



Cockpit Equity, Diversity, Equity and Inclusion Action Plan 2022-3

This Plan refers to Cockpit's DEI Statement & Policy 2021 and DEI Annual Objectives 2022-3. It should be read together with those documents.

Aims

The overarching aims of our diversity, equity and inclusion (DEI) plan are to:

- Open up access to starting a successful professional career in craft to everyone with talent
- Actively address structural barriers, including systemic racism, inequality of access to education and training, and socio-economic barriers
- Promote and celebrate the diversity of the community of makers at Cockpit
- Continually deepen our learning and evolve our understanding of diversity and inclusion
- Build a more diverse, inclusive and cohesive community: makers, team, Trustees, partners

Actions to deliver the above aims are set at the beginning of each financial year. Actions for 2022-3 are set out on the following page.

Priorities

Our DEI priority areas for 2022-3 are race, disability and socio-economic background. We actively address barriers relating to all protected characteristics.



Responsibilities

- Effective implementation of the action plan is the overall responsibility of the CEO and, at Board level, the Chair.
- Head of Operations is responsible for ensuring progress on DEI for the team as a whole, overseen at Board level by the Chair of the People Committee.
- Owners responsible for progress against each action are specified in the action plan.
- Every staff member has at least one annual personal work objective relating to DEI. These are set at the beginning of each financial year.

Monitoring and Review

- Formal reporting on progress takes place quarterly at Board meetings.
- Annual KPIs are set in April 2023 (following end of year 2021-2 review) and are monitored quarterly or annually, as appropriate to the specific metric.
- Detailed reviews and planning take place at the People Committee (PECo, to be established April 2022, as approved at the Board 17th November 2021).
- At team level, DEI actions are regular agenda items at weekly meetings, with progress formally monitored and reviewed once each quarter.
- Actions are reviewed for efficacy and, if progress is delayed, pro-active solutions are devised collaboratively in the team.
- We recognise the sensitivities in gathering data on protected characteristics. Completion of monitoring forms by visitors is optional. Monitoring is proportionate to the activity and we avoid using forms where they could themselves create barriers to participation.
- Individual staff members' progress on objectives is reviewed in one-to-one meetings with line managers and formally in our six-monthly review process.



ACTIONS 2022-3

Target dates and owners responsible for actions are specified in the Cockpit DEI Objectives 2022-3

Awards and Applications

1. Provide 16 Awards and Bursaries (for 29 studio holders) annually, to address socio-economic barriers to starting in practice
2. Continue our three-year Award programme *The New Craftsmen at Cockpit* for makers from currently underrepresented backgrounds
3. Recruit two makers to *Make It*, our programme for under- or unemployed makers aged 26 years or under, and continue support for three year 2 places
4. Review effectiveness of option for video applications.
5. Ensure diversity of lived experience on selection panels: widen interview panel and provide full briefing, including on DEI, for panelists
6. Introduce monitoring of socio-economic background
7. Continue monitoring diversity of applicants and successful candidates.
8. Assess options for introducing a Guaranteed Interview Scheme for people facing structural barriers due to race and/or disability.
9. Continue tailored 1:1 feedback to all interviewees to support their development

Communications

10. Celebrate and actively raise the profile of the diversity of Cockpit makers: all comms reviewed to ensure inclusion.
11. Continue to ensure diverse representation in all communications (written, photographic, social media, video) in relation to race, gender, age, disability, socio-economic background.
12. Actively extend networks to promote Cockpit opportunities to reach a greater range of potential candidates
13. Actively build promotional partnerships with new networks, organisations, businesses and media to reach more diverse audiences



Buildings

14. Ensure Deptford redevelopment implements the recommendations of Access Audit to achieve the highest standards of access.
15. Update signage throughout Deptford building in line with the sign design guide.
16. Ensure that the fitout of the new cafe and education space provides flexible facilities to promote access and inclusion (consider lighting, furniture, server heights, access control).
17. Holborn: Arrange access audit with Camden Council (landlord) and develop action plan.
18. Update signage throughout the building in line with the sign design guide. Careful consideration needs to be made for the approach for those with accessibility issues (i.e. different entrance on a different street for lift access).

Makers

19. Further engage Cockpit makers in our diversity, inclusion and antiracism plans development
20. For specific projects, continue to recruit paid makers of colour as advisors or ambassadors to help us shape new programmes and/or to reach new communities.
21. Programme further unconscious bias and antiracism training in 2022 for makers

Maker Training

22. Build and enrich our pool of trainers to include more people from more diverse backgrounds as a priority in 2022
23. Brief all external trainers on Cockpit's DEI statements as a standard part of our procurement processes.



Careers Outreach

24. Host four school groups annually – including at least one special education needs school – as part of Cockpit creative careers discovery days with aims to meet school Gatsby benchmarks and bring visibility to careers in the creative industry.
25. Improve access and welcome community groups to Cockpit by sharing our education spaces (free of charge)
26. Provide six free interactive workshops to local families during *We Are Lewisham* London Borough of Culture

Staff

27. All staff members to receive at least one DEI training session during the year
28. Introduce Kickstart and/or formal work experience programme (minimum: 2 places) for those facing socio-economic barriers
29. Each staff member to have at least one specific DEI objective in their annual workplan
30. Recruitment: Continue to improve language and omit any unnecessary criteria from job descriptions (e.g. requirement for a degree where not relevant). Monitor diversity of applicants and successful applicants to identify our most effective routes to widening our pool of applicants

Board

31. Establish People Committee (Board sub-committee) to meet quarterly
32. Review DEI report quarterly
33. Hold one dedicated Board session on DEI
34. Incorporate DEI training into Trustee training plan
35. Review updated DEI policy and approve 2023-4 action plan