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*Raising participation in Halton*

**INVOLVE**

**Terms of Reference**

**(Our values and aims)**

These terms of reference were written with the contribution of all members of the participation group.

**OUR Vision**

The Involve group believe that children, young people, parents and carers should be involved in the decision making processes that affect their lives.

The involve group is made up from interested partners including:-

* Young people
* Parent and carer representatives
* Lead engagement worker
* Participation professionals.

The Involve group aim is to ensure that clear communication pathways are open for key partners to influence decisions and policies.

**WE believe**

* INVOLVE will work together as equals and make sure everyone’s contribution is listened to and valued.
* INVOLVE will make sure that everyone can understand and join in.
* INVOLVE will represent a wider voice of children, young people and parents.
* INVOLVE value diversity and work in an honest and open way which respects everyone.

**WE Will**

* Raise the profile of participation through strong links to Halton Children’s Trust and Halton Safeguarding board.
* Influence how participation is done, encouraging new ideas to improve participation.
* Make sure Children, Young People and Parents are involved in changes and decisions from the beginning to end.
* Make sure feedback is given using the INVOLVE feedback form
* Make sure best practice is recognised and celebrated

**PLEASE NOTE**

**We will not Carryout ‘consultation’ within the INVOLVE group. However we will give advice to individuals/organisations on how to engage and involve and who with; when doing INVOLVING children, Young People or parents.**

**Current Membership**

The participation group is made up of; Lead engagement and participation professionals, young person and parent/carer representatives from youth cabinet, canal boat, Halton Speak Out, Halton Carers Centre, Children in Care Council, Cheshire police, Cheshire fire and rescue, Halton Family Voice, Clinical Commissioning Group(CCG), Healthwatch, addaction and Community of Youth.

The group is also seeking representatives from: Uniformed groups (eg, scouts, air cadets, guides, etc), School councils and Youth offending provision.

**New members are welcome**

**Meetings**

* **Meetings:** Our meetings will take place initially every **THREE WEEKS** and will be reviewed by all members every 6 months. **VENUES** and times for the meetings will be agreed by the membership and efforts will be made to make sure that they are convenient to all members. Where possible we will try to ensure that we meet on both sides of the bridge to help make sure people can get to the meetings.
* **Decisions**: We will try to reach decisions by coming to a whole group agreement, if this is not possible, decisions will be reached by a majority vote.
* **Communication** – the forum will provide feedback to its membership through Action notes and via an online noticeboard.
* **Reporting** – The forum will report to the Children’s Trust Board every 3 months.
* **Support** – The group will be supported by the Children and Enterprise Directorate. All participants in the group should support each other.
* **Members –** Should try to participate in all meetings and/ or online discussion.

**Changes to Terms of Reference**

Terms of reference will be reviewed annually and any amendments agreed by the INVOLVE group jointly.

**INVOLVE TASK REQUEST and FEED BACK FORM**

**Initial form** *(to be completed before meeting the INVOLVE group)*

**Name and organisation**

**What is the activity you are seeking advice?** (i.e. Update Halton Children and Young People participation strategy)

**A Brief description of the task required**

**Dead Line** (please be aware that time is vital in participation. Therefore, the deadline needs to be a minimum of 2 months from the date this form is sent)

**Post activity form** *(to be completed after meeting the INVOLVE group)*

**Who did you involve?**

**What information did you gather?** (in brief)

**What did you do with information gathered?** *(Action and impact)*

**Other comments or feedback**