

**Local Participation Action Plan
for
Children and Young People**

2013 - 2016

A Multi-agency Action Plan for Children and Young People
living in Caerphilly County Borough

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Contents

Introduction	3
Background and Purpose	3
Partnership Approach to Delivery	3
Governance and Performance Management	4
Local Participation Action Plan	5
Glossary of Terms	18
List of Partners involved in the drafting the LPAP	19

DRAFT

Local Participation Action Plan for Children and Young People

Introduction

The literal definition for participation is 'taking part', but it is now well recognised that participation is mostly used to describe the active involvement of children and young people in decision making.

Participation is a process through which children and young people have a say in decisions that affect them and through which they have an opportunity to be involved in planning and decision making at all levels. Participation ensures that children and young people are able to express their views and ideas and these are fully considered and appropriately responded to.

Background and Purpose

This Local Participation Action Plan (LPAP) builds upon developments across the Children and Young People's Partnership since the *Participation Strategy for Children & Young People 2008-2011*. It fully considers the statutory guidance on children and young people's participation issued in accordance with section 17 of the Children and Families Measure (Wales) 2010, and in particular section 12 of the measure which requires local authorities to *make such arrangements as they consider suitable to promote and facilitate participation by children in decisions of the authority which might affect them, and to publish and keep up to date information about its arrangements*.

The action plan set's out the arrangements for promoting and facilitating children and young people's participation, building on well-established mechanisms already in place that meet the requirements of recent legislation. Importantly, it details the desired and well-defined outcomes of children and young people's participation so that they feel listened to, empowered and benefit from services that better meet their needs. It also aims to develop a shared direction and understanding of participation amongst service providers in order to develop Caerphilly as a county where children and young people are treated as valued members of the community whose voices are heard and respected, their needs considered and where their views have an impact across all services and in all sectors.

Partnership Approach to delivery

A range of partners representing the Local Authority, Aneurin Bevan Health Board, GAVO and a number of Voluntary Sector Organisations have worked together to develop the LPAP. The aim has been to produce a multi-agency document that sets out how partners intend to engage with children and young people and work together to ensure that children and young people are aware of their right for their opinion to be heard, and to have a range of opportunities to engage in participative processes.

The LPAP feeds directly into the Caerphilly Local Service Board's (LSB) Citizen Engagement Strategy (the enabling strategy for the Single Integrated Plan) as the delivery plan for ensuring that statutory duties, in respect of children and young peoples participation, are met and continually improved.

Many of the developments outlined in the LPAP will be delivered in partnership with Blaenau Gwent County Borough Council, working closely with colleagues who facilitate children and young people's participation. Areas for joint working have been identified which will strengthen opportunities and processes for enabling children and young peoples participation in decision-making and realise the many benefits from sharing resources, expertise and capacity.

In working to achieve the developments outlined in the LPAP, both partners in Caerphilly and Blaenau Gwent will work to the following principles of collaboration:

- Sharing data to enable benchmarking opportunities, and identify and share excellence to promote service improvement
- Improve the quality of staff and service delivery
- Increase capacity to deliver services
- Improve systems of delivery and develop consistency across the region
- Improve access to participative opportunities across the regions
- Create an environment that provides challenge and support to develop innovative ways of working.

Governance and Performance Management

Arrangements will be made for a multi-agency group to oversee the delivery of the action plan, both for developments specific to Caerphilly County Borough and for developments to be delivered in partnership with Blaenau Gwent County Borough Council and their partners.

Section 12 of the Children and Families (Wales) Measure 2010, requires local authorities to publish and keep up to date information about arrangements for promoting and facilitating participation. The LSB Citizen Engagement Strategy will be used to discharge the Local Authority's statutory duty to do this and to publish information on arrangements in the LSBs annual report on progress. A progress report specifically for the LPAP will be made available for inclusion in the LSBs annual report on progress, and will include how statutory duties are being met and improved upon, progress against agreed performance measures and in the longer term, benchmarking data from Caerphilly and Blaenau Gwent.

