

Project Brief

The Project Brief is the **first** thing to do. It should be completed before any activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.

Access Selby
A new approach to public service



Project Name	Tadcaster and Villages CEF Disability Action Group
Project Manager	Emily Havercroft
Document Author (if different from Project Manager)	Emily Havercroft (Development Officer) Phil Dodson (Chair)
Organisation Name	Selby District Disability Forum

Benefit

Why would the community benefit from this project? Is there clear evidence of need for this project- detail any consultation, statistics or reports that back up for project brief.

Selby District Disability Forum (SDDF) was set up to identify issues in day to day life that affect disabled people, such as physical access to local provisions, shops and services, transport issues and barriers to taking up opportunities and using services.

This project will enable us to make this happen for people living in the Tadcaster and Villages CEF area. Giving them the opportunity to feel listened to and a part of their local community, by asking them what they think could be improved and then looking together at ways to remove barriers they may face.

This project will be a continuation of the work SDDF has been set up to do, but will directly benefit communities in a more local and targeted way, designed to:

- Tell service providers about what's not working for those with a disability and help them to understand how to make things better.
- Take part in wider consultations, so that individual's experiences can help improve services at a local level.
- Work with the Tadcaster and Villages CEF, to tackle issues and have productive conversations with local decision makers and community leaders, who want to improve the local area in an informed way.
- Expand this reach wherever possible to the North Yorkshire Disability forum, so that these voices and experiences can be utilised on a county-wide basis.

The focus of this project will be to improve the Tadcaster and Villages area of the district for the benefit of anyone living within it who has a disability of any kind, supports someone with a disability, or simply wants to see the area improved for all. From experience, we know that in doing so these suggestions and observations can only go towards improving local provision, access and opportunity for all local residents.

Earlier this year we ran a unique survey across the whole of Selby district; a major consultation with residents, working in partnership with Selby District AVS. This has enabled us to capture a detailed picture of service needs among people with a disability, those supporting individuals with a disability, or those who feel it is important to address these needs. The results of this survey will kick start this project, giving us a wealth of information and insight.

More than 400 people to date have completed the survey and it continues to remain live. We have interrogated the findings of this survey, specifically focusing on the 39 completed by Tadcaster and Villages residents, to enable us able to draw on incredibly valuable feedback. We would work on increasing this number before starting our project.

Certain areas of the survey results have already helped us to identify that change needs to happen and shows that currently local provision or attitudes are just not good enough. This project will tackle those issues head on, in an inclusive, positive and proactive way.

Details of the Project

Please list the details of your project

This project is primarily to identify and bring together a group of Tadcaster and Villages CEF area residents, who can become a locally focused Disability Action Group for SDDF. Working together, with our support, we will empower people to discuss their local needs and create a united voice to action change and inform decision makers.

The theme which will run throughout the project will be to ‘challenge thoughtlessness’. Finding ways to encourage local people to think about how actions or physical barriers can affect the everyday life of someone living with a disability. Raising our profile as an organisation, whilst insisting on people living with a disability not being an afterthought or an issue to be dealt with, but an integral part of moving our communities forward in a positive and inclusive way.

15 people who completed the survey locally, indicated that they would be interested in being kept informed and provided with the opportunity to potentially get involved.

We would start by contacting them all to see if they would be interested in getting involved in this project.

Secondly, we will liaise with a number of local community organisations supporting people with various disabilities, to reach out to more individuals in the area, who could benefit from being involved and would be an asset to the project.

Our Tadcaster and Villages CEF Disability Action Group, will develop themselves over the course of twelve locally run action planning sessions, discussing and identifying local issues and barriers facing disabled people.

The twelve action planning sessions will cement the group to become a local resource, identifying areas for improvement and discussing measures and solutions to progress and improve issues raised moving forward. As well as other topics which the group themselves may identify, our intention is to encourage a combination of the following to be discussed and acted upon through the use of these sessions:

- Access reviews – supporting local community buildings, new developments or general service buildings to identify and advise on access requirements and improvements.
- Campaigns – ensuring that the Tadcaster and Villages CEF area has a platform for disabled residents to have their say and be a part of bigger conversations, the results of which can have a hugely positive impact on wellbeing, practical needs and quality of life.

- How to influence others – supporting disabled people to grow in confidence and to action change in a positive way. Addressing issues surrounding bullying, harassment and hate crime and how to tackle this constructively.
- Transport – identifying where the issues are, what disabled people are struggling with and possible solutions which could be put forward.
- The power of the purple pound – looking at the potential spending power of those with a disability and how this can be maximised within the local area, where barriers are preventing this and how local economy can be improved by addressing these issues.
- Mystery shopping – a project recently established in Selby where those with a disability review local shops based on accessibility, attitude and general convenience. Advising shops on how to improve on this and rewarding those who strive to do so.

These action planning sessions will culminate in an event, ideally a Tadcaster and Villages Community Engagement Forum Event, which will invite those with most influence locally to come and directly listen to these findings. Hearing the views of those living in our district, with the view to champion change, challenge opinions and develop solutions together.

Our overall aim is to empower:

- More confidence
- More campaigning
- More listening

Moving forward, we would aim to make the Tadcaster and Villages CEF Disability Action Group sustainable, by making it peer led, whilst remaining under the supportive umbrella of SDDF.

Representatives from the group will be encouraged to take part in monthly SDDF committee meetings. The group would also continue to have regular action planning sessions, to ensure that their focus and support for progress within the area remains proactive.

SDDF is strongly supported by the Selby District Equality Network. Following on from a recent event that we ran, to share the disability survey results, the network is very keen for regular updates on our projects moving forward, lessons to be learnt and development of services on a more local CEF supported level.

Project Objectives

What will the project deliver, or what changes will it bring about and how are these linked to the CEF's Community development plan (CDP) for the area?

- **Environment, landscape and streetscape**

One of the biggest issues facing people with a disability can be access and accessibility. Looking at just some of the issues already raised through our survey, we can see how the opinions of those living locally, when it comes to their local and community environment, is certain to be on the agenda within this project.

An example of how this project could expand into challenging and informing the development of the local environment, landscape and street scape can be seen in a recent and very successful project carried out by SDDF in Selby. Over the past two years we worked together on a 'Street

Mapping Project' of Selby Town centre, identifying areas which could benefit from improvement or change and backing this up with suggested options for access enhancement. We submitted this report to NYCC and were ecstatic to learn just a few months ago that, as a direct result of that report, NYCC have decided to double the highways budget for the coming year!

Seeking the opinions and advice of those living with a disability can only enhance development plans and the future of the Tadcaster and Villages CEF area. We would hope that the group formed out of this project, would go on to support other local projects through the CEF, by providing this advice and support whenever possible.

- **Economy, retail and tourism**

Access issues can have a direct impact on the local economy, retail and tourism and we want our members to be part of that conversation and support its growth. Transport can play a huge part in letting these areas of a local community down and just from the surveys completed by local residents, it is clear that this is an area that people will want to discuss:

A massive 66% of those who completed our disability survey in the Tadcaster and Villages area, identified that transport needs addressing locally. We have ensured that this will not create barriers for this project, by including a participant transport budget in our funding costs. It is also a topic we would encourage the group to discuss further and identify where the biggest issues are.

The following quotes are taken from the disability survey, when we asked 'What impact would addressing the needs of people with disabilities have on you?':

"Services provided in Selby or Tadcaster for carers are completely inaccessible to everyone in villages with no transport links, with or without a disability e.g. for carers of dementia sufferers"

"There is only one bus to Selby on a Monday morning at 9am from Tadcaster"

"Improved public transport frequency"

Another brilliant example of how this group, once established and working together, could go on to inform and support the local community, can be illustrated through SDDF's recent 'Mystery Shopper project'. Here, those with a disability review local shops based on accessibility, attitude and general convenience for those using them who may have a disability. For those businesses that may struggle we are able to offer support and advice on how to improve things. For those who really step up to the mark, we provide a sticker for their window which indicates that 'This Shop Works For Us'. We would hope that moving forward from this CEF project, once established, this is the type of impact that the Tadcaster and Villages CEF Disability Action Group could have locally.

- **Community, leisure, culture and education**

We have designed this project to work directly with, and to the benefit of, the Tadcaster and Villages CEF. We want to support the invaluable work of the CEF moving forward in the most proactive way that we can. By enabling people to access it, encouraging them to engage with it and focusing on how we can help to directly inform it. This for us is crucial to the success of our project and something we are very excited about.

By working with the CEF to address the needs of those living with a disability locally, we would hope to enhance the work of the CEF, supporting and listening to the needs of local residents, but also firmly placing the opinions and experiences of those living with a disability at the heart of local

influence and consideration. Enhancing leisure, culture and education facilities and opportunities throughout the community.

We want the event element of our project to be a CEF Forum. We know how powerful these can be and how important it is to identify real issues for local residents and provide a platform for these to be discussed and acted upon.

We would like to see more people living with, or supporting someone with, a disability, engaging with the forums; supporting, informing and influencing the work of the Tadcaster and Villages CEF. We see this project as a crucial opportunity to do this, the chance to create a public forum which can work towards highlighting and identifying future development and areas needing improvement or support, as well as discussing strategies and solutions to move forward together.

