

# Hackathon Instructions

29 February 2024 Hackathon

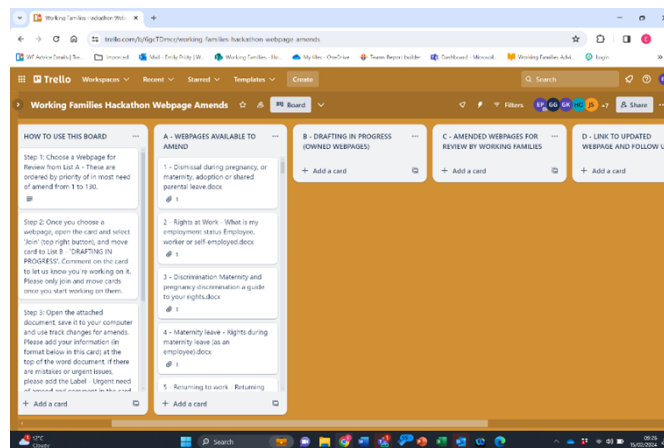


## How to use the Hackathon Trello Board

To join our [Hackathon Trello Board](#) ('Board'), follow the joining link that will be shared with you via email on the week of the hackathon.

When you follow the joining link, you will be asked to create a username and password for your Trello Atlassian account. **Please use [your name]\_[your firm] as your username e.g. EmilyPritty\_workingfamilies.** This helps us to know who you are and which firm you are with and to follow up with you after the event on the impact of your support.

Once logged in, you should see the Board, which is called the 'Working Families Hackathon Webpage Amends' on Trello and looks like this:



Trello uses 'cards' (boxes) that sit in 'lists' (columns). On our Board, we have several lists that you will work with, mainly these four:

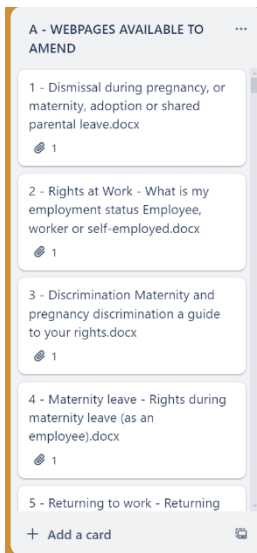
- ♥ How to use this board
- ♥ A – Webpages Available to Amend
- ♥ B - Drafting in Progress (owned webpages)
- ♥ C – Amended webpages for review by Working Families

Each of the cards in List A contains a Working Families advice page (in .docx version) in need of review.

## How to hack our advice pages during the Hackathon

The Working Families team will be in attendance at the Hackathon event to support you with any queries. Please also find a step-by-step guide to how you should hack each advice page during the event set out here:

### Step 1: Choose an advice page to hack

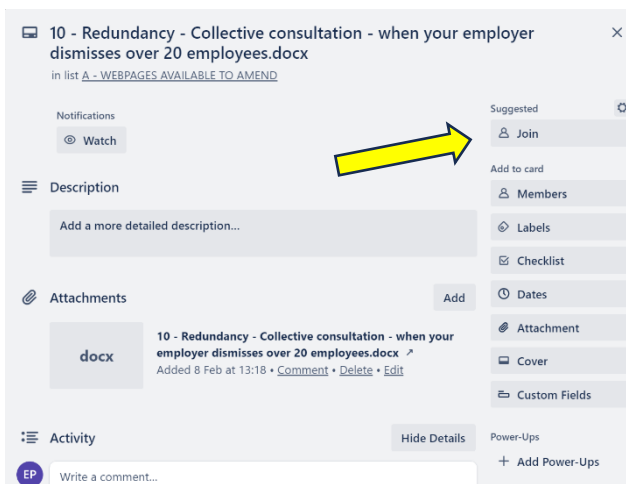


**Choose an advice page** from List 'A – WEBPAGES AVAILABLE TO AMEND' of the Board.

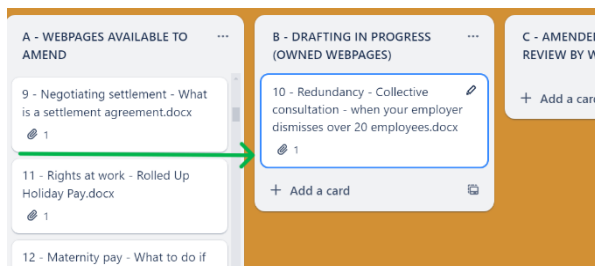
These are ordered in priority of need of amendment from 1 to 130 (with 1 being top priority), whether due to upcoming changes to the law or because of the last date it was reviewed.

Ideally, we will **work through the advice pages in order of priority** during the Hackathon but if you have particular specialist knowledge e.g., TUPE or redundancy, then do review the list to see which advice page appeals the most to you.

