

Minutes

Meeting name NLHPP NLWA Focus Groups Inception	Subject Start up Meeting	Attendees [Redacted] AECOM [Redacted] NWLA (NWLA)
Meeting date 23 rd February 2021	Time 10am	
Prepared by [Redacted]		

Ref	Action	Responsible	Due by
01	<p>Introductions</p> <p>[Redacted] asked about communication going forward (day to day). [Redacted] asks that both [Redacted] and [Redacted] are copied in on all emails to ensure one of us is able to respond. [Redacted] states that it is best for both [Redacted] and [Redacted] to be included on any correspondence for NWLA.</p> <p>[Redacted] and [Redacted] gave background to the projects – NLHPP and perception of NLWA.</p>		
02	<p>Focus Groups - Residents</p> <p>[Redacted] asks NWLA if they are happy with mini groups online approach and [Redacted] confirms they are.</p> <p>Resident Groups – [Redacted] confirms they are happy with the approach for these groups, in terms of the segmentation.</p> <p>[Redacted] / [Redacted] states they would like Waltham Forest to be moved into Group 5 and Barnet to be moved into Group 6.</p> <p>It was highlighted there are some active opposition groups in the area and care needs to be taken they do not dominate the FG.</p> <p>[Redacted] / [Redacted] gave names of three people to be aware off that could be particularly disruptive.</p>	AECOM AECOM	
03	<p>Focus Groups - Stakeholders</p> <p>[Redacted] / [Redacted] can provide list of stakeholders.</p> <p>[Redacted] / [Redacted] wish to review/ get internal agreement of who is included in groups 7-9. Groups 10-11 are OK and recruitment can start earlier.</p> <p>[Redacted] highlighted there may be some depths with stakeholders if they are unable to attend the groups. It was agreed this would be re-visited once recruitment is underway. If additional interviews</p>	NLWA AECOM	

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	<p>are required AECOM can resource them and how many and any additional fee will be agreed at the time.</p> <p>█ raises the issue of incentives for stakeholders. In the proposal, AECOM had included £50 per resident but not included a cost for stakeholders. NLHPP/NWLA would like to include incentives but would like it to be the same amount as residents (i.e. £50) for groups 10 and 11. Groups 7-9 would be attending in a work capacity and therefore should not need an incentive. █ to provide cost for providing this.</p> <p>█ requests that those identified to take part should not nominate someone to take their place. The contacts provided should be the people that AECOM speak to. AECOM to ensure this happens.</p>	AECOM	
04	<p>Discussion Guides</p> <p>AECOM included initial draft outline of key topics for discussion in proposal. █ to review and feedback to AECOM and provide further areas of discussion to feed into the discussion guide design.</p> <p>█ and █ agreed show material would be good to include if possible and also involving exercises with the respondents. █ recommended Mentimeter as a programme to potentially use as part of the groups. AECOM to review the options</p>	AECOM	
05	<p>Timings</p> <p>█ stated that the timetable needs to adjust slightly to allow for the initial review and approval of the contact lists and the discussion guide themes and topics.</p> <p>A proposed timetable is provided below.</p>		
06	<p>Paperwork</p> <p>Project to be a task order on current contract with NLHPP/NWLA. █ to provide costs for up to 31st March and 1st April to end of project so that two task orders can be raised (either side of financial year). █ will then invoice for the costs up to 31st March initially. █ to include additional costs for incentives for stakeholders.</p> <p>In order to progress the project in AECOM's financial systems and to initiate suppliers, █ will need an email confirming the approval of the work and overall price so that we can start the project until the PO comes in.</p>	ALL NLWA	

	22/02/2022	01/03/2022	08/03/2022	15/03/2022	22/03/2022	29/03/2022	05/04/2022	12/04/2022	19/04/2022
	1	2	3	4	5	6	7	8	9
Planning									
NLWA provide contact lists									
NLWA provide comments on topics for discussion									
Recruitment - Stakeholders									
Recruitment - Members of the public									
Design of survey materials									
Groups - residents									
Groups - stakeholders									
Transcripts									
Analysis									
Reporting									
Meetings				TBC		TBC			