

York Community Woodland Engagement Framework

Why an Engagement Framework for York Community Forest?

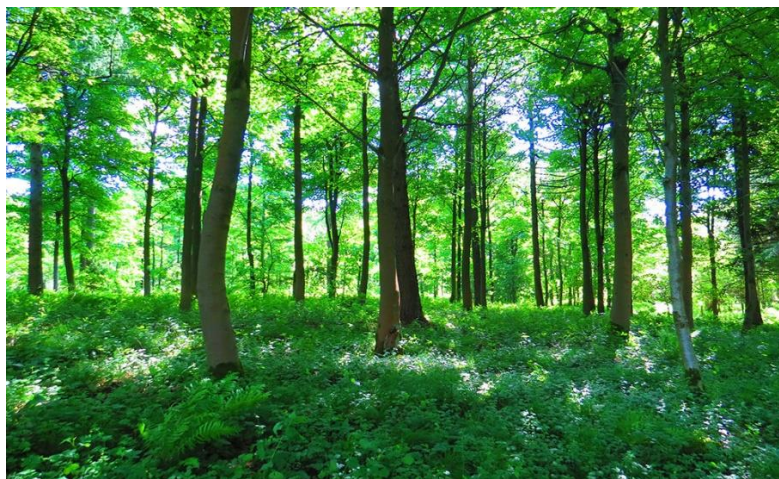
The York Community Woodland (YCF) Partnership is making a clear public commitment to engagement for the lifetime of the YCF project through this Engagement Framework. We want to ensure as many people engage with the creation and ongoing management of the YCF as possible through extensive and diverse engagement in a conversation that will last throughout its lifetime. This framework provides the overarching principles for engagement, the themes and our long term commitments to engagement.

Key Principles

To ensure consistency through the lifetime of the project all engagement on York Community Woodland will be based on the following **six key principles of engagement**:

- *Establish trust in the process and the project*
- *Transparency as default*
- *Commitment, consistency and sensitivity in building relationships that will be ongoing and lead to lasting engagement opportunities*
- *Clarity on the processes and stages of engagement, what is discussed when and how it informs the design*
- *Clear communications which are accessible and appropriate*
- *A variety of formats and channels to encourage people to engage*

More detail on each of these principles is given in Annex 1 at the end of this Framework.



Components of a sustainable Community Woodland

To support the engagement a framework is being developed to prompt discussion and begin a conversation which will be relevant for the lifetime of the project.

It is based on the 7 **components of a sustainable Community woodland** identified in the table below. This provides us with key themes to engage and build the project on. Engagement can of course be on topics outside or going across these themes - this is just a framework to start the conversation.

Sustainable Community Woodland Themes						
Governance/ management	Environment	Health & Wellbeing	Learning & Skills	Facilities & features	Community	Access
<ul style="list-style-type: none"> - effective leadership - open and transparent - participation & representation 	<ul style="list-style-type: none"> -Carbon capture -Bio-diversity -air quality 	<ul style="list-style-type: none"> - mental health - active lifestyles 	<ul style="list-style-type: none"> - woodland school -citizen science -woodland management training 	<ul style="list-style-type: none"> - walking and cycling trails -fitness trail - play area - café & picnic area - open amenity space - commercial uses 	<ul style="list-style-type: none"> -engagement in design -tree planting -volunteering opportunities -community activities - community 'ownership' 	<ul style="list-style-type: none"> -new foot & cycle routes - bus routes - disabled access

Our Engagement Charter

Our long term commitments to engagement are set out below in our engagement charter:

1. We commit to engaging on York Community Woodland in a conversation that lasts for its lifetime.
2. We commit to engaging based on our six key principles of engagement.
3. We commit to building knowledge and understanding of the York Community Woodland site and developing proposals. This could be through site tours and other on-site activities/events and/or digitally through film and photography.
4. We commit to providing opportunities to enable people to engage with, and build knowledge and understanding around, the design and approval process and the creation of the Woodland.
5. In addition to providing methods of engagement ourselves we commit to supporting and encouraging communities to engage with York Community Woodland in their own ways.
6. We commit to engaging on York Community Woodland in the context of other proposals for tree-planting, environmental improvement and carbon reduction throughout York being clear on how it will contribute to the Council's overarching objectives to enhance the city's green infrastructure, support the delivery of its strategic health priorities and the wider ambition to become net carbon neutral by 2030.
7. We commit to ensuring interested people and organisations are kept up to date regularly. This could be through a regular newsletters, email and website updates, updates through ward committees and parish councils and proactive use of the website to share as much as possible as soon as possible.
8. We commit to monitoring and evaluating the engagement process regularly, seeking feedback on how it's going and collating demographic and geographic data and analysing it to assess whether we're reaching all communities, responding to any identified gaps.

Annex 1 – Six Key Principles of Engagement

- *Establish trust in the process and the project:*
 - Transparency, clarity and sensitivity form the basis of rapport and trust
- *Transparency as default:*
 - We share as much as possible as soon as possible
 - Comprehensive reports from each stage of the engagement process
 - Clear summaries of information for easy access and full transcripts for detail
 - Clear audit trail from engagement to outcome
- *Sensitivity in building relationships and providing consistency:*
 - The proposals relate to the creation of an important community asset
 - It takes time to build relationships through the project
 - Engagement will last the lifetime of the project and will include a number of steps
 - Consistent points of contact should be maintained through the project
- *Clarity on the processes and stages of engagement, what is discussed when and how it informs the design:*
 - Clear process with stages of engagement
 - Being clear how and when will we engage with people
 - Clarity on what aspects of the project will be debated at each stage and how engagement informs the outcome
 - Allow adequate time for people to absorb and feedback
- *Clear communications which are accessible and appropriate:*
 - Accessible engagement
 - Appropriate language and graphics
 - Range of methods to meet range of demographics
 - Creative approach to engagement formats
 - Clear reporting
- *Variety of formats to encourage people to engage:*
 - Tailored, diverse, distinctive techniques which also include some fun
 - Appropriate methods which are flexible and responsive to the needs of stakeholders
 - Contribution to capacity building and general up-skilling where possible