

Minutes

Harehills Forum meeting

Nowell Mount Community Centre, 16th January 2023

Present

Lisa Borrack

Gill Fallon

Karen Harris

Joanne Harrison

Ann marie Hayes

Terry Jones

Libby (WY Police)

Ian Mackay

Yvonne Milliner

Chijioke Ojukwu

Timothy Rawson (WY Police)

Rudolphe Solentini (Learning Partnerships)

Apologies

Jasmin Ali

Tanis Belsham-Wray

Comment	Action
<i>Forum and boundary designation application</i>	
TJ queried why the application had not been submitted in November / December. IM explained there had been a data incident which we were required to investigate, but that the application can now be submitted subject to agreement from members.	
IM explained the rights that being a designated neighbourhood forum brings status, the right to prepare a neighbourhood plan, and access to apply for funding. He clarified the distinction between the pilot and its 'Community priorities statement' (a non-statutory document) and a Neighbourhood Plan (a statutory document).	
RS asked for an explanation of the application and designation process. IH explained there is a statutory 6-week consultation period after which council officer will report, taking into account feedback from the elected members in the area. The whole process is likely to take about 10 weeks.	
JH showed the membership map indicating the distribution of residents, workers and elected members who have agreed to be included on the application form. She explained that other Forum applications have included such a map, and that it is also useful for identifying parts of the neighbourhood where efforts could be made to increase membership. The group indicated they are happy for the map to be included in the application. AH suggested we collect / map data for attendees at all meetings to further understand where recruitment efforts might be focused.	JH
IM reiterated that the group should be aiming for 30 members to be listed on the application so anyone not already listed is asked to consider doing so.	JH
The group agreed they were happy with the application and want it to be submitted as soon as possible. This will happen next week.	KH / JH
<i>Engagement strategy</i>	
AH queried how we consult with national organisations who operate in the area. There was general concern that some organisations take more than they give. JH explained that some national organisations have already been identified as potential	

key stakeholders and that the group needs to think about its desired outcomes e.g. KH gave an example that the group might want to look at Home Office housing policy and whether changes need to be made to ensure that residents placed in the area are given appropriate support. JH said if they wish to see improved Home Office support for these residents, then the Home Office needs to be consulted.	
JH explained that more detailed documents have been produced regarding the engagement strategy, and the document emailed to the group is a summary. The more detailed documents for example, include a matrix identifying which of the suggested engagement methods might be suitable for which groups of people (e.g. youth, older people, people who work in the area, BME etc) and which locations might be most suitable. CO said that each group might need to be engaged in multiple places to maximise the reach (e.g. young people are in salons, not just community centres). IM said that the group needs to develop the stakeholder list.	All
JH outlined how the group will need to set targets for engaging the various groups of people and KH said that members should use existing links that they already have e.g. through voluntary work, their paid work etc. TR said that WY Police can also contribute to this.	All
YM highlighted that we also need to reach people with autism or special needs, and those affected by trauma.	All
KH said there is a lack of capacity and that while there are lots of organisations working in the area, particularly with young people, the very high number of young people means that perhaps only 1 in 10 are engaged. An evidence base is needed to understand this.	JH
CO suggested that young people could be employed to provide translation services, for example in four key languages. This would build their capacity and enhance their CVs.	
AH said we need to be realistic about the resources available.	
IM asked the group to consider what the council could do differently, and how they might evidence their priorities.	
IM and JH said the group might want to think about what success will look like – at the end of the pilot, and at the end of 2024. AH said she felt it would be intangible such as credibility for the forum, and a demonstration of its members being committed, compassionate, reliable and acting with integrity. IM suggested the group put thoughts about a neighbourhood plan to one side during the pilot so they can concentrate on the Community Priorities Statement, and then use this as a base for moving on to the neighbourhood plan. JH suggested the group think of the Community Priorities Statement as the end of a stage, not the end. IM added that making a neighbourhood plan is a big commitment, but the Community Priorities Statement gives ‘a foot in the door.’	
CO asked again that the council provide a written commitment to listen to what the group wants. JH explained that LCC is listening but that she didn’t feel such a statement would bring anything additional than was already agreed. She went on to say that it is not necessarily the council who needs to listen to everything the group produces in the Community Priorities Statement e.g. the NHS will need to listen to health issues, WY Police to crime etc, and so it was more important to understand what the group wants to achieve (e.g. what are the health or crime targets) so they can engage the right stakeholders in the consultation, provide the right evidence, and then hold them to account. TJ said that a broad mission statement is needed initially and KH said that this needs to include tangible improvements. RS agreed that stakeholders need to deliver on the specific issues raised. JH said that the more	All