Local Participation Action Plan for Children and Young People (LPAP), 2013-2016
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Outcome *(the condition of well-being that we are working towards / the end result):*

All Children and Young People are listened to and treated with respect *(underpinning priority Caerphilly CYP Plan 2011-14)*

Population Indicators *(the data that will help us to know if things are getting better for the population)*

1. The percentage of children & young people who report that they know of their rights and how to obtain them.
2. The percentage of children & young people who feel they've had the opportunity to be involved in making a decision on matters that affect their lives.
3. The percentage of children and young people who feel that they have had the opportunity to be involved in the development / shaping of services that they access

Objective 1					
Support organisations to involve children and young people in decision-making.					
What will we do (Action)		Who will lead	Who else is involved in making this happen?	Timeframe	Performance Measures <i>How do we know we have achieved our objective and if individual services are benefitting their service users</i> How much? How well? Is anybody better off?
1.1	General (refers to all children and youth support services)				
1.1.1	Provide training (in partnership with BGCC) for professionals on Rights, Participation & using the Toolkit. <ul style="list-style-type: none"> - Young people to be involved in delivery and facilitation of training. - Shared training programmes between CCBC & BG. - Supported by NYAS - Advertised on FIS Professionals Zone - Link to Participation Champions programme - Link to engagement practitioners network 	CCBC Education	NYAS, CCBC Children's Services (CRO) (Regional - BGCC)	By Mar 2015	<ul style="list-style-type: none"> • 100 professionals trained • 10 Young People involved in delivering training programmes • % Of participants who have increased their knowledge of rights, participation and participatory methods. • % Of participants who feel confident to set up participation processes / further develop etc..
1.1.2	Further develop the Participation Toolkit – 'Engaging Children & Young People'. <ul style="list-style-type: none"> - Revised and developed to include: <ul style="list-style-type: none"> ▪ User-friendly action plans ▪ Complaints & Compliments ▪ Young Inspectors & Kite marking ▪ Children's Rights, including workshops. Including RRS. ▪ Involving C&YP in Recruitment/induction where appropriate ▪ Participatory Budgeting ▪ Information for Schools/Councils & other groups (to include suggested agendas & JF/YF discussions) /PP resources.. ▪ How to ensure Child-friendly communication - Toolkit to be further developed in partnership with BGCC, and rolled out across BG. - Toolkit linked to Parent Participation Toolkit, SIP Engagement Strategy toolkits/resources etc - Toolkit available on FIS Professionals Zone 	CCBC Education	Multi-agency Task & Finish Group, (Regional - BGCC)	By Mar 2014	<ul style="list-style-type: none"> • 5 new sections, revised and further developed • Toolkits re-issued to previous and new recipients • Toolkit adopted and rolled-out across BG • % Increase in schools adopting the toolkit. • % Of recipients who rate the toolkit as Excellent or Good • % Of recipients who report using the toolkit.
1.1.3	Develop a Participation Champions Scheme: <ol style="list-style-type: none"> a. Participation Champion in each Organisation's service area (Officers, linked to c&y Ambassadors) b. On-going support for organisations in looking at processes (criteria, underlying principles, what's been achieved) c. Develop Buddying systems (more experienced supporting less experienced) d. Develop training package (outlining processes, election etc) e. Any organisations under LSB/CYPPB to sign a charter? f. LL/JP to coordinate with schools 	CCBC Education	Link to Facilitators Network, (Regional - BGCC)	Sept 2014	<ul style="list-style-type: none"> • 10 Participation Champions across partner organisations & 50 from schools. • % Of participants who report positively on the Champions Scheme?? • Champion Evaluation and monitoring process undertaken against champion job description • % Of champions actively promoting/supporting participation

