

### 3. Resources

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## 3.1 Useful information and resources

The following websites contain information that may be useful when preparing workshops.

### **Anti-poverty strategy:**

Department for Work and Pensions (DWP) National Action Plan for Social Inclusion available at – [www.dwp.gov.uk/publications/dwp/2003/nap/index.asp](http://www.dwp.gov.uk/publications/dwp/2003/nap/index.asp)

Department for Work and Pensions (DWP) Opportunities for All (this is the annual report on the government's strategy for tackling poverty and social exclusion) – [www.dwp.gov.uk/ofa/reports/2003/index.asp](http://www.dwp.gov.uk/ofa/reports/2003/index.asp)

### **Useful statistics:**

Census data – [www.statistics.gov.uk/census2001/default.asp](http://www.statistics.gov.uk/census2001/default.asp)

Households below average income data – [www.dwp.gov.uk/asd/hbai.asp](http://www.dwp.gov.uk/asd/hbai.asp)

Data about women and men in Great Britain, Wales, Scotland – [www.eoc.org.uk/EOCeng/dynpages/research\\_stats.asp](http://www.eoc.org.uk/EOCeng/dynpages/research_stats.asp)

### **European Commission**

For information about the 'Open Method of Co-ordination' of which the NAPs form a part – [www.europa.eu.int/comm/employment\\_social/soc-prot/soc-incl/index\\_en.htm](http://www.europa.eu.int/comm/employment_social/soc-prot/soc-incl/index_en.htm)

Joint Inclusion Report: this is an assessment of all the NAPs produced by the various member states. It provides summaries of the NAP for each state, putting them in context and with some critique – [www.europa.eu.int/comm/employment\\_social/soc-prot/soc-incl/joint\\_rep\\_en.htm](http://www.europa.eu.int/comm/employment_social/soc-prot/soc-incl/joint_rep_en.htm)

For the actual NAP documents for each member state – [www.europa.eu.int/comm/employment\\_social/news/2001/jun/napsincl2001\\_en.html](http://www.europa.eu.int/comm/employment_social/news/2001/jun/napsincl2001_en.html)

### **England**

England Anti-Poverty Platform	<a href="http://www.ukcap.org/england.html">www.ukcap.org/england.html</a>
Neighbourhood Renewal Unit	<a href="http://www.neighbourhood.gov.uk">www.neighbourhood.gov.uk</a>
Social Exclusion Unit	<a href="http://www.socialexclusionunit.gov.uk">www.socialexclusionunit.gov.uk</a>
Active Communities Unit	<a href="http://www.homeoffice.gov.uk/comrace/active/index.asp">www.homeoffice.gov.uk/comrace/active/index.asp</a>
Government Offices for the Regions	<a href="http://www.odpm.gov.uk">www.odpm.gov.uk</a>

## Northern Ireland

Northern Ireland Anti-Poverty Network (NIAPN)	<a href="http://www.niapn.org">www.niapn.org</a>
Northern Ireland Assembly Government (suspended at time of publication)	<a href="http://www.ni-assembly.gov.uk">www.ni-assembly.gov.uk</a>
New Targeting Social Need: document providing background on addressing social exclusion in Northern Ireland	<a href="http://www.ni-assembly.gov.uk/io/research/0401.pdf">www.ni-assembly.gov.uk/io/ research/0401.pdf</a>

## Scotland

Poverty Alliance (anti-poverty network in Scotland)	<a href="http://www.povertyalliance.org">www.povertyalliance.org</a>
Scottish Executive (general site)	<a href="http://www.scottishexecutive.gov.uk/Home">www.scottishexecutive.gov.uk/Home</a>
Indicators of progress: Definitions, data, baseline & trends information	<a href="http://www.scottishexecutive.gov.uk/library5/social/emsjt-00.asp">www.scottishexecutive.gov.uk/library5/ social/emsjt-00.asp</a>
Social Justice Research reports	<a href="http://www.scotland.gov.uk/cru/resfind.aspx?series=8,19,45,50">www.scotland.gov.uk/cru/resfind.aspx? series=8,19,45,50</a>

## Wales

Anti-Poverty Network Cymru	<a href="http://www.ukcap.org/wales.html">www.ukcap.org/wales.html</a>
Welsh Assembly Government (general site)	<a href="http://www.wales.gov.uk/index.htm">www.wales.gov.uk/index.htm</a>
WAG documents on social deprivation in Wales	<a href="http://www.wales.gov.uk/themessocialdeprivation/content/keydocs-e.htm">www.wales.gov.uk/ themessocialdeprivation/ content/keydocs-e.htm</a>

