

THE BRITISH FILM INSTITUTE

THE OPERATION OF THE INSTITUTE'S EQUAL OPPORTUNITIES POLICY IN THE YEAR 1988/1989.

Introduction

The Institute's Equal Opportunities Policy requires that a report be prepared for Governors each year. This report reviews the events of the past year and sets out some points for action in the current year.

Equal Opportunities Policy and Code of Practice

The Policy and Code of Practice (agreed with MSF, but applied to all staff of the Institute) have now been in operation for two years. The Equal Opportunities Monitoring Group, on which representatives of management and MSF sit, has felt for some time that a revision of some areas of the formal documents was necessary. Management has put forward proposals, some of which strengthen elements of the policy, while others amend aspects which have proved ineffectual and/or impractical. The main changes proposed by management are as follows:

- (a) the introduction of a statement that people should not suffer discrimination on the grounds that they are HIV Positive;
- (b) the inclusion of ACTT and BETA, as unions recognised by the Institute, on the Equal Opportunities Monitoring Group to reflect management's view that all staff and locations should be represented;
- (c) a requirement to advertise most vacant posts (with certain specific exceptions) outside as well as within the Institute, in order to give a wider range of sections of the community the opportunity to apply;
- (d) a reduction in the amount of detailed guidance on some recruitment and employment matters, where such guidance does not reflect best practice or has proved impractical.

The draft of a revised Policy and Code of Practice is being discussed at the Equal Opportunities Monitoring Group.

Training

The Equal Opportunities "awareness" sessions for staff organised in 1987/88 have been built upon by offering a range of in-house training courses set in an Equal Opportunities context - for example, courses on assertiveness, counselling, interviewing, and disability awareness. Although these courses have, on the whole, proved successful, as with all initiatives there is a need to regenerate regularly the early momentum. Further development is needed - to ensure that new members of staff receive basic awareness training; to target more accurately the people (particularly managers) who will benefit from training in such subjects as interviewing and counselling skills; and at least to prepare for a start on training especially directed at groups subject to discrimination.

Recruitment and Employment

The review of recruitment documentation referred to in last year's report has proved useful, although further amendments may be required as a result of changes to the Policy and Code of Practice.

Statistical information about candidates is maintained for monitoring purposes, and a summary for the calendar year 1988 appears at Annex A. Such statistics are not as helpful as they might be because of the lack of baseline data about the Institute's current staff and the consequent difficulty of making meaningful comparisons. The exercise to collect such data in 1987 suffered from a low response from staff, and now needs to be repeated. However, a start has not yet been made on the computerisation of personnel records which will be necessary if wholly effective monitoring is to be carried out. It is intended to implement computerisation this year.

No registered disabled people were recruited in 1988. The Institute, in common with most other employers, continues to be unable to meet the statutory quota (3% of the workforce) for the employment of disabled people. The Institute has recently established a Disability Committee and disability awareness training sessions have been held for staff. However, only a major series of practical steps will enable the situation to be tackled significantly: these might include positive advertising, liaison with statutory and voluntary agencies, and the introduction of appropriate aids and adaptations at the work-place.

All vacant posts are advertised in the ethnic minority press but the response continues to be disappointingly low. Further attempts are being made to gain editorial coverage in these journals of the work of the Institute and its Equal Opportunities Policy.

Last year's report recognised that little action had been taken to adjust employment conditions to cater for the demands of child-care. Since then even greater attention has been focussed on this subject, with a range of employers, including the Civil Service, looking at initiatives in this area (partly, it has to be said, as a result of growing recruitment difficulties for certain groups of workers). Such matters as child-care facilities, longer periods of maternity leave, and job-sharing procedures are being actively considered.

General Issues

As part of the implementation of the Equal Opportunities Agreement it has now become an established part of Institute policy to require funded organisations to themselves develop active Equal Opportunities policies. All the organisations funded by Funding & Development Division have accepted this requirement as a condition of grant, and the Division is monitoring the implementation of their policies, providing advice where necessary and making training available.