1.2	Schools / Pupil Participation				
1.2.1	Governor Support: Mandatory Training for New Governors to include information on Pupil Participation and Rights, RRS.	EAS Governor Support		Over 3 terms (2013/14)	<ul style="list-style-type: none"> 70 Governors trained (Caerphilly) % Reporting increased awareness of pupil participation & rights
1.2.2	Governor Support: Training for Associate Pupil Governors (YP)	EAS Governor Support		Spring Term 2014	<ul style="list-style-type: none"> 28 Pupils trained – 2 per school (Caerphilly) % Increase in young people reporting increased involvement.
1.2.3	Training Package for School Council Link teachers (utilising on-line learning and FIS Professionals Zone, Toolkit and existing WG PP resources, Twilight Briefing sessions/ Good Practice Case Studies).	CCBC Education			<ul style="list-style-type: none"> Number of Training sessions delivered % Of schools engaging % Of School Councils that positively evaluate their experience – process, involvement, impact
1.2.4	Healthy Schools When developing individual Healthy Schools action plans, school council reps to be involved in decision-making and taking action areas forward. School Council pupils involved in Healthy Schools end of phase assessments.	CCBC Healthy Schools	Schools		<ul style="list-style-type: none"> Involvement from all (90) schools per term % Measure of responses % Of schools who receive accreditation in National Quality Award
1.2.5	Eco Schools (a whole school initiative led by the pupils in all year groups who make up the Eco-Committee). The Eco Committee are involved in decision-making, taking action areas forward, monitoring actions, undertaking environmental reviews and sharing ideas with the school and community.	CCBC ESD Officer	Schools	Ongoing	<ul style="list-style-type: none"> 100% of schools participating in Eco Schools % Of schools to achieve the Eco-School Green Flag award % Of schools with an Eco School award (Bronze, Silver or Green Flag Award).
1.3	Community Services (Libraries, Early Years, CF, Leisure, ABHB, Housing)				
1.3.1	Play and Youth projects will offer to deliver consultations to their groups on behalf of other organisations.	GAVO, Play, Vol. Sector Rep	CCBC Education (Participation Team) & LSB Citizen Engagement Group	On-going	<ul style="list-style-type: none"> Number of C&YP involved in Consultations/wider Participatory work
1.3.2	Ensure that the local tenants participation strategy makes reference to involving young people in decision-making.	CCBC Housing		Dec 2013	<ul style="list-style-type: none"> Inclusion in strategy Monitoring arrangements and performance measures.
1.3.3	Play Sufficiency Assessment will outline how young people can be involved in developing services	GAVO, CCBC Leisure Services		Feb 2013	<ul style="list-style-type: none"> Inclusion in Assessment/Action Plan Monitoring arrangements and performance measures.
1.3.4	Information to services to be disseminated across the voluntary sector. Also to be made available on FIS Professionals Zone.	GAVO			

1.3.5	Ensure Community First leads and partners are effectively involving children and young people in decision-making.	CCBC Regeneration		On-going	
1.3.6	Support childcare settings to engage with the Participation Toolkit. All childcare settings are required (through CSSIW national Minimum Standards) to consider the individual needs of children when planning for learning.	CCBC Early Years Childcare Team	Individual settings	On-going	<ul style="list-style-type: none"> ▪ % Registered settings can evidence participation.
1.4	Advocacy, Support & Information Services (FIS, Social Services, Complaints, Parent Network)				
1.4.1	Provide training/workshops for parents on childrens Rights and Participation. (Utilise PlaNet event, parent forums, information network, FIS Families Zone)	Parent Network	NYAS	Mar 2014	<ul style="list-style-type: none"> ▪ Number of parents trained ▪ % Of participants who have increased their knowledge of rights and participation.
1.4.2	Training for professionals to support them in engaging parents and using the parent participation toolkit. Training course/packages to be made available on FIS Professionals Zone.	Parent Network	CCBC Education / Schools, CYPPB, GAVO	Mar 2014	<ul style="list-style-type: none"> • Number of professionals trained • % of participants who have increased their knowledge of rights, participation and participatory methods. • % Of participants who feel confident to set up participation processes / further develop etc.
1.4.3	Training for professionals to raise awareness of advocacy and children rights. Training course/packages to be made available on FIS Professionals Zone.	NYAS & CCBC Children's Rights officer	CCBC Education, CYPP Team	March 2014	<ul style="list-style-type: none"> ▪ Number of attendees (including number of Foster Carers) ▪ 6 sessions per year delivered in conjunction with Blaenau Gwent ▪ % Of participants with increased knowledge of advocacy and children's rights
1.4.4	Support school leads to raise awareness of children rights and access to advocacy	NYAS & CCBC Children's Rights officer	CCBC Education, Schools	March 2014	<ul style="list-style-type: none"> ▪ Number of school leads trained in advocacy ▪ Number of schools attending Education Safeguarding Forums with Rights Info on agenda ▪ Increased referrals to service ▪ Increased number of CYP that know their rights.
1.4.5	Train young people in peer advocacy to mentor/advocate/support yp leaving care (<i>specifically in accessing information on further education, financial advice, rights & entitlements</i>) and to provide a collective voice in supporting the participation of young people in helping to shape design and scrutinise local services	NYAS		March 2014	<ul style="list-style-type: none"> ▪ 12 young people trained ▪ % Of young people receiving accreditation OCN award.
1.4.6	Provide 'Bite-size' lunchtime awareness-raising sessions on the voice of the child and its impact on service development.	NYAS & CCBC Children's Rights officer		March 2014	<ul style="list-style-type: none"> ▪ Number of session delivered ▪ Number of professionals attended ▪ Positive Session evaluations
1.4.7	Provide information and links about rights on the www.rightsforme.co.uk website	CCBC Children's Rights Officer		Summer 2013	<ul style="list-style-type: none"> ▪ Number of hits ▪ Feedback from website

