

UK PUBLISHING EQUALITIES CHARTER SUPPLEMENTARY INFORMATION Q&A CONSULTATION PHASE II



Who is behind this initiative?

The UK Publishing Equalities Charter has been devised by a core group comprising; Arts Council England (ACE), Diversity in Publishing Network (DIPNET), Independent Publishers Guild (IPG), Publishers Association (PA), Skillset and Society of Young Publishers (SYP).

What is the aim of the Equalities Charter?

The aim of the UK Publishing Equalities Charter is to help promote equality and diversity across UK publishing and bookselling, by driving forward change and increasing access to opportunities within the industry.

Why develop an Equalities Charter?

For many years the industry has spoken collectively of the need to make publishing more diverse yet has not embarked on an industry wide initiative to resolve this issue. "What is widely suspected about publishing has proven true: the industry remains an overwhelmingly white profession. That is the clear conclusion of *The Bookseller* and decibel survey into cultural diversity, the first undertaken across the whole industry" (In Full Colour Report, *The Bookseller*, 12 March 2004)

This Charter will provide a framework to promote and enhance equality throughout the sector. This is not about creating more work for publishers, it is about taking positive and practical steps towards achieving equality in publishing. We understand that not every company will be able to implement all areas of this Charter at once, while others may already be meeting some equality targets. This Charter will bind publishers together, providing a framework for them to work collectively to effect real change in the industry.

When will the Charter come into effect?

The UK Publishing Equalities Charter will be launched before the end of this year to correspond with the release of the Equality Act 2010 scheduled to come into effect in October 2010.

How do I get involved in the consultation?

By signing up to this Charter organisations will commit to use their influence to create a socially and culturally diverse industry in which all people irrespective of race, age, gender, religion, disability, sexuality and social class, have the opportunity to thrive and be supported.

Next steps:

1. Read version II of the draft UK Publishing Equalities Charter
2. Read the supplementary Q&A
3. Provide feedback and comments to this consultation by no later than 14 June 2010. All comments should be emailed to shelina.permalloo@booktrust.org.uk

If you have read all the draft documentation and would like to become a signatory:

1. Visit www.dipnet.org.uk and click on 'Become a Signatory'
2. Provide your organisation name and key contact information
3. Tell us which two actions you would like to focus on for 2010/2011
4. Upload your logo

What will happen at the end of the consultation?

The core group will reconvene after the 14 June 2010 to review comments, suggestions and feedback and will make amendments to the document based on responses provided during the consultation. During the summer we will email everyone who participated in the consultation and provide an update on progress.

SPECIFIC QUESTIONS

I represent a company of less than 10 people and I don't think I can commit to two actions a year, what should I do?










We want to see all signatories committing to two actions a year irrespective of company size. See 'Suggested Actions' section as a guide to the range of actions you could champion. This is not a prescriptive list but rather suggestions as to the range of actions you could champion to demonstrate equality. The aim of the Charter is to enable organisations to set their own agenda on their equality priorities and to ensure change on a yearly basis. This initiative is not intended to create more work for organisations, but rather to enable organisations to take positive and practical steps towards achieving equality within the industry.

We are a publishing house that has actively promoted equality and diversity and I do not think that being part of a Charter will change the way we do things here?

The aim of the Charter is to bind organisations together, providing a framework for them to work collectively to effect real change in the industry. We want a range of organisations to be involved in the Charter so that signatories will benefit from a peer to peer support network that shares good practice, lessons learned, advice and expertise. See 'Benefits to Signatories' on version II draft Equalities Charter for more information.

How does the Equalities Charter define the term 'equality'?

The Charter aims to promote equality of opportunity by minimising discrimination on the grounds of:

-  Age
-  Disability
-  Gender
-  Gender reassignment
-  Marriage and civil partnership
-  Pregnancy and maternity
-  Race; including colour, ethnic or national origin and caste
-  Religion or belief
-  Sexual orientation

The above are Protected Characteristics as specified in the Equality Act 2010 Part: 2, Chapter 1. On 07 April 2010 the Equality Bill was accepted without amendment by the House of Commons, clearing its way to the statute book. The Equality Act 2010 aims to harmonise nine major pieces of discrimination legislation and around 100 statutory instruments developed over the last 40 years which organisations and courts have often found difficult to navigate. The main purpose of the Equality Act is to simplify, strengthen and make the law more effective. The main provisions of the Act will come into force in October 2010, with the integrated 'public sector equality duty' and dual discrimination provisions being delayed until April 2011.

