August 2022

Dear

**Race Equality Learning and Development Project: - Information for key stakeholders**

I am a Human Resources consultant specialist with over 30 years’ experience, working on change programmes, predominantly in the public and third sector. My passion is Equality, Diversity and Inclusion programmes within the workplace and I believe that all people irrespective of intersectionality have the capacity to make a positive contribution to the world of work.

I have been commissioned by Liverpool City Region Combined Authority to undertake research on hearing the voices of Black, Asian and Minority Ethnic businesses, community groups and residents on:-

1. Your experiences of racism, discrimination and harassment as a user of services provided by the LA’s including your wider experiences of racism, and
2. Secondly to hear your views on what you would expect to see in the design of a RE training programme for staff.

The information you provide will culminate in a report to the Liverpool City Region Combined Authority and EqualiTeach. EqualiTeach, have been commissioned to design a high quality bespoke race equality training programme. The training programme will be delivered to 1,500 staff across the Liverpool City Region (phase 1), and your contributions can help to inform the design and contents for inclusion in the race equality training programme.

EqualiTeach (not-for-profit equality and diversity training and consultancy organisation) who work with local stakeholders to develop and deliver a high-quality bespoke race equality-training product, with the aim of building the collective level of racial literacy and inclusivity.

This project is in the development stage and we are seeking to conduct interviews and focus groups with key stakeholders to ensure that the training programme is the best that it can possibly be, and we are requesting some of your time to support us in this development stage.

Between now and the end of September, we are looking to meet with key stakeholders in the region to listen to your experiences and understand what you feel the key priorities are to include in the training package.

To gather this information, we will be conducting both face-to-face and online interviews and focus groups, which will last for around 40 minutes. The interview/focus group will explore some of the following points:

* Your experiences of racial discrimination, harassment as a user of local authority services and in the wider community.
* Any action taken by you informally and formally to address the racial discrimination and harassment.
* The impact of your experiences.
* Identifying any barriers to achieving fairness, diversity and inclusion on race equality matters.
* The elements that you think are important to include in a training package to support staff to better promote race equality and to prevent and tackle racial discrimination, harassment and victimisation.
* Can you share an image (photograph or google image) taken/collected by you, which shows how you see the world from your perspective? This might be a workspace, a local attraction, a local landmark, a favourite piece of art (the image should not include people who have not given their permission to be photographed), provide a short caption to describe the image.
* Anyone else you feel it is important that we should speak with.
* We are also looking for people who will be interested in providing short video testimonies which can be included as case studies in training sessions

If you are interested in taking part in an interview or focus group, or have any questions or need any further information, please contact me: Jane.Eme-Power@outlook.com following this, I will ask you to complete the attached consent form prior to taking part.

**Thank you for reading this information sheet and for considering taking part in this important programme.**

**INFORMED CONSENT FORM**

**Race Equality Learning and Development Project**

**Thank you for considering taking part in this research.**

Please complete this form after you have read the Information Sheet above and/or listened to an explanation about the race equality project.

Before you take part, it is important for you to understand why we are looking to meet with you and what it will involve. Please take the time to read the following information carefully and ask if there is anything, you need further clarification on.

**The purpose of the study.**

Is to hear the ‘lived experience and voices’ of Black, Asian and Minority Ethnic businesses, Community groups and Individual residents regarding your lived experiences of racism, discrimination and harassment as a user of services and your wider experiences as a community member.

The interview and/or focus group will explore the areas outlined in the information sheet above and is expected to last for 40 minutes.

**What happens if you decide to take part or withdraw from the study?**

What is said in the interview/focus group, your personal details, the data collected is regarded strictly confidential, and all data for analysis will be anonymised.

In reporting on the findings, I will not reveal the names of any participants and will use pseudonyms by removing any information that may identify you in quotes/examples.

It should be noted that participation is voluntary and that there are no consequences in not taking part in or answering specific questions.

You are free to withdraw from the study at any time, without giving a reason.

If you wish to withdraw, data already collected can only be withdrawn up to one week after the interview/focus group. Following this time, as the interview will be transcribed and fully anonymised, it will not be possible to remove the information you have provided. However, upon withdrawal, I will destroy all personal information provided by you immediately.

**What are the possible benefits in taking part?**

It’s an opportunity to be part of a collaborative team involved in the design and contents of a bespoke race equality training programme which will be delivered to staff within local authorities and to ensure that services provides are free from bias and discrimination.

At the end of the study, I shall share a summary of the key findings and results from the study with you.

You will be given a copy of this Consent Form (signed) and the Information Sheet to keep and refer to at any time.

By **initialling** each box, you are consenting to this part of the study. Any un-initialled boxes will mean that you DO NOT agree to that part of the study and this may mean you are ineligible for the study.

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| **Taking part in the study** |
|  | **Statement** | **Please initial each box** |
| **1** | I confirm that I have read and understood the information sheet for the above study. I have had the opportunity to consider the information and asked questions, which have been answered satisfactorily. |  |
| **2** | I understand that my participation is voluntary and that I am free to withdraw at any time during the study without giving any reason. Furthermore, I understand that it will not be possible to remove my data from the project once it has been anonymised (within one-week post interview) and forms part of the data set. |  |
| **3** | I agree to the interview being audio/video recorded. |  |
| **4** | I understand that information I provide will be used in various anonymised outputs, including report, publication, presentation, website, etc. |  |
| **5** | I understand that my personal data, including this consent form, which link me to the research data, will be kept securely in accordance with data protection guidelines, and only be accessible to the immediate research team. |  |
| **6** | I agree that the researchers may retain a copy of my contact details in order to provide me with a summary of the findings. |  |
| **7** | I confirm that I am over 18. |  |
| **8** | I agree to take part in this study.  |  |

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| **Signatures** |
| **Name of Participant:** | **Signature/Typed Name** | **Date:** |
| **Name of person taking consent:** |  | **Date:** |