

Update Sep 2018. Thank you to everyone - especially Wharf Members Against Racism - external to the co-op and club collective who has fed in in any way to this document so far. Input is welcomed at any time on any point in this document – it is part of a process and intended to evolve over time. Please email [saferspaces\[at\]wharfchambers.org](mailto:saferspaces[at]wharfchambers.org).

What was identified in the meeting	What we have done thus far	What still needs to be done	Timeframe where applicable
Safer Spaces			
Safer spaces agreement to be finalised.	<p>The safer spaces agreement was finalised and feedback was sought in June’s members’ survey.</p> <p>The survey sample was quite small, and there was not much feedback about the agreement itself, more a ‘feeling of safety’ or lack of. Unfortunately those reporting feeling less safe did not say much about why; most focused on physical aspects of the building. There was nothing explicitly tied to race or discrimination.</p>	<p>We will continue to work on the feedback we have received, as well as on encouraging people to feel more comfortable reporting issues in the future (see points below).</p> <p>Although some consistency is needed to track developments, we will consider revising some of the questions in the next survey to elicit more specific feedback on issues in this document.</p>	The next survey will be December 2018
Work on increasing involvement & support for members in implementing the agreement. Make it easier to report incidents - e.g. via text message, online.	<p>Methods of communication between the club membership and the club collective have now also been increased to:</p> <ul style="list-style-type: none"> • an online complaints/ 	<p>New methods of communicating with the club/ co-op will be monitored and tracked with internal documents.</p> <p>We will include a question specifically about recently added communication streams at the next survey.</p>	December 2018

	<p>feedback form on the website,</p> <ul style="list-style-type: none"> • a designated saferspaces[at]wharfchambers.org email address (which will be promoted alongside publishing this document.), • separate email addresses for all full co-op members within the wharfchambers.org domain, meaning that when ongoing confidentiality is required this can be managed in a more professional way (these will not be publicised) <p>No mention of the phone number was made in survey responses.</p> <p>There is also now a comments box for anonymous feedback.</p>		
<p>Club Collective to organise workshop on the safer spaces agreement (when it's finished) and how we can all work together to make</p>	<p>This will form the basis of a focused members' meeting around safer spaces. In our experience themed members' meetings are better attended</p>	<p>Minutes will be published and feedback sought from attendees</p>	<p>This is booked for 11th March</p>

Wharf a safer space, including de-escalation, how to report incidents etc.	and more productive and we will aim to make regular future members' meetings themed		
Publicising the agreement better, e.g. putting it up inside toilets, at the bar.	There was nothing from the survey to suggest it hadn't been publicised enough.	Feedback to be sought at the next survey	December 2018
Concerns around reporting incidents of racism to a mostly-white group.	<p>We are still majority white, however we have recruited more staff members of colour in a way we feel confident was not tokenising, ie people were hired on the basis of written, advertised criteria.</p> <p>Unfortunately we had no submissions of interest at all regarding club collective roles, but we will re-advertise shortly</p>	<p>The dedicated separate saferspaces[at]wharfchambers.org e-mail address and anonymous complaints form will hopefully alleviate some of the intimidation felt reporting to racism to WC.</p> <p>Training will be undertaken (see point below) to improve white staff members' knowledge and understanding of issues faced by POC in the space.</p> <p>Work on how to improve representation and diversity within the workforce are below under 'Staffing'</p>	
Engage all staff in relevant training	Organisations including Racial Justice Network, Basis and SARSVL have been contacted.	As many staff members as possible will attend the training and goals identified as appropriate afterwards. We are still trying to get dates for this	Ongoing
Club Collective more generally			
Recruit people of colour onto the Club Collective - <ul style="list-style-type: none"> a. advertise early b. make clear 	See above – meetings where elections were better advertised and for longer, unfortunately there was no interest this time around.	Positions are currently being re-advertised	
		We are making a list of possible POC-focused organisations where we might seek to advertise roles. Suggestions are welcomed.	