Who is the industry and do I qualify?

We want to engage with as many publishers, booksellers, charitable organisations and agencies that are involved in the process of selling, buying and producing books as well as promoting books, reading and writing across the UK. If you are unsure whether you qualify contact shelina.permalloo@booktrust.org.uk for clarification on this matter.

How do I make sure my organisational attempts of providing equal opportunities doesn't look like I am discriminating against any specific group or individual?

The aim of the Equalities Charter is to provide organisations with the tools to promote equal opportunities. There is a distinct difference between positive discrimination and positive action, the former concept being unlawful. "Positive action is not the same as positive discrimination or affirmative action, which are both unlawful. Positive discrimination and affirmative action involve preferential treatment to benefit members of a disadvantaged or underrepresented group which does not meet the conditions, the limitations or the proportionality requirement for positive action under the Act [Equality Act 2010]" (Source: Draft Employment Statutory Code of Practice, Equality and Human Rights Commission: January 2010).

What is the toolkit and how can I use it?

The online toolkit will be a practical resource available only to signatories of the Charter. It will enable organisations to:

- ✚ Share best practice examples from inside the industry
- ✚ Support peer to peer networking
- ✚ Gain a better understanding of equality by being provided with up to date information on compliance, legislation and policy
- ✚ Be exposed to examples of best practice outside of the industry
- ✚ Receive up to date news and dates for your diary

The Equalities Charter asks organisations to 'participate in yearly reporting to track progress across the industry', what does this mean?

Item four of the Equalities Charter states "We will continually strive to improve performance regarding equality. Signatories to this Charter will be asked to participate in yearly reporting to track progress across the industry". Monitoring the workforce on a yearly basis will enable the industry to understand how actions have translated into a real change across the industry. This is not compulsory but we want to encourage completion of this form so that we can start benchmarking the demographics of the industry.

The information provided by signatories will be anonymised and aggregated to ensure complete confidentiality of data. This information will be published annually and form part of the toolkit.

At the end of this document there is an example of the type of questions that may be asked in the yearly reporting form.

If I don't participate in yearly reporting can I still be a signatory to the Charter?

You can still be a signatory to the Charter but we encourage signatories to participate in yearly monitoring as it will improve industry performance regarding equality. The information will not be used to single out individual organisations that are under/over performing, but will be used to assess yearly progress for the whole industry.

SUGGESTED ACTIONS

- ✚ Provide equality training for all staff on a yearly basis
- ✚ Set up a staff equalities working group ensuring a good representation of people in the organisation
- ✚ Create an equality policy that is embedded throughout the organisation in policy, strategy and working practice

