



Leeds Migration Partnership

These are our Terms of Reference - where we describe our aims, how you can get involved, and how we'll work

Our Aim

To help make Leeds a welcoming and supportive place for Migrants - bringing together individuals, groups and organisations to meet, think and share information, and ensuring that the voices of Migrants are heard and influence the people in charge

Voice and Influence

Everything we talk about and do should be linked to the concerns of Migrant communities in Leeds. Our members will help us to achieve this by always being clear about what we are doing, and why

The 3 Partnership Groups

Members will join one or more of the Information, Operations or Strategy Groups. Each group has a different role to play in achieving our aims

Who can get involved?

All three Partnership groups are open to anyone who shares our aims but each Group will expect different levels of commitment and contribution from their members

How are our Priorities decided?

The Strategy Group will recommend Partnership Priorities based on the concerns of the wider membership. Members will then agree these by consensus and review them each year.

The Partnership meetings will be supported and resourced by The Communities Team of Leeds City Council

Leeds Migration Partnership Information Group

Where Members exchange information about local services, events, jobs and opportunities for Migrants and people working with Migrants

Aim

To create a website for sharing information on local Migration issues, where anyone can share information, and which is available to everyone who wants it either online or as a newsletter.

Voice and Influence

The website and newsletter will make it easy for members – including local Migrant community groups - to publicise their activities. We will use the site to gather information, to ask people's opinions, and to gather evidence on matters of shared interest.

leedsmigrationpartnership.org.uk

The website is where all information relating to the Partnership is kept, as well information shared by members. Members will also be able to sign up to a weekly/daily newsletter.

Who can join the Information Group?

Anyone. The Information Group is made up of people who share information via the website, or who sign up for regular updates

What level of commitment is required?

Members subscribe and choose the level of information they want, in the format they want it. The Info Group Organiser arranges a small rota of people to moderate posts, to ensure content remains on topic

The Leeds Migration Partnership principles: Collaboration - Equality - Inclusion - Consensus - Transparency

Leeds Migration Partnership Strategy Group

Where Members work on Partnership Priorities, attend external strategic forums, and ensure the voices and concerns of Migrant communities are heard

Aims

To ensure the Partnership has clear priorities and goals and works towards achieving them, by collaborating and influencing other Strategic Partnerships.

Voice and Influence

The Strategy group will ensure that experts by experience are supported to form part of the task groups, and to represent the Partnership at strategic forums.

Focused on the Partnership Priorities

The group will help Members to influence the way decisions affecting Migrants in Leeds are made. They will help members understand how decisions get made, and gather evidence to inform future plans and consultations

Who can join the Strategy Group?

Anyone who attends the Operations Group and who agrees to take on additional work related to the Partnership's priorities in an area where they have experience or interest.

What level of commitment is required?

Members must commit to attend

- the Operations Groups
- external strategic meetings
- organise information gathering and/or task groups on a Partnership Priority as well as feeding back progress and opportunities to Members

The Leeds Migration Partnership principles: Collaboration - Equality - Inclusion - Consensus - Transparency

Leeds Migration Partnership Operations Group

Where individuals, groups and organisations to meet, think and share information

Aims

To organise a regular meeting for people working with Migrants in Leeds to meet and share knowledge and information and to use their experiences to shape the Partnership Priorities and the wider world

Voice and Influence

All members will encourage and support Migrant community groups to attend with them, to help them to become known, to find out what else is happening in Leeds, and how their voice and opinions are being represented at a strategic level.

Focused on making support accessible and responsive

Sharing knowledge and information at quarterly meetings where the agenda is set by members, with short presentations, policy updates, feedback from the Strategy Group and a chance to network with other groups and agencies.

Who can join the Operations Group?

Anyone who shares our aims, who regularly attends our meetings, and who wants to find out more about the sector, share developments and make new contacts.

What level of commitment is required?

Members will attend quarterly meetings, and contribute to the development and review of the Partnership Priorities. Members will also be asked to gathering and share information and evidence relating to Partnership Priorities.

The Leeds Migration Partnership principles: Collaboration - Equality - Inclusion - Consensus - Transparency

Leeds Migration Partnership FAQs

Our Aim

Our aim is to help make Leeds a welcoming and supportive place for Migrants - bringing together individuals, groups and organisations to meet, think and share information, and to ensure the voices of Migrants are heard and influence the people in charge

Who is a migrant?

When we use the term “migrant” we mean anyone born outside the UK who has arrived in the last 10 years. This is supposed to be an inclusive term which includes people seeking asylum, refugees, migrant workers, economic migrants, people who have been trafficked and other groups

Background

The Leeds Migration Partnership is a mechanism for developing and influencing policy, and promoting good practice in areas which affect migrant communities in Leeds, the region and the UK

The Migration Partnership is the collective term for three city-wide cross-sector groups for organisations, groups and individuals working with migrant communities in Leeds. Although each group has a different focus, they all aim to strengthen the voice and influence of migrants in Leeds in different ways, and to enable other groups to better understand their concerns and priorities

The Leeds Migration Partnership brought together the 3 main ways the Migrant Third Sector in Leeds worked and shared information in September 2017. Each element (the Leeds Migration Partnership Meetings, The Leeds Multi Agency Meetings, and the Leeds Multi-Agency Blog) still continues, but we now use one umbrella terms to refer to them all: The Leeds Migration Partnership

What are the 3 groups?

