



Generic Action Plan template for Multi Agency Fora (MAF) in the East of England to address inequality issues

[\(The first two pages of this document can be deleted\)](#)

Introduction: The aim of this document is to provide the multi-agency fora and other regional partnerships with a template in formulating an action plan to address inequality issues which tend to be a barrier for asylum seekers, refugees and migrant workers.

The document outlines some of the key inequality issues that affect asylum seekers, refugees, and migrant workers and how they impact on local community cohesion.

Summary objectives of the action plan template:

1. To improve the well being of new community members
2. To promote better community cohesion
3. To share intelligence on migration issues and build better regional and national links
4. To develop clear mechanisms to enable the effective allocation and use of available resources

Action plan template header notes:

Outcome- is the difference the work will make for the benefit of all

Action –Key things your group will do. These are areas of work needing attention such as Legal provision, Destitution, Housing, Access to services, Employment, Community Cohesion, Community Safety, Community engagement and Integration, Media, Healthcare, Education, Faith, Children and Young People

Lead & delivery partners –Action owners who ensure the action is taken by coordinating, liaising and collating forum network partner activities which are or will be put into action to achieve the intended outcome. They are in part responsible for making things happen. The delivery partners are usually other stakeholders organisations who may not be involved in the MAF

Milestones recommendations- Specific action steps that support the completion of the task. Multiple milestones can support the completion of a single task.

Other columns to add: Status & Comments –Field for those responsible for tracking the progress of the task, can be used to provide additional information on the task or milestone.

1. Employment
2. Housing
3. Education
4. Health
5. Access to services
6. Legal Services



Generic Action Plan Template for MAFs to address inequality issues for Asylum-seekers, refugees and migrant workers?

Year: e.g. 2010

To Address inequality of outcomes through better access to SERVICES, DATA and INFORMATION (KEY AREAS OF NEED: ESOL, HOUSING, EMPLOYMENT & HEALTH)				
	OUTCOME	Action (Key Area of need)	Lead & partner organisations	Milestone Recommendations
1	Improves access to information and advice to help client groups access available services and enable them become better informed and confident community members	<ul style="list-style-type: none"> ESOL access gaps in provision by identifying where demand outstrips supply to improve delivery; coordinate delivery of services Housing & Employment: to identify housing and employment needs of the client group and develop responsive strategies 	<p>Lead: to be nominated</p> <p>Partners: Local Authority & delivery partners within the voluntary sector</p>	<ul style="list-style-type: none"> Assess/survey to identify gaps in provision Make relevant intelligence data, publicity material and resources available to all stakeholders Organise an event around issue of need to inform members e.g. about employment rights and access to services
2	Provides a sound evidence base for resource allocation and funding needs	<ul style="list-style-type: none"> Identify key leads to be responsible for monitoring and reporting on local migration trends Identify key migration issues to feed into relevant local and regional links for informed decision making and strategy development 	<ul style="list-style-type: none"> Lead: to be nominated by MAF members Partner: all MAF members organisations and regional stakeholders 	<ul style="list-style-type: none"> Invite relevant stakeholders to provide periodic migration statistics and trends Agree on set meeting dates when MAF members focus sharing intelligence about the number of immigrants in the local area to

		<ul style="list-style-type: none"> • Monitor impact of migration and growth to make sure you establish clear baseline to strengthen the evidence base and agree on what to do with the data collected • Disseminate data to service providers 		better inform service delivery
<p>To address inequality of autonomy by developing PARTNERSHIP and promoting COMMUNITY LEADERSHIP by increasing civic PARTICIPATION and representation of BME community members in the local community (KEY AREAS OF NEED: MEMBERSHIP, STRATEGIC LINKS WITH LOCAL & REGIONAL STAKEHOLDERS e.g. LAA/LSP)</p>				
	OUTCOME	Action (Key Area of need)	Lead & partner organisations	Milestone Recommendations
1	Improve awareness of developments around migrant (or migration) issues (<i>improves communication</i>)	<ul style="list-style-type: none"> • Community groups: engage with local community groups and leaders and provide support to increase their voice and representation in local issues • Encourage statutory organisations to engage with BME groups directly and through the MAF to improve their understanding of each other. • Establish links with other key stakeholder forums by ensuring representation and/or creating reporting links 	<p>Lead: MAF Chair</p> <p>Partners: County LAA coordinator, LSP teams</p>	<ul style="list-style-type: none"> • Organise themed meetings to explore with other groups the best methods of engaging with client groups • Organise MAF event to improve understanding of and encourage engagement with LSP and LAA • MAF to promote one annual community engagement and participation event

