

Project Plan

Development of Youth Participation Model

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Project Plan Youth Participation V1 16.10.12

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Workstream / Lead Officer

Youth Viewpoint / Johanne Parker

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Workstream CESC			
KEY TASK/MILESTONES	DETAILS/ACTIVITIES	DATE	RESPONSIBILITY
Complete Make Your Mark Ballot and Identify Key Issues	Use existing IYSS and groups and forums to encourage young people to vote on key issues for young people in Stockton borough, enabling a clear agenda for the current YMP.	31st October 2012	DW
Work with internal communications to develop marketing campaign for Youth MP	Support the development and implementation of a marketing and promotions strategy to actively engage schools, voluntary sector partners and other youth support services.	30th November 2012	DW / EC (Comms)
Work with schools and other youth groups to support nominations for Youth MP.	Work with young people across statutory and voluntary youth settings to encourage and support nominations. Use existing IYSS links with schools to offer advice and support in nominating young people. Identify existing established forums for vulnerable groups such as LDD, LAC etc offer advice and support with nominations. Work closely with DS to support the process. Raise awareness through the existing Youth Providers Network in order to encourage nominations	November 2012 – 31 Jan 2013 31 Jan 2013	DW/DS TF
Election Process	Continue to work with and support Schools and other youth support groups during	Jan – Feb 2013	DW/PS

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	<p>elections. Support the circulation and distribution of candidate nominations details working with schools and partner agencies. Support schools and DS to identify polling stations within schools and community settings. Identify and support organisations to encourage volunteers to take part in process.</p>		
Youth Voice Vehicle Self-Assessment toolkit	Quarterly review of the Youth Voice vehicle to ensure progress against the indicators of best practice	31st January 2013 Quarterly going forward	TF
Utilise experience of existing youth participants	Continued engagement with young people involved in the Shadow Board and other groups to assist in planning the transition to the SYA	31st March 2013	DW
Provide Training and Support for Youth Assembly members	<p>Provide experienced and skilled youth workers to enable young people to actively participate. Identify and support young people with additional needs. Provide guidance on safeguarding issues Provide ongoing training and mentoring Work with DS to provide appropriate training and support around terms of reference, purpose of group, required commitment etc.</p>	<p>31st March 2013</p> <p>April 2013 onwards</p>	PS, GC
Provide Ongoing support Youth Assembly	<p>Ensure appropriate and accessible meeting space and plan for safe transport arrangements Attend all meetings and sub groups. Provide additional support for individual members when required.</p>	Ongoing	PS, JT

Annual Report	Work with youth assembly and DS to produce annual report.	March 2014	TF
Workstream UKYP Election			
KEY TASK/MILESTONES	DETAILS/ACTIVITIES	DATE	RESPONSIBILITY
Consultation with Secondary Heads	Awareness raising with secondary heads prior to individual consultation	8th Nov 2012	MW JT NH
Consultation Feedback	CESC IYSS to provide feed back from participating Schools on proposed UKYP Election	14 th December 2012	DW
Publish Notice of Election	Produce publish and distribute Notice of Election. Hard copy to be made available to participating schools for notice boards, tutor groups and web page.	7 th Jan 2013	JT
Nominations	Be open to receive nomination details from individuals / schools	7 th – 23 rd Jan 2013	JT
Ballot Papers	Commence art work design for ballot papers	24 th Jan	JT
Statement of Persons Nominated	Produce publish and distribute candidate nomination details and addresses. Hard copy to be made available to participating schools for notice boards, tutor groups and web page.	31 st Jan 2013	JT
Ballot Papers	Production proofs signed off	7 th Feb 2013	JT
Count Observers	Prepare and issue invitations to the Count for candidates and observers	7 th Feb 2013	JT
Poll Day Set Up	Set up polling facilities at strategic locations within participating secondary schools	15 th Feb 2013	JT
Polling Days	Polling Station Inspectors to liaise with Schools re progress of the poll.	25-27 th Feb 2013	JT
Count	Set up count in Jim Cooke Conference Suite. Conduct count. Announce and publish result.	28 th Feb 2013	JT

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Workstream Youth Assembly			
KEY TASK/MILESTONES	DETAILS/ACTIVITIES	DATE	RESPONSIBILITY
Identify Nomination Contacts	Contact details to be supplied by CESC following a suitable period of engagement and awareness raising to enable nominations process to begin	Feb 2013	TF / NH
Write to all nominating organisations / bodies	Letters to be sent inviting agreed number of nominations from the identified groups	March 2013	NH
Terms of reference	Draft terms of reference to be agreed at first meeting	April 2013	NH
Annual Debate	Annual debate arrangements to include invite to all elected members representatives from the HWB board, PCP to facilitate the establishment of work programme priorities.	May 2013	NH / MH
Fwd Plan	Draft forward programme of meetings and potential agenda topics first meeting April	2 nd meeting	NH
Meeting Management	On-going support for meetings included in the forward plan of business for the assembly	On-going	NH
Support SYA Induction and Development	Provide development support to colleagues in CESC working directly with members of the SYA . Induction at first meeting development on-going	April 2013	TF/NH /JMcG
Annual Report	Joint production of an annual report that summarises the activity of the SYA and the difference that has been made through their work	March 2014	TF/NH
Workstream Youth Viewpoint			

KEY TASK/MILESTONES	DETAILS/ACTIVITIES	DATE	RESPONSIBILITY
Youth Panel Recruitment	Youth panel membership entirely refreshed via promotional and engagement work in schools, at events, in youth clubs and other youth work sessions. NB: As part of this work, the name of the Panel is to be changed through a competition involving new Panel members.	December 2012	JP, colleagues in CESC (IYSS and Schools), colleagues in Communications Team
Questionnaire 1 (2013)			
Draft Questionnaire	Develop draft content for first Youth Panel questionnaire of 2013. Currently, it is intended that this will explore priorities for young people across the Borough to support the work of the SYA from April 2013 onwards.	December 2012/January 2013	CMT, colleagues in CESC and Democratic Services, JP
Finalise Questionnaire	Questionnaire content finalised.	January 2013	CMT, JP
Distribute Questionnaire	Online and postal distribution to Panel members	February 2013	JP, Admin Support
Data input	Input of completed postal questionnaire data	February/March 2013	JP, Admin Support
Data analysis	Analysis of all questionnaire data	March 2013	JP
Report	Produce topline results' report.	April 2013	JP
Event 1 (2013)			
Event content development	Develop key theme for the event	January – April 2013	JP, CMT, colleagues in CESC and Democratic Services, colleagues in Communications Team
Design and produce event materials		May 2013	JP, colleagues in Communications Team
Promote event to those who are and who are not currently	Via website; schools; youth clubs; and, other youth events and sessions.	June 2013	JP, colleagues in CESC (IYSS and Schools), colleagues in

on the Panel			Communications Team
Hold event	To be held in accessible, central location within Borough. Used as a way to promote membership of the Panel.	July 2013	JP and other officers within Policy Improvement and Engagement
Analyse event findings		August 2013	JP
Report	Produce topline results' report.	September 2013	JP