### Step 2: Assign yourself the advice page



**Step 2.1:** Once you choose an advice page to hack, click on its card in List A and **select 'Join' (top right button)**, this adds you as a member to the card, and let's us know you're on it. You can also comment @[your username] to let us know you're working on it.



**Step 2.2:** Next, **move the card via drag-and-drop to List 'B – DRAFTING IN PROGRESS (OWNED WEBPAGES)'**. This is now your card. Please only join one card at a time.

**Step 2.3:** Save the **.docx advice page** to your laptop so that it is ready to review in accordance with Step 3 below.

## Step 3: Review the advice page

**\*\*\*N.B. Please make all amendments to advice pages in tracked-changes.\*\*\***

**Step 3.2:** Please insert and complete the following **'Hackathon Header'** at the top of the advice page:

- ♥ Red Flags (i.e., any urgent/significant issues with, and/or amendments required in, the advice page): [●]
- ♥ Your Name: [●]
- ♥ Your Firm: [●]
- ♥ Your email address for follow up: [●]
- ♥ Your PQE: [●]
- ♥ Your area of employment law specialism (if applicable): [●]
- ♥ (Optional) Legal Resources used; Ideas for further improvement; Other pages you could help with or suggested new pages/sections: [●]

**Step 3.3:** Please complete the following **minimum review** of the advice page:

- ♥ We need each advice page to be reviewed and amended (in tracked-changes) so that it is **legally up-to-date** and reflects current statutory rights and case law.

- ♥ We would be grateful if you could add **footnotes for each point of law/right** referred to with the statute and section it comes from or the case it is from; this would be a huge help as we often need this when providing bespoke advice.

### **Note on required style of drafting amendments:**

- ♥ *The majority of the parents and carers who contact us are low-income earners, in precarious roles and many have low access to justice. Many also struggle with English whether because of literacy or because it is a second language. We try not to include legalese or statutory references in the body of the webpages as they are most accessible when they are in plain English and understandable by those who may have a young reading age.*
- ♥ *Many of the people who contact us cannot afford to escalate the situation if it risks losing their jobs. We therefore give practical advice on how to understand their workplace rights, and protect their position but ideally come to an amicable resolution and retain their job.*
- ♥ *However, if the parent or carer needs to escalate the situation or if employers ask for more information, legal references are very helpful (hence the request for footnote references).*

### **Extra review ideas if you are able to do more:**

- ♥ *Enhance pages with practical tips and advice for parents and carers who come to us for support on what they can do strategically. Parents and carers often say how helpful it is when there are **brief practical case study examples** to demonstrate the point of law, similar to the EHRC code. Use clear explanations of what a process would look like to protect rights.*
- ♥ *We get lots of feedback as to how **images/flowcharts/visual aids** which help explain legal steps and processes are really helpful to guide parents and carers through legal process. Sadly, we don't have the necessary tech skills in our small team of advisers. Please let your creativity abound!*
- ♥ *We often get asked for a **fact sheet or explainer to show to employers** to demonstrate the rights and, when we can, we try to create short fact sheets setting out rights for parents and carers to share with their employers to explain what the rights/entitlements are. We know so many employers of the parents and carers who come to us are SMEs and often it is ignorance of the law rather than unscrupulous employer when navigating employment rights e.g. <https://workingfamilies.org.uk/wp-content/uploads/2021/03/SMP-Facsheet-for-Employers.pdf>*
- ♥ *Please do feel free to suggest articles/issues/FAQs we have not covered in related or new content.*

## Step 4: Submit your amended advice page to the Board

**Step 4.1:** Once you've reviewed and amended the advice page, and have inserted and completed the Hackathon Header at the top of the advice page, please **re-save the advice page to your laptop using the following naming convention:** [Original doc title] – [Your Initials] – [Your firm] – [Date of your review]. *E.g. 2 – Rights at Work – What is my employment status Employee, worker or self-employed – EP – Working Families – 20022024*

**Step 4.2:** Add the updated advice page as an attachment to the advice page's original card on the Board (which you moved to List B of the Board under Step 2 above). *If you don't have time to finish your review, posting a draft is fine too. Please flag any partially-reviewed advice pages in the Board comments.*

**Step 4.3:** If you've noted any red flags on the Hackathon Header at the top of the advice page, please add the label '**Urgent need of amend**' to the advice page's card on the Board and note the red flags in a comment on the card.

**Step 5:** Drag the advice page's card (with the updated advice page attached) from List B to List 'C – AMENDED WEBPAGES FOR REVIEW BY WORKING FAMILIES'. AMENDED WEBPAGES'. A member of the Working Families team will review and add the changes to the web-version of the advice page. Please ensure you have completed your details in the Hackathon Header so we can follow up with you on the impact of your support.

Thank you!!