

Participation Strategy Implementation Plan

Ref	Objective 1
	Embedding the Hear by Right Standards
Ref	Success Criteria
1.	Children and young people would make more of a contribution.
2.	There would be more opportunities for children and young people and they would know about them.
3.	Services would improve their ability to respond to the changing needs of children and young people.
Links to other plans	

Hear by Rights Standards Children Leeds Priorities 2008/09

The active involvement of children and young people is a central commitment for all the different partners that make up the Children Leeds Partnership and Children's Trust arrangements in Leeds. With children and young people being listened to and respected by adults.
(standard 1.1)

All Partners work with children and young people to lay out clear statements about how they are valued and can take part; making sure that children and young people can get good and clear information to allow them to participate fully in issues that are important to them.
(standards 1.2 and 6.3)

A strategic plan for participation is agreed with all partners including children and young people; telling us who the key staff are, what will they do and what are the resources. It should also be clear how children and young people can take part in the different aspects of the plan.
(standard 2.2)

Activity	Performance Indicator	Timescale	Resources	Outcomes	Lead
Agreement in principle across CLP.	All members of CLP signed up to strategy	Nov 2007	Within existing work programme	Acceptance of strategic approach to participation Strategy distributed and well known across CLP	Barbara Newton

Establish reformed strategic partnership group to take responsibility for delivery of participation strategy and compliance with Hear by Right.	Appropriate representation on strategic participation group from across CLP Meetings effective and well supported	Jan 2008	Time commitment from staff across the partnership	Strategic participation group in place Evidence to demonstrate compliance with Hear by Right	Barbara Newton
Determine which standards are priorities for 2008/09.	Priority standards agreed	Nov 2007	Strategic Participation Group/ Young People/ NYA consultant	Joint ownership of priority standards by relevant adults and young people's group	Deborah Howe
Ensure the joint development of action plans for each priority with service leaders, wedge partnerships / AMBs and young people.	Young people fully engaged in development of service plans	July 2008	Leeds Participation Team/ Service Leaders / C.I.As	Action plans agreed and in place alongside service plans	Strategic Participation Group
Confirm action plans and ensure ownership and implementation.	Mechanism for monitoring implementation of action plans established	July 2008	Leeds Participation Team/ Service Leaders	Action plans well known and understood across services	Strategic Participation Group
Agreed action plans to be aligned with annual service planning.	Participation of children and young people embedded in service planning	April 2009	Service leaders	Service plans incorporate children and young people's participation	Strategic Participation Group
Ensure effective communication of children and young people's participation activity across CLP.	Impact of children and young people's participation is recognised and publicised	Ongoing	Children Leeds Communications Network	Impact of children and young people's participation is well known and understood	Strategic Participation Group

Participation Strategy Implementation Plan

Ref	Objective 2
	Using the Participation Evaluation Toolkit for service reviews and planning
Ref	Success Criteria
1.	Children and young people would make more of a contribution
2.	There would be more opportunities for children and young people and they would know about them.
3.	Services would improve their ability to respond to the changing needs of children and young people.
4.	We would have a clear picture of the extent of participation across Leeds.
Links to other plans	

Hear by Rights Standards Children Leeds Priorities 2008/09

Children and young people get a wide range of support to participate at every level of the Children Leeds Partnership.
(standard 6.7)

Activity	Performance Indicator	Timescale	Resources	Outcomes	Lead
Audit current training and usage of PET to establish baseline.	Information gathered from all services /organisations who have completed PET training	May 2008	Staff time at the Project. Time commitment from staff across the partnership	Numbers of people and organisations/ services who have undertaken training established Levels of PET activity clarified.	Deborah Howe
Develop training plan in conjunction with those responsible for training & workforce development across the CLP.	Development of training plan for cascade training.	June 2008	Staff time at the Project Time commitment from appropriate staff engaged in workforce development	Developed understanding of participation and training needs across the workforce. A comprehensive mechanism for cascading PET	Deborah Howe, in conjunction with workforce development.

Audit current training resource.	Refreshed Toolkit aligned with Hear by Right Standards	June 2008	Staff time at the Project. Time commitment from staff across the partnership Design and print of new toolkits	Increased awareness and ownership of PET PET and Hear by right in an accessible format for cascade training	Deborah Howe
Develop and implement a 'training the trainers' programme.	Agreed training the trainers package rolled out across the partnership.	June 2008 onwards	Staff time at Project Trainers' time commitment from service /organisations from across the partnership	Trainers across a range of services and organisation have a developed understanding of PET and Hear By right and are equipped to deliver a cascade training model.	Deborah Howe and Kerry Roling in conjunction with workforce development.
Develop tiered training package.	PET Training package delivered across the partnership through a cascade model	Sept 2008 onwards	Trainers' time commitment from service /organisations from across the partnership. Staff time at the Project for support.	PET is utilised across the partnership to develop and increase participation activities in the planning and delivery of services.	Deborah Howe and Kerry Roling in conjunction with workforce development