Objective 2 Promote children and young peoples right to be heard on a range of issues.					
What will we do (Action)		Who will lead	Who else is involved in making this happen?	Timeframe	Performance Measures <i>How do we know we have achieved our objective and if individual services are benefitting their service users</i> How much? How well? Is anybody better off?
2.1	General				
2.1.1	Produce localised (and standardised) information for children & young people informing them of their rights (UNCRC) and how/where to access opportunities to have a voice / what mechanisms exist. <ul style="list-style-type: none"> - Use of Social & Digital Media - Link to WG UNCRC Programme - Include local Complaints service, Youth Champion - Child friendly Service map - In partnership with BGCC - Ready-made sessions for professionals to deliver on rights (link to Toolkit) 	CCBC Education CCBC Children's Rights Officer	Partners / Task & Finish Group, (Regional - BGCC)	Sept 2014	<ul style="list-style-type: none"> • Localised information produced and accessible through digital media (Youth 4U, FIS Youth and Kid's Zone, social media, apps and other appropriate materials/methods - see yps feedback). • Number of hits / levels of usage • % Of C&YP reported the effectiveness in increasing knowledge and awareness of rights • As Above
2.1.2	Information for Professionals on how and where to take C&YPs feedback (link to work undertaken by LSB Engagement Group) Participation Champions, Junior Forum, Youth Forum, Parent Network). Link to 2.1.1	CCBC Education	All Partners, including LSB Engagement Group		
2.1.3	Celebrate national/international Children's Rights Day to promote / celebrate activity / practice (raise awareness, promotional materials, resources for use by all C&YP Support Services). Information to be made available via 4 FIS Zones, Families, Youth, Kids and professionals.	Children's Rights Officer (TBC)	(Regional - BGCC)	Oct 2013 TBC	
2.1.4	Support and further utilise the role of the Youth Champion, expanding the remit of the role to Children & Young people's Champion.	CCBC Education			<ul style="list-style-type: none"> • Role re-elected and expanded. • C&YPs feedback on the role of the Youth Champion?? • % C&YP who feel that the YC has had an impact / made a difference

2.1.5	Young People to receive accredited learning opportunities on Children's Rights, initially through Youth Services.	CCBC Education			<ul style="list-style-type: none"> 50 young people achieving Agored Level 1 in Children's Rights each year
2.2	Schools / Pupil Participation				
2.2.1	Explore the feasibility of piloting Rights Respecting School Programme	CCBC Education	UNICEF, Schools	Sept 13	<ul style="list-style-type: none"> Number of schools signed up to RRS (1 per cluster) % Of pupils reporting awareness of rights in Pupil Survey. Link to RRS Criteria & Monitoring
2.2.2	<p>Standardised information on rights to be provided to schools to use:</p> <ol style="list-style-type: none"> School Induction Booklets Schools Admissions Booklets in School Planners (Secondary) on websites (Primary and Secondary) Media Screens in receptions (Primary & Secondary) Home – School Agreement Assembly Packs for schools to deliver sessions in schools Lesson plans/materials on rights (Toolkit) Include in Healthy Schools Action Plan Parents Evening (particular reference to events for year 6 pupils where parents/pupils access service information stands??) Information can be made available via the 4 FIS Zones. 	CCBC Education	Partners / Task & Finish Group Schools, Connecting Communities	Sept 13	<ul style="list-style-type: none"> Information distributed to all schools in appropriate formats for Primary & Secondary. 90% of Schools Providing information % Of C&YP reporting awareness of rights
2.2.3	Children's Commissioner for Wales Ambassador Programme highlighted as a recommendation in Healthy Schools Scheme – National Quality Award. See 2.2.4	CCBC Healthy Schools			See Below
2.2.4	<p>Develop the Children's Commissioner Young Ambassadors scheme across schools & youth support services:</p> <ol style="list-style-type: none"> Determine level of activity currently in Primary schools Link with Participation champions Localised to each organisation Link to JF and YF not to duplicate Training / Guidance on how to set-up, what their role would be, activities, etc. On-line communication with Ambassadors / Mentoring Consider sustainability, succession planning, practical time commitments of staff and ambassadors... Information can be made available via the 4 FIS Zones. Consider expansion to Secondary & non-school groups 	CCBC Education Healthy Schools	Children's Commissioner Office & Partners	Sept 2014	<ul style="list-style-type: none"> Number of Primary Schools actively involved. % Of C&YP reporting awareness of rights
2.3	Community Services (Libraries, Early Years, CF, Leisure, ABHB, Housing)				