2	Develops sustainable structures with strong links to local, regional and national organisations and community stakeholder forums (<i>encourages participation</i>)	<ul style="list-style-type: none"> Share information undertaken by MAF by sharing minutes and inviting other stakeholders as and when necessary Develop an annual review of the forum Terms of Reference (TOR) and action plans and invite new members 	<p><u>Lead:</u> MAF Chair or designated representative</p> <p><u>Partners:</u> All MAF members</p>	<ul style="list-style-type: none"> Share information from national/ regional bodies with the partnership Support, participate and co-sponsor local community events
3	Ensures better representation of the views of all community members (<i>encourages wider representation</i>)	<ul style="list-style-type: none"> Gain representation and buy-in from a wide range of community members 	<p><u>Lead:</u> To be designated</p> <p><u>Partners:</u> All MAF members</p>	<ul style="list-style-type: none"> Organise event to explore and review other means of increasing community participation in MAF activities
4	Promotes a sense of belonging and improves community engagement and cohesion (<i>this can lead to a thriving community</i>)	<ul style="list-style-type: none"> Action: Establish link with LAA leads, social inclusion team, diversity team, and council community development team Identify ways to reduce potential conflict between immigrant communities and settled communities Develop and deliver briefing sessions to identify key stakeholders in promoting better community cohesion 	<p><u>Lead:</u> Council Social inclusion/diversity manager; cohesion officers</p> <p><u>Partners:</u> LAA coordinator, LSP teams,</p>	<ul style="list-style-type: none"> Develop strategies to link work of the partnership with community cohesion targets across the county Organise events to increase awareness amongst public, private and voluntary sectors of the needs of immigrants Support and promote an annual local community participation event
5	Improve community relations	<ul style="list-style-type: none"> Identify ways of positively engaging with the media Identify and designate MAF media 	<p><u>Lead:</u> MAF chair, Council Social inclusion/diversity manager,</p>	<ul style="list-style-type: none"> Organise a media training for MAF members Organise briefing sessions with

		spokesperson/contact <ul style="list-style-type: none"> Disseminate communication material with element of myth busting around area of need 	<u>Partners:</u> County LAA & LSP links	appropriate organisations involved in community development and community engagement work <ul style="list-style-type: none"> Promote positive local initiative of good practice
To address inequality of process to improve COMMUNITY SAFETY & WELLBEING (KEY AREAS OF NEED: HUMAN RIGHTS, DISCRIMINATION)				
	Outcome	Action	Lead & partner organisations	Milestone Recommendations
1	Improves community knowledge of local issues	<u>Actions:</u> e.g. Develop welcome packs or use existing generic packs to make available good practice guidelines around key issues <ul style="list-style-type: none"> Identify local destitution issues and propose ways to manage them e.g. a local housing referral protocol Liaise with local environmental and health leads to address health issues Develop 	<u>Lead:</u> to be nominated from appropriate agency <u>Partners:</u> police, children services, fire service, trade unions, voluntary & advice agencies, community safety partnerships	<ul style="list-style-type: none"> Develop protocols that respond to issues identified for each area of need Coordinate work with key stakeholder across the county and share good practice guidelines with lead agencies Make sure relevant organisations are aware of the key issues and rights of access of the different immigrant groups
2	Promotes community understanding and counters prejudice	<ul style="list-style-type: none"> Raise racism awareness amongst MAF members and immigrant communities 	<u>Lead:</u> Police hate crime team <u>Partners:</u> REC, diversity	<ul style="list-style-type: none"> Each lead to provide periodic feedback to MAF members for partnership review and comments

		<ul style="list-style-type: none"> • Develop strategies to minimise vulnerability and exploitation • Develop a mechanism to improve third party reporting of racist/racially motivated incidents • Provide relevant myth busting information to share with community members and MAF membership about issues of concern 	<p>teams, community development teams, housing staff, voluntary sector organisations</p>	<ul style="list-style-type: none"> • Organise annual theme meeting or event involving key stakeholders to promote local initiatives and identify what actions are required to improve community safety
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