- **The Information Group** aims to create a single way to find and share information relating to migration in Leeds. People who receive and share information become Information Group members by signing up to regular e-newsletter updates
- **The Operations Group** meets quarterly. It is a place where people working with Migrants in Leeds can
 - meet and share knowledge and information about how services work
 - use their experiences and understanding to inform the Partnership's Priorities, and
 - improve access to and understanding of the help available to Migrants in Leeds
- **The Strategy Group** also meets quarterly, and is made up of people who attend the Operations Group who have agreed to take on additional work to

- ensure the Partnership has clear priorities and goals, based on what's important to migrant groups,
- gather information and evidence
- oversee task and finish groups related to these priorities
- represent the Partnership at strategic groups and forums to represent these priorities

How we work

- **The Information Group** - Anyone can post on the leedsmigrationpartnership.org.uk website. The Information Group Organiser will arrange a small rota of people to moderate posts on the website, to ensure content remains on topic
- **The Operations Group** - The agenda will be set by members, with short presentations, policy updates, feedback from the Strategy Group and a chance to network with other groups and agencies. Members will use their experiences to shape the Partnership Priorities, and to inform the Strategy Group. The Operations Group Organiser will ensure meetings take place and notes are taken and circulated, with the assistance and support of Leeds City Council Communities team
- **The Strategy Group** - will organise task and finish groups relating to the Partnership Priorities. The Strategy Group will meet quarterly to agree actions relating to Partnership priorities, to report progress on task and finish groups, and to agree how these will be shared with the Operations Group and fed into the Strategic Migration Board. The Strategic Group Organiser will ensure meetings take place, notes are taken and circulated, and that there is good liaison between the Operations Group, Information Group and Strategic Group and their relations with external strategic partners

How are Partnership Priorities set?

The Strategy Group will recommend Partnership Priorities based on the concerns of the wider membership, and Local/National Priorities. Members agree these by consensus and review and refresh them each year. Work on these priorities will take place in a series of task and finish groups, facilitated by members of the Strategic Group, in collaboration with members of the Information and Operational Groups

How often do we meet?

- **The Information Group** sends out updates each Monday morning at 10am
- **The Strategy Group** meets two weeks prior to the Operations Group, to help prepare information for the Operations Group, which will then be shared via the Information Group
- **The Operations Group** meets two weeks prior to the Leeds Strategic Migration Board, to ensure members are aware of the Leeds Strategic Migration Board agenda, and are able to respond and provide evidence and comment

Who can join The Leeds Migration Partnership?

All three Partnership Groups are open to anyone who shares the aims of the Partnership

- **The Information Group** is made up of people who share information via the website, or who sign up for regular updates
- **The Operations Group** is made up of organisations/groups who regularly attend the last Operations Group meetings
- **The Strategy Group** is made up of organisations/groups who attend the Operations Group, or who regularly contribute to the Information Group and who agree to take on additional work related to the Partnership's Priorities

What are our guiding principles?

The work of the Migration Partnership is shaped and informed by a set of four guiding principles:

- **Collaboration and Partnership** – each group, and the partnership as a whole will operate within the spirit of the Compact for Leeds
- **Equity and Inclusivity** – each group, and the Partnership as a whole will work to ensure all its members are included, and ensure every opportunity is taken to ensure people with lived experience of migration are given a voice and influence
- **Consensus** – each group, and the partnership as a whole will operate on the basis of consensus. Where this is not possible a vote can be taken and the majority decision will stand. Where a vote is even the Chair will have the casting vote
- **Transparency** – each group, and the partnership as a whole will ensure clear information is available about what they do, and how they do it

Who leads the Migration Partnership?

The Partnership is led by a team of Organisers, appointed by the members of each Leeds Migration Partnership Group. Organisers will be appointed by consensus, and will serve for a period of up to 3 years. Organisers will act with integrity and will carry out their role objectively and strategically, rather than representing any one organisation

How does the Leeds Migration Partnership influence things?

The Leeds Migration Partnership will report to the Communities Board via the Leeds Strategic Migration Board. The Leeds Migration Partnership have three seats on the Leeds Strategic Migration Board, and the Leeds Migration Partnership Strategy Group will decide who attends on a meeting-by-meeting basis.

The Leeds Migration Partnership will provide:

- Update reports requested by the Communities Board
- Written statement for Leeds City Council publications on request

The Communities Team at Leeds City Council will be responsible for servicing the Strategy Group, producing papers and ensuring that information is accessible.