

Meeting Places Progress Reporting Tool

This tool has been designed to evaluate and monitor the progress of Meeting Place development over time and identify areas for growth and best practice to be shared.

To be undertaken at regular intervals to determine the degree of progress and areas for development.

To support comprehensive analysis in the report, Meeting Place partners to host regular staff and volunteer meetings to explore perceptions on principles, practice, achievements, challenges, and areas for development.

Name of Meeting Place:

Date:

Principle	Evaluation commentary	Rating Scale
Be Welcoming	<p>To what extent:</p> <ul style="list-style-type: none"> • are visitors welcomed at the entrance through signage and/or in person? • is it clear where people need to go in the building to access support? • is there a comfortable and welcoming place to sit for a while? • on arrival is there someone to chat to or an activity to take part in? • are people offered a drink and asked how they are? • does the meeting place support those with additional needs? • has everyone removed lanyards and admin desks? • are people welcome to attend from different areas? <p>What, if any, are the challenges to achieving this principle?</p> <p>Do you have any suggestions for how this challenge can be overcome?</p>	<p>0 - no evidence to support principle</p> <p>1 - limited evidence of principle or development towards principles</p> <p>2 - clear evidence of progress towards principle</p> <p>3 - meets principle</p> <p>4 - strongly satisfies principle</p> <p>5 - demonstrates principle in an exemplary way</p>

<p>Utilise a Trusted Community Venue</p>	<p>To what extent:</p> <ul style="list-style-type: none"> • is the Meeting Place located as close as possible to the people it aims to support? • is the Meeting Place located in a community venue people already attend out of choice? • Are there different spaces in the venue for varied activities? • are some staff and volunteers from the local area? <p>What, if any, are the challenges to achieving this principle?</p> <p>Do you have any suggestions for how this challenge can be overcome?</p>	
<p>Be Relational</p>	<p>To what extent:</p> <ul style="list-style-type: none"> • are staff and volunteers attending the Meeting Place on a regular basis? • do all staff and volunteers attend the session on the dates and times they advertise they will be available? • are staff relational or given training to support the development of appropriate skills? • are there activities for staff, volunteers and people who attend to take part in together? • is there a supportive network of partners effectively working together? <p>What, if any, are the challenges to achieving this principle?</p> <p>Do you have any suggestions for how this challenge can be overcome?</p>	

<p>Provide Accessible Advice</p>	<p>To what extent:</p> <ul style="list-style-type: none"> • are advisors available to support the range of issues experienced by people in food insecurity? • are people given the opportunity to get to know an adviser before discussing their issues? • do volunteers know the support services on offer both in the Meeting Place and local area? • is there a warm handover of a person between foodbank volunteers and specialist advisers? • do advisors have time for conversations to get to know people before they advise? • are there private spaces for confidential discussions? • are people able to meet with the same advisor on a regular basis? • are people able to instantly access specialist advice? <p>are people accessing the advice services on offer? What, if any, are the challenges to achieving this principle? Any suggestions for how this challenge can be overcome?</p>	
<p>Focus on Wellbeing</p>	<p>To what extent:</p> <ul style="list-style-type: none"> • are there activities that seek to have a positive impact on people’s wellbeing? • are there activities that support skills development and self-esteem? • are people encouraged to attend other activities in the venue or local area? • are there partnerships with community mental health providers? <p>What, if any, are the challenges to achieving this principle? Any suggestions for how this challenge can be overcome?</p>	

<p>Promote Dignity in Practices</p>	<p>To what extent:</p> <ul style="list-style-type: none"> • are people given a choice about the food they are given? • are people supported in influencing the development of the Meeting Place through feedback and decision making? • are people's skills utilised in a Meeting Place so that everyone is able to contribute? • are people treated as equals and valuable contributors? • are people with lived experience employed or volunteering through Meeting Places? <p>What, if any, are the challenges to achieving this principle?</p> <p>Any suggestions for how this challenge can be overcome?</p>	
<p>Share Food</p>	<p>To what extent:</p> <ul style="list-style-type: none"> • is there a food offer beyond emergency food bags? • are there activities related to food? • is food used as a social enabler? • can people share food? • are there activities designed around cooking and eating food? • is there an awareness and support of dietary requirements? • is local farmers' produce being used? <p>What, if any, are the challenges to achieving this principle?</p> <p>Any suggestions for how this challenge can be overcome?</p>	
<p>Adapt</p>	<p>To what extent:</p> <ul style="list-style-type: none"> • is the Meeting place reflecting and adapting to community needs? • is the Meeting Place under review? • a focus on development? <p>What, if any, are the challenges to achieving this principle?</p> <p>Any suggestions for how this challenge can be overcome?</p>	

Please identify any staff or volunteer training needs to support the journey towards Meeting Place principles:

Please identify any areas where funding could help progress development of this Meeting Place:

Any further comments: