

Update Feb 2018

What was identified in the meeting	What we have done thus far	What still needs to be done	Short / Medium / Long Term
Safer Spaces			
Safer spaces agreement to be finalised.	The Safer spaces agreement was finalised.	Feedback will be sought in the next survey. The agreement is due another review - we'd like the agreement to be a live document that changes and adapts to needs of members regularly.	ongoing
Work on increasing involvement & support for members in implementing the agreement. Make it easier to report incidents - e.g. via text message, online.	<p>The phone number has been included on the shorter version of the agreement that is on the wall.</p> <p>There is now a better phone behind the bar which is also for managing social media accounts.</p> <p>There is now a comments box in the bar room, by the bookshelf.</p>	We will review what use if any has been made of the phone number and seek feedback in the next survey.	M
Club Collective to organise workshop on the safer spaces agreement (when it's finished) and how we can all work together to make Wharf a safer space, including de-escalation, how to report incidents etc.	n/a	This still needs to be done	M/L
Publicising the agreement better, e.g. putting it up inside toilets, at the bar.	Short poster versions are up around the building	Feedback to be sought at the next survey	M

Concerns around reporting incidents of racism to a mostly-white group.	We are still majority white, however we have taken steps to recruit more BAME onto the club collective and as casual staff. We are advertising for new co-op members soon (see first point under 'Staffing', below).	We will continue to examine the ways in which we can make the working environment of Wharf safer and more hospitable to BAME, and how best to encourage BAME to become involved in the future.	L
Club Collective more generally			
Recruit BAME people onto the Club Collective - a. advertise early b. make clear what it involves	See above – meetings where elections will happen will be better advertised and for longer.	We are looking to make a list of possible BAME -focused organisations where we might seek to advertise roles. Improved publicising of Club Collective roles, responsibilities and elections.	M
Improving the ways we gather feedback in general.	We have not had a members' survey for a while.	We will re-commit to aiming for 2 members' surveys per year, plus the existing Quarterly Members' meetings.	M
Meetup which is specifically for BAME people.	There is now an active BAME group on Facebook where people post/ share things, and organise meetups. We are also seeking external facilitation for BAME -only focus groups	To get involved search 'poc @ wharf' on facebook or members@wharfchambers.org	n/a
Club Collective will make sure they communicate well with this group to address ongoing development of the space as welcoming to BAME people.	There isn't currently a clear line of communication between this group and the Club collective.	Club collective to discuss specific things they might want to ask of the group so that anyone who volunteers their time can have an idea of what to expect.	S
Staffing			

<p>Keeping co-op recruitment processes open.</p>	<p>We are advertising soon for (a) new co-op member(s). This will involve a written application and selection for interview based on specific requested criteria.</p> <p>Have sort an external consultant to work on policies and procedures relating to employment.</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>Any Equality and diversity monitoring information we receive will be reviewed, whilst still being treated with confidentiality.</p>	<p>S</p>
<p>Being welcoming and friendly to new people at the bar</p>	<p>We have recently conducted an internal co-op review process around bar working, including customer service specifically, and individual action points identified.</p>	<p>There will be a follow up review.</p>	<p>L</p>
<p>Making it easier for people to see what's available at the bar</p>	<p>Large signs have since been hung up, which have recently had new fairy lights added to hopefully make them easier to read. New products and specials are promoted with individual signs on the bar.</p>	<p>Feedback will be sought at the next survey.</p>	<p>M</p>
<p>Making clear that it is not a problem to order non-alcoholic drinks and tea</p>	<p>This is partly covered by the staff review, described above.</p> <p>Staff are committed to the provision of non-alcoholic drinks with a large</p>	<p>Feedback to be sought.</p>	<p>M</p>

	<p>selection being available behind the bar.</p> <p>Non alcoholic drinks are displayed in the tall fridge to the left, purposefully, as this is the most visible from the customer side. This fridge is now exclusively alcohol free. 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>		
Not wearing culturally appropriative clothing, hairstyles et cetera	<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>All staff have been given resources to do with cultural appropriation, however It is not entirely possible for the co-op/ bar staff to police people's clothing especially when it involves making assumptions about someone's background or ethnicity.</p> <p>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 have in the past carried zines about cultural appropriation, we will have more printed and stocked in the bar, in the hope of supporting members to have conversations.</p> <p>Co-op members will continue to support members if they feel the Safer Spaces agreement has been breached by a member or guest.</p>	S
Publicity			
Putting the ethos of Wharf	Some words have been developed by	We will continue to work on how we can	L

