate, action will be taken to address any matters arising from monitoring. Maindee Festival Association's commitment to equal opportunities will be publicised as appropriate.

COMMUNICATION OF POLICY

Existing committee members will be provided with the policy. New committee members will be advised of the Equal Opportunities Policy which will also be made available to Festival contractors.

OWNERSHIP AND LOCATION OF RESPONSIBILITIES

Maindee Festival Association Chairperson has overall responsibility for ensuring the consistent application of the policy. All members are responsible, within the limits of the constitution, for ensuring that the policy is adhered to. All members must ensure that their conduct is in accordance with the Equal Opportunities Policy and members whose actions demonstrate a failure in this respect may have their membership revoked.

Maindee Festival Association Committee will nominate one member to act as the Equal Opportunities Advisor to the committee

INFORMATION, ADVICE AND COUNSELLING

Information and advice relating to the Equal Opportunities Policy should normally be sought in the first instance from the EO Advisor. Where this is not appropriate, or more specialist advice or information is required, Maindee Festival Association will liaise with representatives of relevant local organisations. Any member or participant who feels that

Maindee Festival Association is failing in its responsibilities in respect to Equal Opportunities will be encouraged to contact the Chairperson or failing this, to report the matter directly to the relevant officer in the Arts Council for Wales or Newport City Council.

OTHER EMPLOYMENT RELATED POLICIES, PROCEDURES AND CODES OF PRACTICE

Existing policies, procedures, practices, and implementation guidelines will be reviewed and revised, including recruitment and selection and training and development, if this applies.

Other new policies, for example harassment, will be developed as required as part of the effective implementation of the Equal Opportunities Policy.

MEMBER & STAFF TRAINING AND DEVELOPMENT

The implications of the Equal Opportunities Policy will be addressed through appropriate training and development activities.

MONITORING AND REVIEW

The implementation of the Policy will be monitored and reviewed regularly to determine and improve its effectiveness in developing an environment where equal opportunities are promoted positively by all members and staff.

Under representation of particular groups on the committee will be considered by Maindee Festival Association, and where appropriate, action plans will be developed to seek to redress the balance. Action plans could include development of training packages (for example, assertiveness, trans-cultural awareness and development opportunities) and appropriate equipment for disabled members and participants. Action plans developed where a specific need is identified through an Equal Opportunities audit will not be developed in isolation but will be linked into individual training and development plans.

WELSH LANGUAGE POLICY

Introduced in 2023, Maindee Festival Association recognises that the Welsh language has a legal status in Wales and residents and stakeholders have a statutory right to conduct their public life through the medium of Welsh.

Our commitment to the Welsh language reflects the importance we place on equality of opportunity in our community.

Through this Welsh Language Policy, Maindee Festival Association makes clear to the public and stakeholders what services they can expect to receive through the medium of Welsh. Opening up our services to ensure these are fully available to individuals in their own language (in this case, Welsh), will help us reach out to more members of our community. With this aim as our focus, we also recognise that Maindee is a vibrant mix of nationalities and ethnicities and we seek to communicate effectively with all and also to facilitate the learning of core language skills.

The latest census information shows that Victoria ward has 8.2% of Welsh speakers aged 3 and above.

2. Implementation

Maindee Unlimited supports the principle that in the conduct of its business, it will treat Welsh and English on an equal basis where this is appropriate and practical. We recognise that enabling individuals to access our services in their preferred language is a matter of both good practice and equity. As an incorporated charity, reliant on grant funding, volunteer time and the conditions of grant funders, it must be recognised that our ability to deliver on our intention depends on our success in attracting partners, both to finance some of our proposals and to help with the practicalities of pursuing them.

We will incorporate Welsh language provision in funding bids and sponsorship proposals. Where funding has been secured, we will promote any project activity bilingually and be ready to provide bilingual versions of all publicity materials. This will include publications and websites paid for by respective grants. Where appropriate, we will supply tilt and turn bilingual publications/promotional material.

We will advertise all posts paid for by external funding in both English and Welsh in the press other channels. We will also consider whether the post needs to be filled by a Welsh speaker.

We will consider the linguistic make-up of Maindee throughout the life of any funding. We will consider and review this policy on a bi-annual basis

3. Our Planned Actions/Targets

Contracts:

When we issue contracts, successful contractors will be asked to ensure that services provided through any agreement are compliant with this Welsh Language Policy.

Currently, our board does not include any Welsh speakers, but the Welsh language will be a consideration when recruiting to the board.

We welcome correspondence and emails in English and Welsh and a response will be made in the same language as far as finances allow. Where there are no staff or volunteers available who can understand Welsh-language correspondence a professional translator service will be used (if the correspondence relates to a funded project, and where funding for translation has been earmarked).

Email signatures: - all our staff/volunteers have bilingual email accounts which include bilingual email signatures

All staff/volunteers will be made aware of the requirements of this Welsh Language Plan.

Translation Arrangements: where Welsh-English or English-Welsh translations services are required, we will use the Welsh Language Commissioner's approved translators.

Corporate Image and Marketing materials: we adopt a bilingual corporate image. Current provision includes bilingual format – logos, email signatures, and other corporate material including NEW publicity banners/pop-ups.

Publications: we produce publications on both a planned and an ad hoc basis, depending on the project or its funding/sponsorship. This can include leaflets, posters and guides. Publications for use by members of the public are produced bilingually where possible and funding for translation and printing and design is incorporated into the

funding bids. We will always aim to produce bilingual publications on a tilt and turn basis where funding allows and when specifically requested.

Press Releases: - we will issue bilingual press releases to the media in Wales where funding and time allows for translation. Typically, translation process timescales will be incorporated into the planning schedule to allow for a simultaneous bilingual release.

Website and social media: - our pages are not currently bilingual.

Recruitment & Staffing:

We recognise that the ability to speak Welsh is a valuable skill when recruiting. Our Board of Trustees will assess whether Welsh-language skills are designated as essential or desirable when any new position is advertised. In accordance with our funders' requirements, we will advertise any roles to be filled, bilingually.

We currently have fewer than 5 Welsh speaking volunteers/members of staff. We will identify and review training needs for each member of staff/volunteers at individual performance and appraisal reviews.

Staff are able to submit training requests via our staff performance processes.

FIRST ISSUE DATE: March 2023

POLICY LAST REVIEWED: March 2024