In line with the spirit of the agreement, Distribution Division is embarking on a process of monitoring the Equal Opportunities procedures of film theatres which receive Programming Advice from the Institute, but do not receive any grant aid. In collaboration with Funding & Development, Distribution Division will be encouraging the adoption of positive policies where these are found to be lacking, and will be providing advice and training to those theatres which wish to improve their procedures.

The Production Division has taken active steps to encourage the development of short scripts written by and to be directed by women for its New Directors programme, with a result for 1989/90 that the production roster will contain four women and three men. The Division has also instituted a monitoring process covering the 400 to 500 annual applications to the New Directors programme. The Division also actively seeks to employ women and people from the Black and Asian communities on production crews.

The budget operated by the Periodicals Department requires the small magazines which it funds to develop and operate an Equal Opportunities policy appropriate to their size.

The survey by Anthony Smith of Ethnic Minority activities around the Institute has led to a post being created in Distribution Division to develop the distribution of Third World and British Black and Asian productions. A second survey is now necessary to monitor the developments that have taken place in this area of activity over the last eighteen months.

Future Action

Considerable progress has been made in the sphere of Equal Opportunities. However, the implementation of an Equal Opportunities Policy needs a substantial input of commitment, particularly from managers at every level, time and money, all of which are under pressure from other demands. Increasing the effectiveness of the Equal Opportunities Policy needs therefore to be identified as a high priority over the next twelve months, with action being taken in the following areas:

- (a) finalisation of the changes to the Equal Opportunities Policy and Code of Practice;
- (b) direct involvement in formal discussion on Equal Opportunities of representatives of both management and unions covering all staff and locations;
- (c) an increase in the training activity in this area;
- (d) a continuing review of recruitment and selection procedures;
- (e) investigation and, where appropriate, implementation of provisions relating to the employment position of women with family responsibilities;
- (f) action to increase the recruitment of registered disabled people;
- (g) computerisation of personnel records;
- (h) a second survey of Ethnic Minority activities.

Barrie Ellis-Jones
Acting Deputy Director

10.05.89

Policy

RECRUITMENT STATISTICS 1988

No. of Jobs Advertised: 118

Applications Received: 2878

Vacancies Unfilled: 7

| | <u>Applications Received</u> | <u>Shortlisted Applicants</u> | <u>Appointments Made</u> |
|------------------------|----------------------------------|-----------------------------------|------------------------------|
| <u>Sex</u> | | | |
| M | 1560 | 219 | 40 |
| F | 1318 | 326 | 71 |
| Not Known | - | - | - |
| | <u>2878</u> | <u>545</u> | <u>111</u> |
| <u>Ethnic Origin</u> | | | |
| African | 93 | 10 | 1 |
| Afro-Caribbean | 243 | 35 | 7 |
| Asian | 130 | 10 | 0 |
| European | 2189 | 443 | 93 |
| Other | 150 | 31 | 7 |
| Not Known | <u>73</u> | <u>16</u> | <u>3</u> |
| | <u>2878</u> | <u>545</u> | <u>111</u> |
| <u>Age</u> | | | |
| - 20 | 146 | 41 | 13 |
| 21-30 | 1814 | 326 | 68 |
| 31-40 | 632 | 138 | 23 |
| 41-50 | 191 | 35 | 2 |
| 51-60 | 93 | 5 | 5 |
| 60 + | <u>2</u> | <u>0</u> | <u>0</u> |
| | <u>2878</u> | <u>545</u> | <u>111</u> |
| <u>Physical Status</u> | | | |
| Able Bodied | 2775 | 540 | 110 |
| Unreg. Disabled | 7 | 0 | 0 |
| Registered Disabled | 28 | 4 | 0 |
| N/K | <u>68</u> | <u>1</u> | <u>1</u> |
| | <u>2878</u> | <u>545</u> | <u>111</u> |