## UK

UK Coalition Against Poverty	<a href="http://www.ukcap.org">www.ukcap.org</a>
Commission for Racial Equality	<a href="http://www.cre.gov.uk">www.cre.gov.uk</a>
Equal Opportunities Commission	<a href="http://www.eoc.org.uk">www.eoc.org.uk</a>
Disability Rights Commission	<a href="http://www.drc-gb.org">www.drc-gb.org</a>
European Anti-Poverty Network	<a href="http://www.eapn.org">www.eapn.org</a>
ATD 4th World	<a href="http://www.atd-uk.org">www.atd-uk.org</a>
Church Action on Poverty	<a href="http://www.church-poverty.org.uk">www.church-poverty.org.uk</a>
Community Pride Initiative	<a href="http://www.communitypride.org.uk">www.communitypride.org.uk</a>
Oxfam UK Poverty Programme	<a href="http://www.oxfamgb.org/ukpp">www.oxfamgb.org/ukpp</a>
Single Parent Action Network (SPAN)	<a href="http://www.spanuk.org.uk">www.spanuk.org.uk</a>

## 3.2 Evaluation, feedback and equal opportunities monitoring forms

It is really important that the discussions and views of the participants are accurately recorded. The diversity of the views also needs to come through in how the recording is done to ensure that the different views expressed by different groups (men, women, young, old etc) are clearly represented.

As the process of participating in the NAP 2006 rolls out, issues may get diluted or filtered out, so at this stage it is vital that the views of individuals are given the opportunity to shape the future discussions.

As the facilitator, please can you take responsibility for making sure that there is a record of the discussion in the workshop. This can be done in a variety of ways; you decide which works best for you and your participants. It would also be useful to have contact details for the participants so that they can receive feedback and know how to get involved in the next phases of the process.

There are some questions below to help facilitators record the discussions and feedback to the steering group which is monitoring and co-ordinating use of this toolkit. There is also a sheet for participants to complete, and an equal opportunities monitoring form. You are encouraged to use these evaluation forms, and spend some time at the end of the workshop on generating some evaluation and feedback as a group. The forms are meant as a guide, and to help deliver a measure of consistency across the range of organisations using the toolkit.

Please send completed evaluation and monitoring forms to:

UK Coalition Against Poverty

St. Thomas Centre

Ardwick Green North

Manchester

M12 6FZ

[www.ukcap.org](http://www.ukcap.org)

email: [ukcap@ukcap.org](mailto:ukcap@ukcap.org)

### **3.2.1 Feedback from workshop facilitators**

The information gathered from the participants sheets (see 3.2.2) can be used, along with any group evaluation during the event, to help you complete the following:

**Name of organisation:**

**Date and nature of event held:**

1) Summary or overview of the workshop – what happened, what worked/what didn't work

2) Feedback on the toolkit

**Government Policy – summing up the views of the participants (ensuring that the diversity of views are reflected)**

3) What is working?

4) What isn't working?

5) How should things be done differently?

6) Quotable quotes – did anyone say anything particularly memorable? (indicate if attributable or anonymous):

7) Other messages – please tell us anything else that you think needs to be noted:

8) Did you produce/adapt any materials for this event? Are you willing to share them? (if yes, please enclose copies and/or send by e-mail)

Please send completed evaluation and monitoring forms to:

**UK Coalition Against Poverty, St. Thomas Centre, Ardwick Green North,  
Manchester, M12 6FZ [www.ukcap.org](http://www.ukcap.org) email: [ukcap@ukcap.org](mailto:ukcap@ukcap.org)**

## 3.2.2 Evaluation sheets for participants

**Name of event:**

**Date:**

It will be useful to the event organisers and the co-ordinators of the NAP toolkit to know what you felt about the workshop and to get your views as an individual. During the workshop you will have had the opportunity to discuss government policy. Please can you spend a few minutes noting down what matters to you and what messages the government should be hearing:

1) What was good about the meeting today?

2) What was not so good about the meeting today?

**Government policy – think about your life, your community...**

3) What is working?

4) What isn't working?

5) How should things be done differently?

6) Messages – please use this space to record any other messages or information that you think is important:

### 3.2.3 National Action Plan for Social Inclusion Equal Opportunities Monitoring

The information will be treated in the strictest confidence. The results will be used to monitor the levels of participation of different groups within the NAP process.

Sex

Please put a tick in one of these boxes, I am: Female  Male

Disability

Please put a tick in one of these boxes:

I consider myself to be a disabled person: Yes  No

Please give further details if you wish:

Age

Please put a tick in one of these boxes, I am:

Under 11  11-17  18-24  25-44  45-64  65 or over

Ethnic Origin

Note: Ethnic origin does not necessarily mean country of birth or nationality. Please put a tick in one of these boxes. **I would describe my ethnic origin as: -**

White	Asian/Asian British	Mixed
British <input type="checkbox"/>	Indian <input type="checkbox"/>	White/Black Caribbean <input type="checkbox"/>
Irish <input type="checkbox"/>	Pakistani <input type="checkbox"/>	White/Black African <input type="checkbox"/>
Other White <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	White/Asian <input type="checkbox"/>
	Other Asian <input type="checkbox"/>	Other mixed background <input type="checkbox"/>
Black/Black British	Other	
Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>	
African <input type="checkbox"/>	Other ethnic group <input type="checkbox"/>	
Other Black background	(specify):	

### 3.3 Checklist for facilitating accessible meetings

This section outlines what steps would ideally need to be taken to ensure that meetings and events are as accessible as possible for disabled people with a range of impairments. Events using this toolkit will vary widely. This checklist is included to help event organisers give appropriate consideration to accessibility, to suit the needs of people participating in their event.