<p>detailed engagement strategy work she has started lists which stakeholders are / might be responsible for delivering change based on the broad themes identified in the Big Dream workshops. This will become more detailed as the engagement process progresses.</p>	
<p>JH said that we need to think strategically, and that while the individual micro-stories are important and do create the bigger picture and make the neighbourhood what it is, it is important that we stay focused on the overall long term aims and how to achieve them rather than focus on the individual situations of particular residents. If the strategy is right, the individual problems will be resolved, but if we concentrate on individual problems, we will forever be trying to solve individual problems as the system that creates them will stay the same.</p>	
<p>KH suggested that the group considers the NHS SBAR tool which could be transferred to the issues being experienced in Harehills. If a series of information booklets are produced so that residents can understand the process for resolving a particular issue in terms of what to do, when to do it, what the expected time scale is etc, then with record keeping, they can then hold organisations to account. CO had highlighted that some families do not know they have a right to certain repairs and are consequently living in sub-standard conditions. This might go some way to addressing those issues. JH added that as well as helping people understand their rights, it could also be tailored to help people understand their responsibilities. Information on SBAR to be provided to JH.</p>	<p>KH / AH / LB</p>
<p>RS said the engagement needs to be determined by the community, with support from the council.</p>	
<p><i>Forum logo</i></p>	
<p>JH explained that East Street Arts has been commissioned to design logos for Forums in the pilot, and Harehills has the option to provide a design brief so they can do this, or select one of the two logo options that has been designed by KH. The group is to decide their preference. If East Street Arts are selected, the design brief might want to include information such as whether the logo should be an image or text only or image with lettering / text, whether it should be black and white or include one or more colours, and what it should express in terms of the special qualities of Harehills.</p>	<p>All - Email preference by 24th January</p>
<p><i>Forum website</i></p>	
<p>JH said that the Forum needs a website and that ideally there should be at least a static page available during the application consultation period. She suggested that this could be done by group members, using Forum funds to cover the cost of website hosting e.g. for a managed Wordpress website. CO said that he would like the design to be done by local young people who could get paid for doing so. JH said she was not sure it would be possible to pay people because it would be difficult to choose who gets paid for services and who doesn't, and also not all residents are eligible to do paid work. She suggested instead that the group could consider other options with longer term benefits, such as having a competition so the winner then gets online credit, a reference and CV enhancement. This might work better for guest blogging and ongoing content rather than the initial set up and management of the site. AH suggested that the website could have a dropdown menu to translate it into other languages. TR asked that it include a link to WY Police and the group agreed that it could be used as a place to link to a wide range of support services. KH asked for LCC produce the initial website. JH to investigate and to resend the email with the Wordpress template and other forum website examples.</p>	<p>JH / All</p>

<p>Post meeting note: There is the opportunity to explore payment options for Forum tasks in principle. JH to confirm if LCC can produce an initial static webpage to get started.</p>	
<p><i>Data-sharing</i></p>	
<p>JH said that it will be essential for group members to be able to contact each other directly as the engagement starts and people will be working together in smaller groups on specific tasks. She showed a data-sharing sheet and asked that people tick the boxes, date and sign to confirm their data sharing requirements. The first option is to share with the committee only (currently Karen is taking the lead until the roles are elected after designation) or to share with all other members. This does not mean that everyone will receive everyone else's email address but that if a group of people are working together, JH / the committee can share their contact details with each other so they can communicate directly. At present all emails are blind copied. Those present completed the form.</p>	