- # Monitor the impact of policies through conducting equality impact assessments
- # Make all policies transparent by updating them and making them available to all staff (e.g. via the intranet)
- # Provide equality training for senior managers and board members
- # Make all job applicants complete an equality monitoring form which are monitored on a regular basis
- # Take on a trainee from an underrepresented group by hosting a Positive Action Traineeship
- # Increase recruitment pool by advertising jobs externally instead of informal recruitment methods (e.g. word of mouth)
- # Develop staff from underrepresented groups by providing training and career development opportunities
- # Develop a mentoring programme that supports new staff from traditionally underrepresented groups
- # Develop a mentoring programme that supports staff from traditionally underrepresented groups at transitional career stages
- # Hold an equality themed brown bag lunch for staff encouraging debate and dialogue amongst colleagues in an informal setting
- # Attract and recruit more disabled people to your organisation
- # Score all job applications on the core competencies required for the position to limit the use of informal recruitment methods
- # Make your sites accessible to all your clients and customers by conducting regular accessibility assessments
- # Include an equality statement within job advertisements
- # Ensure that all shortlisted candidates are asked whether they require any 'reasonable adjustments' prior to interview to ensure equal opportunities
- # Work towards achieving 'Two ticks positive about disabled people' accreditation which guarantees an interview to a candidate with a disability (as defined by the Disability Discrimination Act 2005) and who match the requirements of the person specification
- # Take part in careers events in order to raise the profile of the industry to traditionally underrepresented groups
- # Run an equality themed seminar at a book fair
- # Form a relationship with a local school and run workshops/talks to educate students about the industry
- # Conduct regular surveys to identify satisfaction levels amongst staff
- # Make available a cultural calendar for staff to raise awareness of cultural/religious dates throughout the year
- # Hold a 'Celebrating Equality' day to enable staff the opportunity to find out more about their colleagues in an interactive manner
- # Wherever possible ensure authentic representation of people from underrepresented groups (e.g. book cover designs, illustrations, marketing material etc.)
- # Be involved in industry wide collaborations to increase equality in publishing
- # Take part in yearly industry wide reporting through organisations such as Skillset
- # Take on flexible working/condensed working hours to support those with caring responsibilities
- # Bridge the gender gap by encouraging and training more women into management and senior management positions
- # Bridge the ethnicity gap by encouraging and training more people from diverse ethnic groups into management and senior management positions
- # Host an open day so that the general public can find out more about your organisation

- ✚ Encourage members of staff to be involved in seminars/workshops/talks that raise the profile of the industry to traditionally underrepresented groups
- ✚ Identify an Equalities champion on your board of trustees who can be responsible for monitoring action on equality
- ✚ Wherever possible try to recruit a representative mix of people according to your local demographics. For example 46% of England's ethnic minority population live in London (source: LDA: 'The Competitive Advantage of Diversity', Oct 2005), this should be reflected in organisations based in London.

EQUALITIES CHARTER MONITORING FORM

This is an example of the type questions you can expect from the Equalities Charter monitoring form. Completion of this form is entirely voluntary and all information will be anonymised and aggregated to ensure complete confidentiality. The Equalities Charter core group will use this information for benchmarking purposes and to highlight the impact of the Equalities Charter on a yearly basis.

1. How many people work in the organisation? _____

2. Please state the number of staff that are:

€ Male

€ Do not wish to disclose

€ Female

If you are undergoing the process of gender reassignment please tick the box that applies to your future gender

3. Please state the number of staff that are:

€ 16 – 25

€ 56 – 65

€ 26 – 35

€ 65+

€ 36 – 45

€ Do not wish to disclose

€ 46 – 55

4. Please state the number of staff that describe themselves as:

€ Heterosexual

€ Bisexual

€ Gay

€ Do not wish to disclose

€ Lesbian

5. Please state the number of staff that consider themselves to have a disability:

€ 1

€ 7

€ 2

€ 8

€ 3

€ 9

€ 4

€ 10 or more

€ 5

€ Do not wish to disclose

€ 6

Under the Disability Discrimination Act 2005 a disability is defined as a 'physical, sensory or mental impairment, which has, or had a substantial and long term adverse effect on a person's ability to carry out normal day to day activities'

6. Please state the number of staff that would describe themselves as:

a. White

€ White – British (including Northern Ireland, Scotland and Wales)

- € White – Irish
- € White – European
- € White – Other

b. Black

- € Black or Black British – Caribbean
- € Black or Black British – African
- € Black – Other

c. Asian

- € Asian or Asian British – Indian
- € Asian or Asian British – Pakistani

- € Asian or Asian British – Bangladeshi

- € Chinese
- € Other Asian

d. Mixed

- € Mixed – White and Black Caribbean
- € Mixed – White and Black African
- € Mixed – White and Asian
- € Mixed – Other

e. Other/Unknown

- € Ethnic identity not known
- € Do not wish to disclose
- € Other identity please state _____

7. Please state the number of staff that would describe themselves as:

- € Buddhist
- € Christian
- € Hindu
- € Jewish
- € Muslim
- € Sikh
- € No religion
- € Do not wish to disclose
- € Other religion please state _____

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