Participation Strategy Implementation Plan

Ref	Objective 3
	Ensure that staff are trained appropriately in children and young people's participation
Ref	Success Criteria
1.	Children and young people would perceive that life was fairer.
2.	There would be more respect between children and adults.
3.	Children and young people would have an expectation of participation.
Links to other plans	

Hear by Rights Standards Children Leeds Priorities 2008/09

All staff know how to help us take part and think it's a good idea with job descriptions that detail appropriate skills and commitment.
(standard 5.1)

Children and young people contribute to the recruitment, selection and induction of key staff.
(standard 5.2)

Someone checks how well staff help us take part in decision making through appraisals and supervision.
(standard 5.3)

Staff, bosses and young people get training on how we can all take part to make things better.
(standard 6.2)

Activity	Performance Indicator	Timescale	Resources	Outcomes	Lead
Evaluate effectiveness of introductory training package used by Leeds Participation Team.	Growing number and range of organisations sign up for introductory training and move on to PET training and sign up to the participation strategy	July 2008	Time of LPT staff.	Participation, the participation strategy and PET is understood and used to inform practice across children's services	Leeds Participation Team

Identify other training opportunities available in Leeds.	Growing database of identified training opportunities available in Leeds	Ongoing	Time of Kerry Roling. Access to information via LPT, CIAs and other services	Comprehensive and complete database of current available and relevant training available	Kerry Roling to collate
Identify requirement for differentiated training opportunities.	Continuing evaluation of training provided	Initially July	Time to gather information from service areas.	Differentiated training programme meeting the needs and requirements of all.	Strategic Participation Group
Develop approaches to quality assurance of participation training programmes.	Consistent and comprehensive participation training programme.	Ongoing/ long term	Subgroup drawn from Strategic Participation Group and LPT.	Systematic embedded evaluation of participation and the participation strategy by all service users and stakeholders across children's services.	Strategic Participation Group.
Support development of peer networks for staff.	Leeds Participation Team develops into a city wide support network continuing the development of effective participation. Established and effective sub groups within wedge partnerships/AMBS	ongoing	Staff, time, cost involved in supporting greater growing Leeds Participation Team	Effective peer networks established and maintained CIA role developed to support implementation of strategy.	Strategic Group/ Leeds Participation Team

Participation Strategy Implementation Plan

Ref	Objective 4
	Developing robust and rigorous processes for ensuring compliance with the strategy
Ref	Success Criteria
1.	Practice is consistent across the City .
2.	All children and young people have equal access to participation opportunities.
Links to other plans	

Hear by Rights Standards Children Leeds Priorities 2008/09

There are rules and guidelines (policies) in place to make sure children and young people's participation is safe and fair. These will look at consents, protection, safety, access, transport, complaints, incentives, rewards etc.
(standard 4.1)

There is money and supportive financial systems in place to support the participation of children and young people across the Children Leeds Partnership.
(standard 4.2)

Children and young people's participation is recorded and evaluated with clear evidence about what it has changed and how. All partners of Children Leeds work with children and young people to celebrate and share their achievements.
(standard 4.3)

Activity	Performance Indicator	Timescale	Resources	Outcomes	Lead
Agree monitoring and reporting procedures across all services.	Consultation realises proposed set of monitoring and reporting procedures Participation Strategy Group agrees procedures	April 2008	Performance managers from across the partnership BMG consultation portal.	Procedures document produced. Agreement to use of BMG consultation portal across partnership.	Nicola Engel

Develop reporting and monitoring mechanism.	100% of the partners that have signed the strategy sign-up to procedures	April 2008	Performance managers from across the partnership.	Procedures used by all partners	Nicola Engel
Establish mechanisms by which young people are actively engaged in the monitoring and evaluation process, with appropriate support.	System agreed and its use included in procedures above.	September 2008 onwards.	Services to identify appropriate resource.	Reporting and monitoring system used by all partners	Strategic Participation Group.
Establish periodic reporting mechanism	Reporting mechanism in place.	January 09	Admin time directly provided or commissioned by Children Services.	Periodic summary report published as part of CYPP monitoring process.	Barbara Newton

Participation Strategy Implementation Plan

Ref	Objective 5
	Building children and young people's participation into the commissioning processes for Children Leeds.
Ref	Success Criteria
1.	Children and young people are positive about their role in the commissioning process.
2.	Appropriate services are commissioned.
3.	Commissioned services ensure the active participation of children and young people.
Links to other plans	

Activity	Performance Indicator	Timescale	Resources	Outcomes	Lead
Develop practice guidance for how children and young people can be effectively involved in commissioning at each stage (analyse, plan, do, review).	Practice guidance developed.	July 2008	Workshop venue, Research, Planning and delivery time. LPT/CIAs	Principles of good practice and supporting examples produced.	Jody Sheppard / Deborah Howe.
Establish use of good practice guidelines.	All commissioning processes for CL adopt good practice guidelines for participation in commissioning	September 2008.	Jody Sheppard and Joint Preventative Partnership	Commissioning processes involve Children and Young People.	Strategic Participation Group.