2.3.1	See strategy info for housing under objective 1.	CCBC Housing			
2.3.2	Use of leisure & libraries social media networks to provide information and signpost children and young people to information / partners sites.	CCBC Leisure CCBC Libraries	Partners / Task & Finish Group	Mar 2014	
	ABHB - TBC				
	POLICE / POLICE AUTHORITY - TBC				
2.4	Advocacy, Support & Information Services (FIS, Social Services, Complaints, Parent Network)				
2.4.1	Produce guides for parents/carers/adults in the family to recognise when their child needs to speak to them, when they need to be heard, how parents can enable c&yp to have a voice in the home. (Link to Sexual health document being produced by parents and HIP project about speaking to children, and info to be available on FIS Family and Youth/Kids Zones)	Parent Network	CCBC Children's Services, (Regional - BGCC)		<ul style="list-style-type: none"> ▪ % of parents that positively evaluate the information provided. ▪ % Of parents that have increased their knowledge of childrens rights
2.4.2	Children, young people and their families participate in the development of their assessments, plans and service development.	CCBC Children's Services	(Regional - BGCC)	31/03/14 / on-going development	<ul style="list-style-type: none"> • The percentage of initial assessments that were completed in the year where there is evidence that the child has been seen alone by the social worker. • % Of children who feel that their ideas and wishes are listened during their LAC review.
2.4.3	Provide information for children, young people, parent, carers and professionals on advocacy	NYAS	CCBC Children's Services, (Regional - BGCC)	March 2014	<ul style="list-style-type: none"> ▪ Increased referrals to the service
2.4.4	Provide information and advice to children & young people about their rights, about challenging decisions made about them and to signpost to relevant legal support or generic support if needed.	NYAS, CCBC Children's Right Officer	CCBC Education (to link to wider promotion), (Regional - BGCC)	March 2014	<ul style="list-style-type: none"> ▪ Number of c&yp looked after provided with information ▪ Number of YP contacting for advice ▪ Number of YPs signposted

2.4.5	Link with partner agencies to raise the profile of advocacy and the importance of participation.	NYAS	CCBC Children's Services (SB) & Education, CYPP Team /YSSSG, (Regional - BGCC)	March 2014	<ul style="list-style-type: none"> ▪ % Increase in referrals received to the service
2.4.6	Work with existing youth groups to raise awareness of advocacy and champion children's rights and participation	NYAS & CCBC Children's Rights officer	CCBC Education, CYPP Team / C&YP Support Services Group. (Regional - BGCC)	March 2014	<ul style="list-style-type: none"> ▪ Number of session delivered ▪ Number of YP with increased awareness of their rights ▪ Number of YP reporting involvement in service delivery planning.
2.4.7	Support/use peer advocates to promote children & young people's involvement in decision-making and participation to professional's, children and young people.	NYAS	CCBC Education, CYPP Team / C&YP Support Services Group (Regional - BGCC)	March 2014	<ul style="list-style-type: none"> ▪ Number of Peer Advocates trained ▪ Number of training sessions delivered ▪ Number of projects worked in
2.4.8	Provide information and links about rights on the www.rightsforme.co.uk website	CCBC Children's Rights Officer	(Regional - BGCC)	Summer 2013	<ul style="list-style-type: none"> ▪ Number of hits ▪ Feedback from website

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Objective 3
Support organisations to develop a clear commitment to the National Participation Standards.

