



Forum Central Inclusion Working Group Meeting Notes Friday 26 November | 2.00pm – 3.30pm | via Zoom

Attendees:

Abigail Olaleye - BME Project Worker

Arfan Hanif - Touchstone (Chair)

Bushra Javed - Advonet

Catherine Donnelly - Engage
Leeds / GIPSIL

Daisy Morgan, Jenny Bull, Karen Fenton, Sarah
Wilson - Forum Central

Lisa Mulherin - The Market Place

Michelle de Souza - Inspire North

Paula Gardner - BARCA Leeds

Wendy Cork - The Advonet Group

Satwant Rait, Zoe Ricketts - Leeds
Older People's Forum

Welcomes, Introductions and Apologies

Arfan welcomed everyone to the meeting of Forum Central's Inclusion Working Group.

Review and sign off of updated ToR

Arfan introduced the [Terms of Reference](#) which have been shared with the group previously for input.

Additional comments/suggestions proposed included:

- There are a lot of meetings/talking but not much action - this needs to be about practice
- Importance of holding people to account, calling things out and being proactive. Invite senior people who control resources to meetings, making them accountable
- Need to make a commitment as a group and support each other to follow it up - for example how the group has helped our organisations to become more inclusive and show how we've developed best practice within our organisations.
 - E.g. within the Leeds Advocacy Network we don't always find a way to share themes from monitoring and people that use services
 - Ensure space on future agendas for members to bring best practice/examples of work
 - These meetings are a safe space - members encouraged to share dilemmas and not be afraid, take advice and guidance from group and make improvements
 - Marvina's work linked to Synergi - could come in as an update from FC perspective

ACTION: Members to share additional comments on ToR

ACTION: Arfan to take comments on board, finalise and sign off ToR

Review of proposed 2022 forward plan

Arfan introduced [a draft forward plan](#) for the group that sets out what we're planning to do in 2022.

The group agreed to focus the first meeting in January on data and how it can be used to make improvements. Arfan offered to facilitate this meeting and share experience and resources from Touchstone as a starting point. Suggestions for the discussion included:

- We struggle with people not wanting to share - useful to go into how people ask for information, can take back into organisations about why and how you ask for it, explain why we ask for information throughout the Third Sector
- Arfan noted that Touchstone facilitates training around ensuring data is consistently collected including top tips around the most effective way to ascertain information
- Need to be clear about why we're asking for it and what's going to be done with it afterwards - communicate to staff, examples of how it's been used at Touchstone to reflect on how services are doing

The plan includes the suggestion to have a guest speaker at each meeting to speak to the theme or topic in focus. The group noted the importance of making sure we are prepared in terms of what to ask this person, and that they don't join for the whole meeting to allow for some preparation time/separate discussion.

It was agreed that the next meeting in April will cover action planning and what to do with data captured.

Other suggested topics/themes included:

- Training & development - needs to be more accessible and engaging. Could we do something around experience? Doesn't work in isolation - needs to be part of something broader, personal development - buddying, mentoring, shadow good practice
 - Helpful for FC to have an overview of our members' work - allyship model, One Workforce, Marvina's work - each organisation has a specialist knowledge of the people they work with, so much experience & expertise - how do we share that amongst ourselves. Training & organisational development. Sector wide training to ensure consistency? Advonet could do accessible version for use across organisations
- Training around anti-racism in lives and organisations led by LOPF - leadership hasn't been present, concerns that people aren't being heard at level where change can happen
- Work around health & housing - accessibility in new house constructions
- Broader discussion around accessibility, disabilities, individual communities/groups of people. E.g. LGBT - Barnardo's session on positive identities highly recommended; Neurodiversity
 - Group covers all protected characteristic groups but might be helpful to focus on a particular group given they're all unique
- Policies - dry but helpful, organisations struggle with policies at times. Suggestion to have a monitoring system to track whether people have read policies. Equal opps policies need to be more accessible rather than written in code language

In summary, the group noted the importance of focusing on our own organisations where we know we can take small steps to start to effect change. Arfan suggested that subgroups could be set up to progress discussions, although it's important to clarify how this work links to other groups and meetings to ensure our time is not duplicated. The group was encouraged to share resources, discussion points or other input in between meetings via Daisy to ensure momentum is maintained.

]ACTION: Arfan to update forward plan based on feedback shared by group

ACTION: Daisy to share invite for January meeting

ACTION: Members to share best practice/ideas re monitoring in advance of meeting

Proposed 2022 meeting dates

The group was happy with the proposed dates with the exception of 18th April which is a Bank Holiday.

ACTION: Daisy to move April meeting to new date (Complete)

- Wednesday 26 January - 1.00-3.00pm
- Wednesday 13th April - 2.00-4.00pm
- Thursday 26th May - 2.00-4.00pm
- Tuesday 26th July - 2.00-4.00pm
- Thursday 6th October - 2.00-4.00pm
- Thursday 1st December - 2.00-4.00pm