

NOTTINGHAM PLAYHOUSE

Information Pack

ANTI-RACISM ACTION GROUP

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ENGLAND**

NOTTINGHAM PLAYHOUSE
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ANTI-RACISM ACTION GROUP

Nottingham Playhouse is seeking new members to join its Anti-Racism Action Group (ARAG), as specified in our [Anti-Racism Action Plan](#).

At Nottingham Playhouse, we are committed to reflecting the community we serve, both locally and nationally. We recognise that we must accelerate representation within the organisation and continue to make the space an anti-racist, safe space for all.

In 2021, we established an Anti-Racism Action Group to advise the Nottingham Playhouse Executive Team and Board of Trustees on matters of diversity, inclusion, and equality, with the ultimate aim of ensuring that the organisation is a safe and fully representative organisation, which reflects the full breadth and richness of diversity within our community.

Since its inception, the group has been pivotal in interrogating organisational policies and setting up the [Racism Reporting Mechanism](#). More information about the group's work to date can be found [here](#).

The group recently appointed a new Chair, and we are taking this opportunity to also refresh the Terms of Reference (see below) and the membership, including a call-out for new members. We are particularly seeking applications from members of the Global Ethnic Majority, who can bring their lived experience and unique cultural perspective to the group.

OVERVIEW

The Anti-Racism Action Group consists of a minimum three Trustees or Wider Board Members, Artistic Director, and two other staff members, and three co-opted members, recruited through an open process. At least 50% of the Group consists of members of the Global Ethnic Majority.

The Anti-Racism Action Group meets quarterly, currently online. The next meeting will be on Wednesday 9th April 2025.

Co-opted members are paid a fee for each meeting of £87.50, which is based on Nottingham Playhouse's freelance rate (currently £175). Payment is triggered by attending the full meeting.

Meetings necessitate challenge and debate, and the need for mutual respect and empathy amongst the group will be paramount. All members commit to working in the best interests of Nottingham Playhouse, which includes observing confidentiality when required and being respectful of other group members at all times.

For more information, please read the detailed **Terms of Reference** below.

HOW TO APPLY

Please send us:

1. an expression of interest, explaining why you would be interested in joining the group and what you would bring to it. Maximum 200 words.
2. your CV (1 page is fine).
3. a completed Equal Opportunities Monitoring form (this will be separated from your application and not seen by the panel).

Please email your submission to recruitment@nottinghamplayhouse.co.uk as Word documents or PDFs. Please do not use Zip files or file sharing services. Apple/Mac users should export their forms to Word documents or PDFs before sending.

Alternatively, submissions may be sent by post, marked Private and Confidential, to: Recruitment, Administration Office, Nottingham Playhouse, Wellington Circus, Nottingham NG1 5AF.

We would like to help you to fully participate in the application process. If you would like information providing in an alternative format, support in completing your application, or if you require an alternative way to apply (such as by video) please contact us at recruitment@nottinghamplayhouse.co.uk or ring our Stage Door on 0115 947 4361. Please leave a message with your full name, contact information, your address (if you need paperwork posting to you) and details of your request.

Nottingham Playhouse is committed to a policy of equality of opportunity and working with people representative of the diverse communities we work with. We actively encourage submissions who are Disabled, Black, Asian, Brown, dual heritage, indigenous to the global south and/or have been racialised as ethnic minorities. Nottingham Playhouse is part of the Parents in Performing Arts (PIPA) campaign and welcomes submissions from people who have caring responsibilities.

Data and monitoring

As part of recruitment procedures Nottingham Playhouse collects and processes personal data relating to job applicants. We are committed to being transparent about how and why we collect, use and keep personal data secure. Please see Nottingham Playhouse Recruitment Privacy Notice on the website for full details.

The Equal Opportunities Monitoring Form will be separated from your application and will not be available for the persons preparing the shortlist with the exception of obtaining information about disability required to make reasonable adjustments for interview. Data obtained from the forms will be used solely for monitoring purposes and no one individual can ever be identified.

Deadline for applying

The deadline for submissions is **Sunday 16 March 2025**.

Interviews (may be subject to change): Week commencing 24 March 2025.

Your application will be considered by a representative panel who will invite a shortlist of candidates for a chat. This may be in person or by remote video call.

All applicants will be notified of the outcome of their submission.

TERMS OF REFERENCE

1. Context

1.1 In 2021, The Board established an Anti-Racism Action Group to advise the Nottingham Playhouse Executive Team and Board of Trustees on matters of diversity, inclusion, and equality, with the ultimate aim of ensuring that the organisation is a safe and fully representative organisation, which reflects the full breadth and richness of diversity within our community.

1.2 Since its inception the group has been pivotal in interrogating organizational policies and setting up the [Racism Reporting Mechanism](#). More information about the work of ARAG to date can be found [here](#).

1.3 Group discussions, action plans and targets are all contextualized using the latest census data for Nottingham City, Gedling, Broxtowe and Rushcliffe combined. As of 2025 these are as follows:

Ethnic group	Total City & Conurbation	Percent City & Conurbation
Total: All usual residents	670,916	
Asian, Asian British or Asian Welsh	65,676	9.80%
Black, Black British, Black Welsh, Caribbean or African	37,852	5.60%
Mixed or Multiple ethnic groups	29,315	4.40%
White	523,811	78.10%
Other ethnic group	14,262	2.10%

2. Objective

2.1 At Nottingham Playhouse, we are committed to reflecting the community we serve, both locally and nationally. In the wake of the Black Lives Matter movement, we recognise that we must accelerate representation within the organisation and continue to make the space an anti-racist, safe space for all.