In order to make the workshops accessible and inclusive, in particular for disabled people, you need to ensure that all venues, facilities and activities are fully inclusive, including people with visual impairments, hearing impairments, mobility impairments, communication issues and learning difficulties, and recognise that some disabled people may have hidden impairments or multiple impairments.

- Planning and consultation should include disabled people's organisations. If you don't know exactly who will be at the event, you must ensure that you anticipate all access requirements (Disability Discrimination Act 1995). If you know, then you can ensure that all arrangements meet people's specific requirements.
- All venues should be accessible, including approaches, parking, drop-off areas, public transport accessibility and internal facilities, including toilets, baby changing facilities, meeting rooms, refreshments and other facilities in use.
- Check that displays and registration facilities are accessible, including provision of interpreters, information in alternative formats, badges in large print prepared in advance, tables and chairs of accessible heights, large and small pens and pencils, bags to carry information, etc.
- There should be level access to all facilities, including chairs, tables, notice boards and whiteboards. There should be circulation space and wheelchair users should be able to sit where they wish and access all stage or workshop areas. Tables and a variety of chairs should be available for anyone who needs them. Rooms should have good lighting, space for interpreters and speech to text facilities, even heating and ventilation and no distracting sound. There should be facilities for assistance dogs. Induction loops or alternative sound systems should be installed and checked. If there are speakers from the floor or from around the room, a roving microphone with assistance should be available.
- Date and times of meetings should take account of people's travel requirements, any personal assistance required and participants should receive all information at least two weeks in advance, to allow for preparation time to adapt to their specific requirements etc. Expenses should take account of difficulties of public transport and ensure that taxi fares, train fares etc can be claimed back immediately if required.

*continued*

- Information including publicity, notes, minutes, background information, exercises, notes of presentations etc. should be accessible as follows:
  - Publicity should use a range of media and communication systems to ensure that the information reaches everyone. Don't assume that the usual media will reach communities of disabled people or individuals not in touch with disabled people's organisations.
  - Information should follow Clear Print guidelines\*, be in minimum 14 point sans-serif font, not use words in capitals or italic and be available on request in alternative formats including Braille, large print (18 point), email, audio, words and pictures, websites (not PDF format), CD-ROMs. All print should clearly contrast with the background and not be printed over images.
  - Information should not be presented on the day that isn't available in alternative formats, as many people need to adapt material to suit their specific requirements and cannot read or scan information on the day.
  - Exercises, e.g. icebreakers, decision-making, introductions etc., shouldn't use flip charts, images, handouts, Post-it notes, moving around the room etc that are not accessible to all participants.
  - Timing of activities should allow sufficient breaks for interpreters, advocates etc. (at least every half hour where only one interpreter). Interpreters should have copies of notes and presentations in advance.
  - Feedback requested should be available in different formats to be returned in people's preferred format. Feedback given by the organisers should be provided in alternative formats\*\*.
  
- Childcare facilities should be accessible to disabled parents and/or children.
- Water should be available at all meetings, including water for assistance dogs. Where food and drink is supplied, it should be labelled, including vegetarian, vegan, kosher and halal, if appropriate, accessible to all participants and assistance should be available to carry plates etc. Straws should be available for drinks and chairs and tables should be available.
- Facilitators and presenters should not assume that visual presentations can be read and should provide text versions in alternative formats. Use flip charts with care as some participants may not be able to see them.

*continued*

\*[www.rnib.org.uk/xpedio/groups/public/documents/PublicWebsite/public\\_seeitright.hc](http://www.rnib.org.uk/xpedio/groups/public/documents/PublicWebsite/public_seeitright.hc)

\*\* (eg Braille, large print, email etc. as above)

- Communication guidelines: all facilitators, assistants, administration, refreshment and other staff should be briefed on equalities issues and good practice and should follow good practice in communicating with disabled people and their advocates, assistants and interpreters.
- Ground rules should be agreed including, for example, indicating when people wish to speak, not interrupting etc. Also, ensure that everyone is introduced, that the layout of the room is described and that all facilities and emergency procedures explained clearly. Check that rooms and facilities are accessible to everyone, including circulation and sound levels.

With thanks to Flick Harris of the Manchester Disabled People's Access Group for this section. Taken from '*Guidelines for accessible meetings and events*', available from Disabled People's Network steering Group 0161 273 5033 or [info@dpnsg.org.uk](mailto:info@dpnsg.org.uk)