what it involves			
Improving the ways we gather feedback in general.	<p>We have increased the number of ways it is possible to get in touch – more email addresses, the form, a comments box. Feedback will be better collated, acted upon and/ or reflected upon.</p> <p>We also had our recent annual survey.</p>	We will re-commit to aiming for 2 members' surveys per year, plus the existing Quarterly Members' meetings.	December 2018
Meetup which is specifically for people of colour.	There was an active POC group on Facebook where people post/ share things, and organise meetups.	<p>To find out more email cassie[at]wharfchambers.org</p> <p>We acknowledge the limitations on POC using the space, but our resources do remain available to anyone who does wish to make use of them. As ever, room hire is negotiable.</p>	
Club Collective will make sure they communicate well with any interested POC-focused/ led groups to address ongoing development of the space as welcoming to POC.	However there are no such groups known to us at present, apart from WMAR	Club collective will respond to any outreach made by a group and will try to stay aware of any groups that could be reached out to	
Staffing			
Keeping co-op recruitment processes open.	<p>We have recently advertised and recruited.</p> <p>We employed a trained external party to conduct</p>	There is no foreseeable need to hire again for the time being, however the findings of the Equality data will inform how and where we advertise and what aspects of the job description and person specification may need modification.	

	<p>Equality and Diversity Monitoring for us and results were presented at the AGM and can be found in the minutes.</p>	<p>Some action points were identified at the AGM eg making the availability of jobs something that is visible in the space, such as a poster, and others will come out of further reflection.</p> <p>More policy work is to be completed around employment to improve equality of access and experiences working within Wharf Chambers.</p> <p>We will continue to examine the ways in which we can best encourage POC to become involved in the future in ways that are fair to them and non-tokenising.</p> <p>(NB The Co-operative which runs Wharf Chambers on behalf of Club and Members is its own legal entity and run and owned by its members on a co-operative basis, so recruitment to the co-op is responsibility of the co-op not the club.)</p>	
<p>Being welcoming and friendly to new people at the bar</p>	<p>We will be conducting peer reviews of all staff at the end of September. This will include bar working, including friendliness and customer service specifically, and individual action points will be identified and followed up.</p> <p>Any complaints received about any staff member will form part of the review or be treated separately, depending on severity and the wishes of the complainant.</p>	<p>We aim to conduct structured reviews every 3 months moving forward.</p>	<p>November 2018, February 2019, May 2019, August 2019 etc</p>

<p>Making it easier for people to see what's available at the bar</p>	<p>No feedback was received in the survey about this.</p> <p>Signs will need to be updated in line with our annual price review so visibility can be re-assessed at this point.</p>	<p>Any feedback received from surveys/ the form/ any other form of communication will be taken seriously and acted upon where appropriate.</p>	
<p>Making clear that it is not a problem to order non-alcoholic drinks and tea</p> <p>(Staff continue to be committed to the provision of non-alcoholic drinks with a large selection being available behind the bar.</p> <p>There is a sign to indicate that non-alcoholic drinks are displayed in the tall fridge to the left, as this is the most visible from the customer side. There is a chalk board detailing teas etc on a board behind the other side of the bar. Non-alcoholic drinks including teas and coffees can be ordered at any time.)</p>	<p>This is partly covered by the staff review, described above.</p> <p>There was some feedback in the survey suggesting that people knew they could order soft drinks and tea, but as mentioned it was a small sample of respondents.</p>	<p>Feedback to be sought in future surveys and any feedback offered there or elsewhere will be acted upon where feasible. Stock suggestions are always welcomed!</p>	<p>December 2018</p>
<p>Not wearing culturally appropriative clothing, hairstyles et cetera</p> <p>(It is not entirely possible for</p>	<p>We continue to challenge anyone we are aware of being culturally appropriative, both in the events people book here and any situations</p>	<p>We will restock zines when they run out. Any suggestions for other materials or resources are warmly welcomed.</p>	<p>As and when</p>

<p>the co-op/ bar staff to police people's clothing especially when it involves making assumptions about someone's background or ethnicity.</p> <p>As a Co-operative which works on a consensus decision making model, all staff have the right to veto working with co-op or casual staff that they feel are in breach of the venue's well running, values or safer spaces agreement.)</p>	<p>involving fancy dress that come up. We continue to operate a policy whereby when club members come in wearing offensive fancy dress they will be asked to remove items in the first instance/ asked to leave if they refuse.</p> <p>We printed more zines which are currently stocked in the bar.</p>		
<p>Publicity</p>			
<p>Putting the ethos of Wharf Chambers into more approachable wording (not just "DIY")</p> <p>Current wording (from Cops and Robbers):</p> <p>"We aim to be a place for events with a DIY ethos and by that we mean put on for the love of it and not for profit, unless those profits are fundraising for good causes. We want these events to be enjoyable, inclusive and affordable both</p>	<p>There was discussion of this at the AGM. There was no hard conclusion but generally the feeling was that, while culturally specific, the term itself does not cause harm as long as it is consistently defined in use to be clear to people with different cultural backgrounds.</p>	<p>We will commit a members' meeting to discussing "how do you define DIY?" We hope to end up with a description that is actually written by the members.</p>	<p>Booked for 10th December 2018</p>

