



Equality, Diversity and Inclusion consultant brief

Introduction

Turner Sims Southampton is seeking an experienced consultant to develop a new, comprehensive equality, diversity and inclusion (EDI) strategy and plan for the organisation.

The plan will enable the delivery of our ambitious future strategy, developed in 2020 through consultation with a wide range of stakeholders and adopted by the Turner Sims Strategic Board in early 2021. Over the next five years we intend to transform our respected programmed concert hall into a dynamic music hub engaging with diverse audiences from within the University of Southampton (UoS) and Southampton.

In developing the plan we expect it to reflect and respond to the University of Southampton's EDI Strategy (<https://www.southampton.ac.uk/diversity/index.page>) and commitment to its civic role, and Arts Council England's *Let's Create* strategy (<https://www.artscouncil.org.uk/letscreate>). The latter includes requirements for National Portfolio Organisations (of which Turner Sims is one) to address the lack of diversity in governance, leadership, workforce, audiences and participants.

Objectives

We are seeking a consultant who can work with us to progress six specific areas:

- 1) Develop an EDI strategy and plan which considers all protected characteristics within our work but also incorporates areas such as socio-economic background. Our workforce, strategic board make-up, and programme content are a particular focus.
- 2) Define targets for the next five years which can be embedded within our governance model to ensure accountability is set from the top.
- 3) Establish forums for staff, student and community users of Turner Sims, which bring together a range of perspectives and backgrounds. We envisage these being an opportunity for a two-way open dialogue about what changes are working and where challenges still remain.
- 4) Identify opportunities to align our approach with other organisations, fora, or initiatives to maximise collaborative working.

5) Outline the resources required in both staffing and funding to enable the activity described in (1-4) to be developed and delivered.

6) Produce a timetable for action.

Background to Turner Sims Southampton

Turner Sims is a 350 seat concert hall, part of University of Southampton and located on its main Highfield Campus.

Pre-Covid it presented a high quality programme of promoted concerts of 70-80 concerts per year, over two seasons. It has been part of the University since opening in 1974 and is an Arts Council England (ACE) National Portfolio Organisation (NPO).

Within the University, Turner Sims is part of the Arts and Culture department, and run by a dedicated team of 2 full-time and 9 part-time staff plus casual staff and volunteer ushers. It is supported by back office support from the University's Finance, HR, Estates, Legal and Development teams.

Turner Sims receives core University funding and grant funding from ACE. Further income is generated through ticket sales, bar, hires, a Friends scheme (managed in-house), individual donations to general funds and specific initiatives (eg the Piano Circle), and support from trusts and foundations towards specific project activity.

Timescale

The work should be carried out in July and August 2021 so as to inform our business planning for the 2021-22 and 2022-23 financial years. Key dates are as follows:

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| Wednesday 7 July | Deadline for applications |
| 12 -14 July | Interviews |
| July/August | Audit of activity and conversations with stakeholders |
| Tuesday 31 August | Delivery of final strategy |

Fee and submission requirements

Turner Sims has a sum of £4,000 plus VAT available for this piece of work. If you wish to submit a proposal, please include the following details in addition to an outline methodology for the project:

- Details of all personnel to be involved in the project, with short biographies
- A detailed budget, including daily rates for all personnel and the number of days' work anticipated
- CV

Applications should be sent by email, with the subject heading 'Consultant brief' followed by the title of the brief, to:

Kevin Appleby, Concert Hall Manager, Turner Sims Southampton at kma@soton.ac.uk

Please email Kevin Appleby if you would like further information or an informal conversation about the brief in advance of submitting an application.

Other consultant briefs

Turner Sims is currently seeking consultants to undertake activity relating to communications and audience development, development and fundraising, engagement, and equality, diversity and inclusion. Consultancies with skills and experience in these areas are welcome to submit bids for all four briefs. Details of the briefs can be found on the Turner Sims website www.turnersims.co.uk

**KMA/LC
June 2021**