- **Community Safety, health and well-being**

“It would have a positive impact on myself because people with disabilities have as much to offer to the community as if not with disabilities”

“More independence and confidence”

(Quotes taken from the Disability Survey in response to ‘What impact would addressing the needs of people with disabilities have on you?’)

49% of those completing the survey in the Tadcaster and Villages CEF area identified that loneliness and isolation needs addressing. We know that this is a huge issue facing many local people and needs direct action. This project tackles this in two ways. Firstly, by providing a new and proactive opportunity for individuals to become involved in. A chance to be listened to, share their opinions and struggles and seek positive solutions with the support of those dealing with similar issues.

Secondly, this project aims to directly identify those issues locally which lead to loneliness and isolation or cause it. Highlighting areas that need change or improvement, working towards a more inclusive Tadcaster and Villages CEF area and a more informed and consulted diverse community.

The other two statistics which we would want to look at more closely are that 29% of people stated that they would like to see both bullying and hate crime addressed, with 14% saying that they had experienced hate crime themselves. This is something worrying and that we need to look into further and would be highlighted with the action group.

Benefits

Outline any key financial or non-financial benefits the project will deliver and how this will impact the community.

The financial benefit for the Tadcaster and Villages CEF area of Selby, is that the funding for this project would help the CEF board to make more informed decisions moving forward, in relation to any specific needs and requirements, for those living in the area.

Our project directly aims to work with the CEF, celebrating what it does for the local community by offering the support and invaluable voices of those who could be most marginalised within its community.

On a wider scale, the opinions and experiences of those living with a disability are crucial when it comes to planning changes and improvements or developments for the future.

The SDDF recent ‘Street Mapping Project’ of Selby Town centre, proved how the collective opinion and suggestions of those living with a disability can create positive change for the whole community.

The main financial benefit of this project for us as an organisation, is that we will be able to continue using a paid Development Officer. This allows our work to be more focused, push forward with more pace and direction, whilst also supporting those who are volunteering their time fully. We have identified that most of our work has to be carried out by volunteers, but without clear aims, roles and support for those individuals, we will be unable to maintain crucial voluntary participants, who make SDDF what it is.

Project Approach / Delivery Options

Outline any initial ideas for how the project might be delivered including external delivery, consultants, governance arrangements etc.

The project will be run by our Development Officer and overseen by the SDDF Committee.

The initial approach will be to identify and bring together a group of Tadcaster and Villages CEF residents, who can become the offshoot action group within the area for SDDF. This will be coordinated by our Development Officer, working with the database taken from our district wide survey results and with a number of local community organisations.

Once established, the Tadcaster and Villages CEF Disability Action Group will be brought together by the Development Officer, over twelve sessions, to get to know one another, discuss and raise local issues or concerns and work together to start to identify areas needing improvement, with suggested actions that could be taken.

With the support of our Development Officer, the group will plan and establish an event, ideally in partnership with the Tadcaster and Villages CEF. The event will allow the group to share their thoughts, issues and ideas with local residents, community leaders and decision makers.

Following the event, we would aim to make this Tadcaster and Villages CEF Disability Action Group sustainable, moving it forward to be peer led, under the umbrella of SDDF, with at least one member attending the main SDDF Committee meetings monthly. This will give local disabled residents an ongoing voice into the heart of our organisation, whilst keeping their own agenda and priorities moving forward.

Project Timescales (Milestones)

Outline the overall timescale for project completion and include delivery phases together with milestone dates and funding deadlines, if appropriate. Your knowledge may be based on assumptions at this stage.

We aim to start this project by the beginning of September. We see it lasting one full year, with:

- An initial set up period for establishing the local action group
- Followed by regular sessions to discuss local issues and strengthen the group to ensure sustainability beyond the life of the project
- Culminating in a final event, ideally in partnership with the Tadcaster and Villages CEF, inviting local residents, community leaders and decision makers to share in the groups findings.

Project Resources (people and money)

These will be indicative at this early stage. However, on the basis of what you expect the project to look like, indicate your estimates together with the assumptions made in making the calculations.