What will we do (<i>Action</i>)	Who will lead	Who else is involved in making this happen?	Timeframe	Performance Measures <i>How do we know we have achieved our objective and if individual services are benefitting their service users</i> How much? How well? Is anybody better off?
3.1 General				
3.1.1	Promotion of the standards (including through Toolkit) and promotional materials to illustrate how standards fit to variety of service areas. (Links to Young Ambassadors scheme, Associate Pupil Governors, Participation Champions)	CCBC Education, CCBC Children's Services	(Regional - BGCC)	<ul style="list-style-type: none"> • Number of professionals trained via toolkit / briefing sessions • Number of young people participating in awareness raising sessions
3.1.2	Develop the National Participation Standards Kite-marking Scheme and Young Inspectors Programme, ensuring: <ul style="list-style-type: none"> - Promotional materials (including information for staff, c&yp/parents) - TOOLKIT - Support for organisations (support to identify what they're currently doing and promote continuous development), - Training of young people to become young inspectors, - Involve young people who can represent their service to the young inspectors therefore developing the skills of those being inspected along with those doing the inspection. - Local hosting of the national programme. - Training (on-line training module) / planning days for services on how to deliver work on standards, achieve the kite-mark etc. - Joint inspection programme between CCBC & BG. - Link to Participation Champions Programme - Ensure other strategies are considered in order to ensure everything links 	CCBC Education	(Regional - BGCC)	By March 2015 <ul style="list-style-type: none"> • 10 young people trained as Young Inspectors. • 20 organisations supported to complete national Participation Standards Self Assessment • % of organisations audited & meeting standards • 15 organisations awarded the kite-mark • % Of C&YP reporting awareness of Standards • % Of C&YP involved in service improvements
3.1.3	Link to SAR (Self Assessment Report) monitoring & evaluation against the standards	CYPP Team		
3.2 Schools / Pupil Participation				
3.2.1	Pilot the National Participation Standards Kite-marking Scheme and Young Inspectors Programme in a Primary and Secondary School.	CCBC Education		By July 2013 <ul style="list-style-type: none"> ▪ 2 schools to participate in the pilot ▪ Positive evaluations ▪ 2 schools awarded the kitemark

3.2.2	Bilingual Presentation (developed by Young Inspectors Group/Project) to be delivered by the School Council in each school, at Assembly.	CCBC Education	Young Inspectors, Schools	Sept 2013 – 2016	<ul style="list-style-type: none"> ▪ Presentations delivered in each school ▪ % of schools that engage in the Kite marking Scheme ▪ % Of Schools awarded the kite mark
3.3	Community Services (Libraries, Early Years, CF, Leisure, ABHB, Housing)				
3.3.1	GAVO will use their position within the voluntary sector to provide training for staff on participation standards and will identify staff to attend training.	GAVO			<ul style="list-style-type: none"> ▪ Number of Voluntary sector staff committed to training and the scheme. ▪ % Of voluntary sector organisations awarded the kitemark
3.3.2	This will appear in the local tenants participation strategy.	CCBC Housing			
3.3.3	Childcare Development Team considers participation as part of routine support for settings.	CCBC Early Years Team	Childcare Settings and Menter Iaith	On-going	
3.4	Advocacy, Support & Information Services (FIS, Social Services, Complaints, Parent Network)				
3.4.1	Explore options for incorporating the participation standards, into the annual evaluation of the effectiveness of social services.	CCBC Children's Services	(Regional - BGCC)	September 2013	<ul style="list-style-type: none"> • Standards referenced in annual evaluation

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Objective 4

Develop sustainable mechanisms enabling children and young people to influence decision-making.

	What will we do (<i>Action</i>)	Who will lead	Who else is involved in making this happen?	Timeframe	Performance Measures <i>How do we know we have achieved our objective and if individual services are benefitting their service users</i> How much? How well? Is anybody better off?
4.1	General				
4.1.1	On-going facilitation of the Junior Forum and Youth Forum as a borough-wide mechanism for children and young people's participation for all partners to utilise and access. Including projects that facilitate participation in planning, delivering and reviewing services as set out in the LSB Engagement Strategy. Provide joint events and opportunities with BGCC Youth Council.	CCBC Education	(Regional - BGCC)	On-going	<ul style="list-style-type: none"> ▪ 3 Junior Forum meetings per year ▪ 6 Youth Forum meetings per year and 1 Annual Conference. ▪ Number of c&yp involved per year (150) ▪ 90% of c&yp rate their experience positively ▪ 60% of c&yp who feel that they have had an impact on decision-making / had the voices heard.
4.1.2	Formalise a coordinated collation and presentation of information gathered from children, young people and parents to key decision-makers, partnerships/LSB and other appropriate bodies (e.g. Annual report 'What matters to c&yp in Caerphilly'. (Ensure feedback to those involved). <i>Link to LSB Engagement Strategy Activity</i>	CCBC Education	Parent Network, CCBC Children's Services/NYAS	Mar 2014	<ul style="list-style-type: none"> ▪ Annual Report presented ▪ Feedback received and distributed amongst partners
4.1.3	Each service area/org to develop clear Participation Policies / Action plans that feed into the LPAP, LSB Engagement Strategy	LSB Citizen Engagement Group	Partners		<ul style="list-style-type: none"> ▪ Number of organisations that have Participation strategies in place.
4.1.4	Clear guidance and clarification to be developed on fulfilling statutory requirements and how C&YPs views are incorporated into decision-making during the early stages.	CCBC Education & Scrutiny (Legal & Governance)			<ul style="list-style-type: none"> ▪ Clear Process in place
4.1.5	Develop a process whereby C&YP receive formal feedback on issues presented to Cabinet /Scrutiny.	CCBC Education & Scrutiny			<ul style="list-style-type: none"> ▪ Clear Process in place, with feedback received ▪ C&YP report satisfaction with feedback process.
4.1.6	Promote the use of the Caerphilly Asks Caerphilly Listens database, partners feeding into and maintaining the system, utilising the system for sharing of good practice, avoiding duplication of work with C&YP.	Link to Citizen Engagement Group		Marc 2014	<ul style="list-style-type: none"> • Number of organisations actively using the database.
4.2	Schools / Pupil Participation				