2.2 Whilst the exact role of the Action Group will depend upon particular circumstances its prime purpose will be to advise the Board on relevant issues to include:

- Ensuring that the Playhouse is a safe environment for all; shaping an evolving inclusive culture that embraces intersectional thinking and ensures appropriate behaviour from all.
- Delivering and sustaining representation of at least 22% of staff who are of the Global Ethnic Majority (based on census data, see table above) within the permanent staff of Nottingham Playhouse – to ensure that our workforce represents the diversity of the community in which we serve.
- Reviewing the work of Nottingham Playhouse to ensure it is delivering its brand value of 'a place where everyone belongs'.

3. Function

The Anti Racism Action Group shall carry out, although not exclusively, the following functions:

3.1 Recruitment / HR

- To monitor representation of employees across ethnic groups compared with company, labour market, local demography, or industry benchmarks, including analysing recruitment processes.
- To review retention and internal employment opportunities through analysing data and qualitative methods such as exit interviews.
- To identify specific actions which may accelerate, in an effective and meaningful way, equality within the Playhouse's work.
- To set employment target goals and milestones, reviewing data quarterly.

3.2 Programme

- To evaluate and interrogate data around the cultural diversity of our work across departments incl. programming, participation, audience development, and Amplify.
- To ensure the programme and pipeline is aligned with our ambitions for diversity incl. supporting the creation of tools to support this.
- To ensure any wrap-around and audience development connected with the programme is meaningful and engaged with the relevant audiences.

3.3 Policy

- To review, discuss and make any amends to the Anti-Racism Action Plan.
- To review the key areas of the Playhouse's operation and policies through the lens of diversity and inclusion. To include but not limited to EDI, recruitment, and retention policies.

3.4 Racism Reporting Committee

- The Reporting Racism Mechanism committee will be staffed by members of the Action Group.
- The committee will review and respond to any reports made via the mechanism in a timely manner as per the timeline below:
 - Acknowledge receipt of the report within 2 working days.
 - Make contact including answering any questions and any signposting within 5 working days.
 - Put a plan for next steps in place and communicate this within 10 working days.

3.5 General

- To agree a timeline and priority ranking to the above actions via the Action Plan.
- To agree frames to monitor, evaluate and report on progress.
- To advise the Executive Team and Board of Trustees on other matters concerning diversity as they arise.
- To participate in training (both giving and receiving), events and recruitment panels as appropriate.

4. Membership and Quorum

4.1 The Anti-Racism Action Group will consist of a minimum three Trustees or Wider Board Members, Artistic Director, and two other staff members, and three co-opted members, recruited through an open process.

4.2 At least 50% of the Group will consist of members of the Global Ethnic Majority.

4.3 Co-opted members will initially serve on the Group for 18 months, after which the group may re-recruit. Co-opted members will be paid a fee for each meeting (inclusive of preparatory reading and any work between meetings) of £87.50, which is based on the Playhouse's freelance rate (currently £175). Payment is triggered by attending the full meeting.

4.4 A Nottingham Playhouse employee will be nominated as Secretary to assist the Action Group and Reporting Racism Committee.

4.5 A quorum is reached if 50% of members are in attendance, including at least one trustee, one staff member and one co-opted member.

4.6 Meetings will necessitate challenge and debate. All members commit to working in the best interests of Nottingham Playhouse, which includes observing confidentiality when required and being respectful of other group members at all times.

4.7 A Chair will be appointed by Nottingham Playhouse. In the absence of the Chair, another member of the Action Group will act as Chair for that meeting.

5. Meetings

5.1 The Anti-Racism Action Group will meet quarterly on a date or dates to be determined by the Chair of the Action Group in consultation with the Artistic Director and/or Chief Executive. Between meetings, urgent business may also be transacted by phone and/or email at the instigation of the Chair of the Action Group, Chair of the Board or Chief Executive.

5.2 In addition to its scheduled meetings, further meetings of the Action Group may be called at the request of the Chair of the Action Group, Chair of the Trust Board, or the Artistic Director, or ARAG itself.

5.3 The Chair of the Anti-Racism Action Group shall meet periodically with the Chief Executive and Chair of the Board.

5.4 Unless otherwise agreed, notice of each meeting confirming the venue, time, and date, together with an agenda of the items to be discussed and any relevant papers, shall be sent to Action Group members and all other persons required to attend no later than 4 working days before the date of the meeting.

5.5 The secretary will minute the proceedings of each meeting; minutes should include the names of those in attendance and any declarations of conflict of interest.

5.6 Draft minutes of the meetings shall be circulated to the Chair of the Action Group within 7 working days of the meeting taking place. These minutes will then be circulated to the group within 14 working days of the meeting. If there is a likely to be a delay, any actions should be circulated ahead.

6. Reporting

6.1 The Chair of the Action Group or designated representative shall report to the Trust Board on its proceedings after each meeting on all matters within its duties and

responsibilities, usually within Board Meetings or to the Chair of the Board separately. This will include any matters of which the Board should be aware, or which require further consideration by the Board.

6.2 Public transparency and accountability is essential and updates on the group's activity will be posted on the website quarterly, including action points.

7. Review

7.1 The terms of reference for the Action Group will be kept under periodic review, and a review of the effectiveness of the Action Group will be undertaken annually.

7.2 An appraisal of the composition of the group will be conducted as part of the periodic review process.