<p>for attendees and participants, which means charging reasonable entry fees and paying performers unless explicitly agreed otherwise. We want to encourage more people to put things on, not just 'professional' promoters, and to make it as simple and fun as possible. If there's anything you're unsure about, please ask - whilst we do not have the resources to manage many events ourselves we can offer advice and flexible support throughout the booking process."</p>			
<p>Also consider the phrase "Member's Club" - make it clear that anyone can join, clarify how to sign up and what this means</p>	<p>Wharf Chambers is a Members' Club under condition of its license to sell alcohol so it is necessary that people are signed up as members for us to function legally</p> <p>We know this language can be a bit confusing/ intimidating but there is an explanation on our website's FAQs section here: http://www.wharfchambers.org/club.html</p>	<p>There is a new information board currently located by the table football which has some explanatory information on it</p> <p>Anyone can join up here: http://www.wharfchambers.org/membership</p> <p>Or ask behind the bar on how to sign up.</p>	

"Why a members club?"

Although it may at first glance sound a bit exclusive, the reason we are a members' club is to encourage more participation and develop a sense of ownership and shared responsibility in the club. We believe that it is important to offer a space where culture and entertainment are more than just purely consumer or customer experiences. As a member you can help shape the activity that happens in the club and have a say in decisions that will make Wharf Chambers the place you want to it to be. Once a member; it's your club!"

Bar staff where possible take their time to explain this but there might be limitations on really busy nights

The only reason someone would be refused membership is if we had prior knowledge that they did not share the ethos of our space or comply with safer spaces agreement or if they had

	received a previous ban.		
Signage outside the venue	There are vinyl letters saying 'Wharf Chambers' in the window. Unfortunately other signage is prohibitively costly		
Events / Bookings			
Make clear to promoters and event organisers that the gig room can be made an alcohol-free space for an event	The gig space has been used on several occasions as an alcohol free space and continues to be available for this. However, event organisers are responsible for enforcing this in the gig space, not WC staff. Anyone wanting to ask about putting on an alcohol free event in the gig space should email: bookings[at]wharchambers.org	The bookings page does now include this information. We will review the bookings page as a whole at the end of the year in light of feedback received in the next survey.	By end of November 2018
Prioritise events put on by POC organisers / promoters when taking bookings	We already do and have in the past prioritised POC-focused and run events by being more flexible on our usual criteria around payments and block bookings. However Wharf Chambers doesn't programme the events that happen here. As a members' club we accept bookings from anyone who is	We will continue to strive to maintain sensitivity to how our bookings practices could be adapted to support a POC-focused or -run event that otherwise might struggle to happen here. We will continue to try to make the availability of our resources known to as many people as possible. With new staff we have been able to form a more structured social media team who will identify opportunities to responsibly promote the space to a broader range of people	Ongoing

	<p>a member, shares our ethos and will uphold the safer spaces agreement which means that the programming comes from our members. Our bookings work on a first come first served basis.</p> <p>There is nonetheless clearly an issue that we don't have enough of a profile/ good reputation in lots of POC communities for people to think of becoming a member / booking us.</p>		
<p>Ask organisers of political events to ensure that when running events about marginalisation et cetera they involve people from the groups they are talking about</p>	<p>We do already regularly challenge promoters who we feel may be benefiting from the culture or marginalisation of those from other backgrounds.</p> <p>The information pack for people booking the space now includes the following:</p> <p>'Also do please try and be aware of whether your event features any cultural appropriation or if it only showcases white people or only men. We would like the events here to reflect our ethos about diversity and representation if possible'</p>	<p>This information will form part of the bookings page work.</p>	<p>End of November 2018</p>