4.2.1	Improve representation and communication between LA mechanisms & School Councils. Including a more formal process whereby School Councils and Youth Support Services Groups can feed into the Junior & Youth Forum with issues identified by pupils through the school council. - JF/YF develop proforma that is sent to all schools/YSS 2 weeks prior to a meeting with agenda discussion points for reps to bring to forum, reps attending, transport needs & arrangements - Annual presentations to EIG/Head teachers Meetings on JF/YF activity - Direct links with School Council Link Teachers/Participation champions through objectives 1 and 2	CCBC Education		Sept 2013 & on-going	<ul style="list-style-type: none"> Process in place and active with all schools / YSS. Minimum of 35 Primary Schools feeding into and represented on JF Minimum of 7 Secondary Schools feeding into and represented on YF Examples of school council priorities presented to decision-makers????? Evaluation / Impact Assessments completed through JF & YF
4.2.2	Annual Report / Presentation to Primary & Secondary Heads on JF/YF and wider Participative activity to be sent to all Heads/School link teachers/School Councils (Link to 4.1.2)	CCBC Education		TBC	As above
4.2.3	Governor Support to encourage Governing Bodies to receive School Council reports/feedback and make closer links.	EAS Governor Support		Sept 2013	<ul style="list-style-type: none"> Governor Support to monitor across 90 schools (Heads to give brief/verbal report – termly)
4.2.4	Complaints Policies and procedures for hearing complaints to ensure the voice of the child/young person is heard and given due consideration. Governors to have regular reports on nature of complaints made at their school to aid strategic role.	School and EAS Governor Support, CCBC Education	Governing Body	Ongoing	<ul style="list-style-type: none"> Governing Bodies annual reports
4.3	Community Services (Libraries, Early Years, CF, Leisure, ABHB, Housing)				
4.3.1	This will appear in the local tenants participation strategy	CCBC Housing			
4.3.2	Housing (tenants participation to review how they are engaging people in order to identify the best ways to engage their customers, including young people	CCBC Housing	CCBC Tenancy Involvement team		<ul style="list-style-type: none"> Review complete Recommendations / Conclusions responded to.
4.3.3	Links with Healthy Early Years Scheme	CCBC Leisure / Healthy Schools	CCBC Early Years		<ul style="list-style-type: none"> 5 childcare settings a year engage with the HEY scheme.
4.3.4	Under the CF programme, the Hub will deliver a Participation Project to engage & support children and young people, including the hardest to reach, linking community activity to the Junior Forum & Youth Forum, developing Junior PACTs, Community Planning etc.	CCBC Education	CF, JF & YF	April 2013 – March 2015	<ul style="list-style-type: none"> 100 c&yp involved per year 80% of c&yp reporting positive engagement Refer to CF RBA cards for full PIs

