

## Leeds Inclusive Learning Strategy – Parent Carer Consultation Activity Plan

<b>Team</b>	Integrated Children's Services	<b>Lead Officer</b>	Wendy Winterburn	2008/09
<b>Ref</b>	<b>Objective</b>			
1.	To provide a coordinated approach to the staged informal and formal consultation in respect of the Leeds Inclusive Learning Strategy thus informing parents fully and allowing all parents, carers and families the opportunity to participate in the continuing development of the strategy.			
<b>Ref</b>	<b>Success Criteria</b>			
1.	Reduction in parental complaints			
2.	Increased parental satisfaction			
3.	Increased numbers of parents engaging in participation and consultation process			

<b>Ref</b>	<b>Activity</b>	<b>Responsible officer</b>	<b>Timescale</b>	<b>Performance Indicator and target</b>
1.	Work in partnership with Education Leeds Communication Team and Project Managers to plan and prepare the next phase of information to be disseminated and consulted upon	Margaret Cook	March 2009	Information prepared and ready for dissemination
2.	Liaise with Children Leeds Parent Participation Group in order to update them of intentions and consultation planning	Margaret Cook	March 2009	Parent Participation Group fully informed
3.	Prepare brief update for Family Support and Parenting Board	Margaret Cook	March 2009	Parenting Board briefed

<b>Ref</b>	<b>Activity</b>	<b>Responsible officer</b>	<b>Timescale</b>	<b>Performance Indicator and target</b>
4.	Work in partnership with Head of Parenting Unit to identify existing parent groups for the dissemination of information	Margaret Cook	February 2009	100% of existing parenting groups are in possession of information and aware of future informal and formal consultation
5.	Identify key officers within statutory and voluntary sectors who may support the dissemination of information	Margaret Cook	March 2009	100% of key officers within voluntary and statutory sector are informed and support is available
6.	Arrange LILS briefing/discussion meetings in the five locality areas	Margaret Cook	April 2009	Locality discussion and consultation meetings are arranged
7.	Ensure information is disseminated through Children Centres, Parent Governors, Specialist Inclusive Learning Centres and Pupil Referral Units	Margaret Cook	April 2009	100% of identified settings have information for dissemination
8.	Engage with Parent Partnership Services to ensure that parents and carers have an opportunity to discuss the strategy in confidence and provision of an impartial approach	Margaret Cook	February 2009	Parent Partnership Services are informed and prioritise availability for consultation periods
9.	Work in partnership with Communications Team to ascertain the value of producing information in a variety of formats.	Margaret Cook	February 2009	Reports are in place as to the value of production of information in a variety of formats
10.	Work in partnership to ensure that the LILS website is updated in an appropriate manner and accessible to parents and carers.	Margaret Cook	March 2009	Website is updated and information is shared with Parent Partnership Service for their website.
11.	Ascertain how a LILS helpline may be established specifically for parents and carers	Margaret Cook	February 2009	Helpline in place and publicised
12.	Plan and prepare suitable evaluation mechanisms for parents and carers	Margaret Cook	April/May 2009	Evaluation process approved by Project Group

<b>Ref</b>	<b>Activity</b>	<b>Responsible officer</b>	<b>Timescale</b>	<b>Performance Indicator and target</b>
13.	Plan and prepare how parents and carers may receive feedback from the discussions and consultation	Margaret Cook	April/May 2009	Documentation approved by project Group
14.	Plan and prepare reporting mechanisms for the Director Integrated Children's Service, Scrutiny Board, Project Managers	Margaret Cook	March 2009	Documentation approved by Project Group
15.	Establish collaborative working mechanisms with the newly appointed disability officer	Margaret Cook	May 2009	Working practice and shared responsibilities established