<p>Attendance at such meetings of staff or other members who are trained/ supported to report/ raise issues and actively implement safer spaces agreement</p>	<p>We very much see the safer spaces agreement as something everyone is responsible for and not just the staff or club collective - that's one of the good things about being a members' club. We want to encourage all members to feel confident to offer promoters feedback when their practices don't fit with our safer spaces agreement.</p> <p>Sadly we don't have the resources nor the capacity to make staff available who only perform this role and we think it fits better with the ethos of the space we are trying to create if we all feel more confident and supported to do this.</p>	<p>Handling safer spaces issues is a regular feature of weekly co-op meetings, monthly Club collective meeting and development meetings.</p> <p>The co-op will be organising a safer-spaces focused meeting and skillshare with everyone who works in the building ie bar staff, food vendors, sound engineers after the open workshop (discussed above).</p>	<p>November 2018</p>
<p>Encourage promoters to avoid all-white lineups</p>	<p>This has been added to the promoter guide, as above.</p>	<p>This will form part of the bookings page review</p>	<p>November 2018</p>
<p>Publicise events (and ask promoters to publicise events) in print, not just on Facebook, and more widely</p>	<p>It's the responsibility of event organisers to promote events and most have posters up in venues across Leeds.</p> <p>We have a list of suggested places to promote at in our promoters' pack, both online and physically.</p>	<p>Any suggestions for other places are welcomed.</p> <p>There is a plan to overhaul the format of the paper listing, however we do not have a design as yet. We will happily be included in any other print publications that do not conflict with our ethos.</p> <p>We do think that our online presence could be better too, however (we had feedback about this in</p>	<p>Ongoing</p>

		the survey). With new staff we are developing our use of social media to be more effective. Via these channels, we will be asking for suggestions of more and better places to advertise	
Contact promoters who are POC? But address issues of safety and inclusivity first [disingenuous to try and attract more people of colour promoters when there isn't confidence in Wharf Chambers as a venue being inclusive/ safer for people of colour].	More of the work detailed above needs to be done in-house before this is a respectful and appropriate course of action.	To be reviewed in December. All members including members of colour are welcome to collect programmes from WC and distribute to other places they frequent or think share our values.	December 2018
Zine	We advertised a paid position for (a) POC editor(s) to commission paid work from POC in the form of articles or art about experiences of POC in spaces like Wharf Chambers.	An editor has been appointed and we are currently in discussions with them about what form the work will take – we want them to lead on this rather than dictating. If any POC would be interested in contributing to this zine please let us know and we will put you in touch. There will be an event to help promote and fundraise for the zine, to be announced.	Ongoing
Action points suggested by WMAR			
1. Safe guarding on event nights	While we are within our legal obligations regarding safeguarding we have been looking at more ways to improve safety in the space. Staff have been wearing lanyards on busy nights to	This is a weekly agenda item, and through more discussion, as well as more staff training, we hope to continue to identify measures that can be taken. We will be contacting providers soon	November 2018

	make them more easily identifiable and we also regularly have a door at front of house for busier nights where we check membership.		
2. How to increase funding without losing accessibility to low income/vulnerable groups/individuals.	We now have the first draft accounts back, so we can start to more easily identify what our financial position is and where to make adjustments.	Once the accounts are finalised we will be able to present these in a members' meeting. We hope for this to be before the end of the year but unfortunately it is not wholly in our control.	December 2018?
3. Where to find Equality Training and when will this begin.	See above		
4. Adjusting the 'Anti-Racism Action Plan' to include more specific time frames as M/L are too subjective.	With new staff we have been able to identify more specific deadlines, see right column		
5. What will happen to the perpetrator of abuse and their membership. (this wasn't answered)	The perpetrator no longer works at Wharf Chambers and is subject to a ban		
6. Where/when will you post the Staff Disciplinary Procedure?	All existing policies can be found on the website: http://www.wharfchambers.org/policies/	More policy work is being commissioned currently. An update on this will be published by the end of the year	December 2018
7. Where/when will you post your policy changes (worked on by PoC individual for the collective)	See previous question		

<p>8. Will staff training be regulated?</p>	<p>We will have completed staff-wide peer review at the end of this month. Unfortunately it's not financially viable to completely eschew lone working so there are situations where staff members will be unmonitored, however this won't be on nights where there are mostly likely to be issues.</p>	<p>Through increasing ways for club members to get in touch we hope that any flouting of our work conduct policies will be reported.</p>	<p>November 2018</p>
<p>9. How has transparency been operating with event organisers?</p>	<p>A link to the accountability section of the website has been in the signature of every email that has been sent from the bookings account for some time now and the website itself has had more information added</p>	<p>We are conscious that not all promoters acknowledge the issues in event descriptions, however we believe this to be a matter for them to decide and one we do not intend to police</p>	