<p>Chambers into more approachable wording (not just “DIY”)</p>	<p>Cops and Robbers which are available here: http://www.copsandrobbers.net/about/ We think they are quite good. Our promoter pack which is sent to everyone interested in booking the venue includes these words:</p> <p><i>"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 for attendees and participants, which means charging reasonable entry fees and paying performers unless explicitly agreed otherwise.</i></p> <p><i>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."</i></p>	<p>express this better in the everyday conversations about what Wharf Chambers is and does and how we express ourselves in written communications, including on the website.</p>	
<p>Also consider the phrase “Member’s Club” - make it clear you do not have to be a member to come in the first time, 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:</p>	<p>A poster should still be made with this information on.</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>	<p>S</p>

	<p>http://www.wharfchambers.org/club.htm </p> <p><i>"Why a members club?"</i></p> <p><i>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!"</i></p> <p>Bar staff where possible take their time to explain this but there might be limitations on really busy nights</p> <p>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.</p>		
Signage outside the venue	There are vinyl letters saying 'Wharf Chambers' in the window. Unfortunately other signage is prohibitively costly	We may revisit this decision in the future	L

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@wharchambers.org	We still need to make a better bookings page for the website – this information will form part of that.	M
Prioritise events put on by BAME organisers / promoters when taking bookings	Wharf Chambers doesn't programme the events that happen here. As a members' club we accept bookings from anyone who is 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. However there is clearly an issue that we don't have enough of a profile/ good reputation in lots of BAME communities for people to think of becoming a member / booking us.	We think that the main way we can encourage more events at Wharf by BAME is to work on the things in this action plan, but also encourage more BAME to become members by promoting the venue to more BAME through a variety of ways detailed below.	M/L
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	We did not add a section to the promoters' pack, however we do regularly challenge promoters who we feel may be benefiting from the culture or marginalisation of those from other backgrounds.	Feedback to be sought at the next survey. We will add something to a promoters' pack when we review our bookings page/ blurbs etc.	M
Attendance at such meetings of staff or other members who are	We very much see the safer spaces agreement as something we are all	Club Collective (as discussed above) will organise an open workshop on the safer	M

<p>trained/ supported to report/ raise issues and actively implement safer spaces agreement</p>	<p>responsible for and not just the staff or club collective - that's one of the good things about being a members' club - so 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>We wouldn't have the resources and capacity to make staff available to do 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>spaces agreement and how we can all work together to make the venue a safer space.</p>	
<p>Encourage promoters to avoid all-white lineups</p>	<p>We have not added a section to our promoters' pack encouraging promoters to think about their line ups.</p>	<p>This will be added as part of the review of our bookings page/ blurbs etc</p>	<p>M</p>
<p>Publicise events (and ask promoters to publicise events) in print, not just on Facebook, and more widely</p>	<p>We print monthly listings which are available in the bar and are distributed around Leeds. It's the responsibility of event organisers to promote events beyond these and most have posters up in venues across Leeds.</p>	<p>We have a list of suggested venues to promote at in our promoters' pack. As we continue our anti-racism work, we will identify venues and spaces used by BAME [see below].</p> <p>We are going to try and be better connected on social media.</p>	<p>M/L</p>
<p>Contact promoters who are BAME after addressing issues of safety and inclusivity first, as its 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 BAME.</p>	<p>We have not yet tried to contact BAME promoters specifically, nor Co-op staff begun to distribute the monthly programme more widely, to include more venues accessed by BAME, over concerns that we had not done enough in-house first.</p>	<p>The actions within this plan are seen as a first step to make WC more inclusive.</p> <p>We would like to reach out to BAME promoters that may be interested, however we feel that we are clearly not at a point where this would be appropriate. This could potentially be an action to look at</p>	<p>M/L</p>

		<p>after the next members' meeting, as long as it is done in a non-intrusive, respectful way.</p> <p>All members including BAME members are also welcome to collect programmes from WC and distribute to other places they frequent or think share our values.</p>	
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