



Review into Institutional Racism into the Westway Trust

Process for public participation in the Review

There are three phases of the review, which are as follows,

1. Gathering and Analysis of documentary evidence
2. Public Call for Evidence – Written Submissions
3. Interviews

Stage 1 Gathering and Analysis of documentary evidence

The first phase of the review involves the gathering and analysis of information relating to Westway Trust, Westway Development Trust and the North Kensington Amenities Trust. This commenced on the **31 July 2018** and will establish factual information about the Trust, its work, policies, procedures and practices relating to employment, service delivery and community engagement related to race and inclusion.

Stage 2 – Public Call for Evidence – Written Submissions

The Second phase of the review is a public call for evidence. During this phase of the review, members of the public will be invited to send in written submissions to the Secretary of the Review about whether institutional racism has existed, (exists) within Westway Trust, if so, how it has manifested and its impact on the communities served by the Trust.

The written submissions must respond to a framework of questions, which are underpinned by the review Terms of Reference. This will be released on the **7th November 2018**.

The public call for written submissions to the review will last a period of six weeks, during the period **7 November 2018 – 19 December 2018**. No evidence will be accepted after this time has elapsed, unless agreed in writing by the Secretary to the Review. Evidence submitted to the review, will be acknowledged by the Secretary to the Review.

How to submit your evidence

You can submit your evidence to the review in the following ways.

Secure Portal

To send a submission (and documentary evidence) to the review, you will need to upload your submission (and documentary evidence) by logging into a Google affiliated account (this provides additional security) and then go to the secure portal at, www.tutufoundationuk.org/the-review. If you do not have a Google affiliated account, you can use the account creation link provided on the portal.

Alternatively you can upload your submission by contacting Niles Hailstones, Joint Chair, Community Advisory Group to the Review, Chair, Westway 23 and One Voice Community Collective. Westway 23 have been designated by the Community Advisory Group to the Review to support and guide members through the review process.

Niles Hailstones, Westway 23
Email: nhailstones@yahoo.co.uk
Mbl: 07949 890 245

Freepost

Alternatively, you can send your submission (and documentary evidence) by post to the following Freepost address (for which senders do not pay postage):

Freepost TUTU FOUNDATION UK

Items can be posted into a pillar-box or over a Post Office counter. If an item is refused by the Post Office, you should contact your local Royal Mail Customer Service.

You must ensure that your submission (and documentary evidence) is properly, packaged to travel safely through the postal system and that the address is written on one line in upper case as shown above. The name "Freepost" is part of the address.

We are able to receive submissions in envelopes, packets and boxes up to a 12Kgs and measuring 61x46x46cms. All items will be delivered two working days after posting.

We will acknowledge receipt of your submission (and documentary evidence). Please **do not** send through original documents. Please provide us with photocopies. If you would like us to return your documents to you, please state this clearly. All written submissions (and documentary evidence) will be placed on the secure portal. The only people to have access to the secure portal are the head of the review, the secretary to the review Dr. Bankole Cole

and Charles Critchlow (Independent Special Advisors, Review Advisory Board (read only access)).

Stage 3 – Interviews

As part of the Review process, members of the public can request a one-to-one interview. The interviews will be aimed at listening to and understanding people's perceptions of the Trust in relation to institutional racism, in the areas of employment, service delivery and community engagement. The interviews will take place during the period **21st January – 25th February**. Interviews will be up to a maximum duration of 2 hours and will be conducted by the Head of the Review, Dr. Habashi FRSA.

All interviews will be recorded and transcribed. Individuals interviewed as part of the review, will be provided with an interview consent form to agree and sign. A copy of the interview consent form will be provided. All interviews will conform to ethical standards (Social Research Association 2003). They will be stored on the specially developed Tutu Foundation UK secure portal. Interviewees will be provided with a hard and or electronic copy of their interview up to two months after the date of interview.

It has been agreed that the interviews **will not** be used for the purposes of academic papers, research, without the express permission of the Westway Trust, Interview participants and members of the Community Advisory Group to the Review. Extracts of interviews conducted, as part of the review will not be published without prior consent of the interviewee. If you do not wish extracts of your interview to be published as part of the review, please indicate this when confirming your interview with the Secretary to the Review.

The only people to have access to the interview transcripts will be the Head of the Review, the Secretary to the Review and the following members of the Review Advisory Board, Dr Bankole Cole and Charles Critchlow (read only access). **Members of staff of Westway Trust will not have access to the interview transcripts.** The transcripts of the interview will be stored securely on the Secure Portal.

The interviews will explore a series of semi-structured questions relating to the following issues.

- Community
- Services and funding opportunities to gain benefit from the land under the Westway.
- Employment
- Way Forward

Interview - Dates, Times and Venues

Monday – Friday the following interview slots will be available.

10.00am
13.00
16.00
19.00

Monday – Friday the following venues for interview are available.

- The Tabernacle
- Bay 56 Acklam Village
- Kensington and Chelsea Social Council
- Westway Trust,
- Venture Centre

Saturday – Sunday the following interview slots will be available.

10.00am
13.00
16.00

Saturday – Sunday the following venues for interview are available.

- The Tabernacle
- Bay 56 Acklam Village

How to book an interview

You can book an interview in one of two ways.

Secure Portal

Log into the secure portal at www.tutufoundationuk.org/the-review. Where you can book your interview on the electronic calendar.

Email and Telephone

You can contact the Secretary to the Review, Mrs Christine Okiya and book your interview.

Secretary to the Review

Mrs Christine Okiya

Email: secretarytothereview@tutufoundationuk.org.

Mbl: 07950 417344

Help and Support

If you would like help and support with uploading your submission to the portal, sending your submission through Freepost, or any general queries about the review process, please contact the Secretary to the Review.