Staffing

- Time to contact and recruit participants, following up on survey contacts, liaising with local organisations and establishing the group:
- 28 hours @ £15 = **£420**
- Time for planning, running and supporting 12 group sessions and overseeing the final event:
- 5 hours per session @ £15 = $5 \times 13 \times £15 = £975$
- Time for general admin, feedback to SDDF Committee and CEF board, follow up and research, participant/group support, final event planning:
- 8 hours per month @ £15 = $8 \times 12 \times £15 = £1,440$
- To cover staff travel associated with project = £30 x 12 months = **£360**

Other Costs

- Expenses associated with each group action planning session and project final event:
 - Venue hire – 12 sessions x 2 hours x £12 per hr = **£288**
 - Refreshments – £10 x 12 sessions = **£120**
 - Participant travel – minibus hire x 13 (12x sessions, 1x event) x £90 = **£1,080**
 - Help towards SDDF insurance for the year - **£200**

Total: £4,883.00

Funding

Where do you expect the money to come from, e.g. revenue or capital budgets, external grants, all from CEF funding or a combination? Please state if you don't know at this stage where the money is coming from. Please include any quotes you have received.

This is a pilot project for us, one which we have identified would provide a huge and positive impact for the Tadcaster and Villages CEF area. If we are successful with this bid, once completing this project, we would then look at future funding to develop this work further and carry this forward, providing more opportunities for those involved most locally.

We currently have no other quotes or offers for the funding of this project.

Stronger communities are very interested in what we achieve over the next year. This will hopefully then lead us to a bigger funded programme, based on our momentum with the CEF, to further take our organisation forward and ensure that we can continue to develop and deliver services on a district wide basis.

Risks / Issues

Identify what you consider to be the main risks at this stage. Also indicate any issues you may be aware of that the project will resolve.

The only risk we could foresee with this project would be in identifying individuals to engage with our work. However, because we have recently carried out our district wide survey, we have a database of individuals who have already indicated that they would like to be involved. We will also be working closely with other local organisations who have clients living in the Tadcaster and Villages CEF area, who we will encourage to become involved.

This project has been designed to offer opportunity and to enrich the local area of the Tadcaster and Villages part of Selby district, by encouraging those who currently feel marginalised, to be a part of and very much at the heart of their community.

The project will directly tackle issues which have been highlighted through our recent disability survey. Posing questions to those who have offered to be involved further and widening that reach to encompass a varied cross section of local residents.

Links and Dependencies

Does this project link to any others in the area or services already available? Is its success dependent on the completion of other projects, funding from elsewhere, interest from volunteers etc?

Our project has direct links to the work of the Tadcaster and Villages CEF. We would like our work to have more direct involvement in supporting the ongoing work of the CEF board, in meeting the needs of local people and providing a platform for them to have a voice. We know that this project would allow that to happen.

The success of this project is not dependent on any other project or funding. It is dependent on involvement from local people wanting to take part, but we will be working from a database of individuals who have already stated in our district wide survey that they would like to be involved. We will also be working with other established organisations supporting those in the area, to help us identify more possible participants.

This project is about challenging thoughtlessness; championing change and tackling issues facing disabled people in the local community. Empowering throughout the project and on all levels - more confidence, more campaigning and more listening.

Survey Results

These are just some of the most interesting findings from those completing our survey from within the Tadcaster and Villages CEF area:

- 44% of participants considered themselves to have a disability, 25% stated that they have a family member with a disability and 31% were supporting or working with those with a disability.
- 38% of those with a disability stated that this was a physical one, the same number for a mental health or emotional disability and the same number again for an unseen disability.
- 100% of those with a disability said it made them feel nervous or anxious, 57% said that they felt a lack of confidence because of this and 43% said that they feel lonely and isolated.
- 81% said that they feel very positive or positive about where they live, which is a great result for the area, however 13% stated they felt indifferent and 5% said they felt negative or very negative about where they live.
- When asked specifically about accessibility to various venues in the area, the following statistics stood out the most

- Work college and schools – 30% inaccessible or completely inaccessible
- In social venues – restaurants / clubs / leisure centres / pubs – 23% inaccessible or completely inaccessible
- Out and about on roads / pavements/ parks/ open spaces – 22% inaccessible or completely inaccessible
- In public service buildings – council/ GP/ hospital / police / etc – 12% inaccessible

- We asked the question 'Have you ever experienced direct or indirect bullying, harassment, street harassment or attack because you have a disability or mental health issue?' and 9% said yes.

- We asked the question 'Have you ever experienced hate crime in Selby District? This could include a verbal insult, threat, physical or sexual assault, graffiti or damage to your property.' And 14% said yes.

- When we asked, 'What would you like to see addressed?', these were the top answers:

- Improved public transport – 66%
- Tackling loneliness and isolation – 49%
- Increased Support – 37%
- Addressing prejudice – 31%
- More recreational opportunities – 31%
- Addressing bullying – 29%
- Addressing hate crime – 26%
- Improving access to services – 26%

- When we asked 'What impact would addressing the needs of people with disabilities have on you?':

“Greater confidence”

“More volunteer services”