GREENSPACE FRIENDS GROUPS INCLUSION & DIVERSITY CHECKLIST

How can groups work towards being as reflective as possible of the wide range of people who use or live close to their local site?

USING THIS CHECKLIST

1. We in the NFPGS, as volunteers ourselves, have produced this self-audit Checklist to help Friends Groups (FGs) throughout the UK who wish to strengthen their group's inclusiveness and diversity, and the diversity in active involvement in their site. Friends Groups will thereby be better able to strengthen their representativity and their overall effectiveness and influence, and help enable greater engagement and involvement with their green space from their local site's users and the surrounding communities.

2. We have tried to make the Checklist as easy as possible to fill in, and to maybe consider potential future positive actions as a result.

3. We recognise it is a subjective, not scientific, exercise, and just part of a journey (a marathon, not a sprint!) towards greater inclusion and diversity of all kinds. We all want our community groups to be stronger! That's not just regarding the key characteristics we have focused on in this Checklist - age (16+), sex, ethnicity, class and disability - but also regarding the range of interests, experiences and skills of our volunteers and members.

4. We of course also recognise that each site and Group has its own unique character and history, and indeed its own potential and opportunities. For example it may be easier to strengthen the involvement of younger adults if there's a local college adjacent to a site. No need for strict accuracy - it's your impressions that count.

5. The Checklist is for your group's own use. There's no 'right' or 'wrong' answers, and no-one else is comparing or judging the results. It's mainly a chance for your Group to discuss these kinds of issues together. So reflect on the matters, be honest, and enjoy the exercise!

6. The Checklist is intended as a welcome development, an extra tool in the toolbox for strengthening local groups.

Thank you for all the great work you and your members do!

Name of Group:

Date:

COULD OUR GROUP BETTER REFLECT THE FULL RANGE OF OUR SITE'S USERS AND IT'S SURROUNDING COMMUNITIES? **Especially by the 5 key characteristics of Age (16+), Sex, Ethnicity, Class and Disability** **SEE A – G BELOW….**	LEVEL OF REPRESENTATIVITY Not at all [1] Some level [2] Fairly good [3] Very good [4] Completely [5]	IN THIS COLUMN THERE ARE A FEW EXAMPLES OF THINGS WE'VE POSSIBLY ALREADY DONE, OR WHICH WE COULD IN THE FUTURE
A. What things does our Group have in place to encourage greater inclusion and diversity?		
There are a range of things that can be done to help make an overall difference. See some ideas in the last column.	Not applicable	**Our Group has done or is considering doing the following:** *Please tick where this applies* *** We've filled in this checklist (Probably doing it now!)** WE'VE DONE IT [_] WE INTEND TO DO IT [_] *** We have inclusion and diversity policies or commitment** WE HAVE SOME OF THOSE [_] WE INTEND TO HAVE [_]

		* The Group does outreach to, and has links with, the local community WE'VE DONE A BIT [_] WE'VE DONE A LOT [_] WE INTEND TO DO [_] *** We use diverse images in the Group's media** WE DO SOMETIMES [_] WE DO OFTEN [_] WE INTEND TO DO [_] *** We are a friendly welcoming group** WE ARE A BIT [_] WE ARE VERY [_] WE INTEND TO BE [_] *** We try to understand the make up (demographics) of our surrounding communities** WE HAVE DONE [_] WE INTEND TO TRY TO [_]
B. Representation among our Group's CORE people		
Eg. on committee, officers, or regular attendees of main Group or sub-cttee meetings, regularly helping organise activities etc	**HOW REPRESENTATIVE IS OUR CORE GROUP regarding the key characteristics?** Insert from 1 to 5 below: 1 = Not at all 5 = Completely	**Have we publicised the need to expand, 'open up' and diversify our core group?** *Please tick which applies* PUBLICISED A BIT [_] PUBLICISED A LOT [_] INTEND TO DO [_]
• **By Age (16+)**		
• **By Sex**		
• **By Ethnicity**		
• **By Class**		
• **By Disability**		
C. Representation among those who are ACTIVELY INVOLVED in our Group		

Active supporters ie people involved in Group's volunteering (eg delivering flyers, litterpicking, helping run events, gardening). May attend some meetings but not on a regular basis	**HOW REPRESENTATIVE ARE THOSE WHO ARE ACTIVE IN OUR GROUP (regarding the key characteristics}?** Insert from 1 to 5 below: 1 = Not at all 5 = Completely	**Have we publicised the need to expand and diversify our active supporters?** *Please tick which applies* DONE A BIT [_] DONE A LOT [_] INTEND TO DO [_]
• **By Age (16+)**		
• **By Sex**		
• **By Ethnicity**		
• **By Class**		
• **By Disability**		
D. Representation among our Group's MEMBERS AND SUPPORTERS		
The membership or wider supporters (formal or informal) of our Group, including those signed up via and/or engaging via social media Note: It may be hard to tell! So maybe just give an impression…	**HOW REPRESENTATIVE ARE OUR WIDER MEMBERS AND SUPPORTERS regarding the key characteristics?** Insert from 1 to 5 below: 1 = Not at all 5 = Completely	**Have we done targeted membership drives to reach new people, eg public stall on site, at other people's events, or via social media?** *Please tick which applies* DONE A BIT [_] DONE A LOT [_] INTEND TO DO [_]
• **By Age (16+)**		
• **By Sex**		
• **By Ethnicity**		

• **By Class**		
• **By Disability**		
E. How does our Group engage with particular USER GROUPS actively involved in our site?		
Do we actively engage with other organised User Groups <u>based in or regularly using our site</u> (including those using site buildings). Some of these may themselves have many members who we'd like to better involve in our own Group etc - eg sports team, walking group, faith group, playgroup..	Not applicable	**Does our Group <u>communicate with</u> other specific User Groups and vice versa?** WE DO SOMETIMES [_] WE DO OFTEN [_] WE INTEND TO DO [_] **Does our Group <u>promote</u> other specific User Groups and vice versa?** WE DO SOMETIMES [_] WE DO OFTEN [_] WE INTEND TO DO [_] **Does our Group <u>partner up with</u> other specific User Groups when organising certain activities?** WE DO SOMETIMES [_] WE DO OFTEN [_] WE INTEND TO DO [_]
F. How does our Group engage with key groups NEARBY to our site?		
Do we actively engage with key off-site groups/facilities with substantial involvement by age/sex etc (eg schools, faith groups, tenants groups, disability organisations, youth clubs etc) - groups/facilities with substantial involvement of those people we'd like to involve more.	Not applicable	**Have we done any of the following?** *Please tick which applies* **Made a list/mapping exercise of key local groups and facilities in the community** DONE [_] INTEND TO DO [_] **Made personal and direct contacts with group/facility reps to build a relationship.** DONE [_] INTEND TO DO [_] **Invited nearby groups to address our Group meetings, or vice versa, and to**

		partner for activities DONE [_] INTEND TO DO [_] **Hold occasional User Goups / stakeholder reps' meetings for our site** DONE [_] INTEND TO DO [_]
G. Having filled in this Checklist, are there 3-4 THINGS WE MIGHT LIKE TO DO to try to strengthen our Group?	**1.** **2.** **3.**	

Well done for filling in this Checklist!

And many thanks again to you all for all the great work you and your members do!