4.3.5	Deliver a Participation & Inclusion Programme through Youth club provision, supporting young people to engage with participative processes, including the Youth Forum. (Linked to WG Revenue Funding)	CCBC Education		On-going	<ul style="list-style-type: none"> 100+ young people involved per year 20 citizenship & well-being workshops per term, 60 per year. 50 YP achieve an Agored Cymru Level 1 in Children's Rights / Citizenship.
4.3.6	Involvement of children and young people in the ongoing development of the Library Service	CCBC Libraries			
	ABHB				<ul style="list-style-type: none">
	Police / Police Authority				<ul style="list-style-type: none">
4.4	Advocacy, Support & Information Services (FIS, Social Services, Complaints, Parent Network)				
4.4.1	On going provision of services supported by the Children's Rights Officer for children and young people in receipt of Social Services, including the Shout Out Group and Care Leavers Group as a borough-wide mechanism for Looked After young peoples participation for all 'Corporate Parents' to utilise and access.	CCBC Children Services CRO, NYAS		On-going	<ul style="list-style-type: none"> 3 ShoutOut Group meetings per academic term 3 Care Leaver meetings per academic term 5% of eligible LAC population attending the Shout Out Group and Care Leavers group 80% of group members with positive experience 60% of group members who feel that they have had an impact on decision-making/voices heard
4.4.2	To provide independent advocacy services to support children & young people, vulnerable adults and carers by helping them be heard, providing confidential and independent advice information and representation	NYAS	CCBC Children's Services, Families first Providers, (Regional - BGCC)	On-going	<ul style="list-style-type: none"> Number of C&YP receiving a service (2012/13 172 yp, 62 families) % C&YP rating the service as good or above % C&YP expressing satisfaction with consultations % C&YP who feel the service has enabled them to make informed choices % C&YP with decisions made, with the intervention of the service % Issues resolved with the service in question
4.4.3	To enhance the Young Peoples Advisory Group (YPAG) within NYAS to ensure effective development of an advocacy service that is led by the child.	NYAS	CCBC Children's Services	March 2014	<ul style="list-style-type: none"> Number of developments led by YP
4.4.4	Involvement of service users in interviews and annual service action planning,	NYAS	CCBC CRO	March 2014	<ul style="list-style-type: none"> % Of interviews held involving young people
4.4.5	Complaints (Education) – Updates to the existing school complaints procedure (since 2002). It is a legal requirement for all schools to have a complaints procedure & to publish it – Re-launch in 2013 and provide info to parents/carers and pupils	CCBC Education	Schools	2013	Schools to circulate to all stakeholders' copies of their updated complaints procedures.

Glossary of Terms used within the LPAP

BGCC	Blaenau Gwent County Council
CCBC	Caerphilly County Borough Council
CF	Communities First
CRO	Children's Rights Officer
CSSIW	Care Standards Inspectorate for Wales
CYP / C & YP	Children and Young People
CYPP / CYPPB	Children and Young Peoples Partnership / Board
EAS	Education Achievement Service for South East Wales
EIG	Education Improvement Group
ESD	Education for Sustainable Development
FIS	Family Information Service
GAVO	Gwent Association of Voluntary Organisations
JF / YF	Junior Forum / Youth Forum
LAC	Looked After Children
LSB	Local Service Board
NYAS	National Youth Advocacy Service
RBA	Results Based Accountability
RRS	Rights Respecting Schools Award (a UNICEF Programme)
SIP	Single Integrated Plan
UNCRC	United Nations Convention on the Rights of the Child
WG	Welsh Government
YP	Young People
YSS / YSSSG	Youth Support Services / Youth Support Services Steering Group

List of Partners involved in the drafting the LPAP

Schools / Pupil Participation		
1	CCBC Education	Connecting Communities
2	CCBC Education	Connecting Communities
3	CCBC Environment	Healthy Schools Practitioner
4	EAS	Governor Support
5	Secondary School Representative	Deputy Head
6	Primary School Representative	Teacher / School Council
7	CCBC Environment	Education for Sustainable Development Officer
Community		
8	CCBC Education	Libraries
9	CCBC Environment	Sport & Leisure Services Manager
10	CCBC Economic development	Community Regeneration Manager
11	CCBC Education	Early Years / Flying Start Coordinator
12	ABHB	On behalf of Patient & Public Involvement
13	GAVO/Voluntary Sector Rep	SYDIC
14	GAVO	Play Officer
15	CCBC Housing	Community Participation Officer (Tenancy & Comm. Involvement Team)
Advocacy & Information		
16	CCBC Education	CIS / FIS
17	NYAS	Advocacy
18	CCBC Social Services	Children's Rights Officer
19	CCBC Social Services	Planning Manager
20	CCBC Education	Complaints Officer
21	CCBC Social Services	Complaints Officer
22	Parent Network	Parent Network Coordinator