##### chtrustlogojan09 - small

##### INVOLVE

##### CHILDREN’S TRUST PARTICIPATION GROUP MEETING MINUTES

**28th September 2015**

**(Actions are in Bold)**

1. **Present**

Phil Mc Clure – Addaction, Youth Cabinet lead

Thomas Norris – Bright Sparks, HYC and Speak up not down

Michelle Forder - Lead engagement Officer Children’s Trust

John Hunt – Halton Speak Out

Matthew Walker – Youth Cabinet Representative

Martin Jones HBC SEND service

PC3501 Jane Tetlow – Cheshire Police

Ross McCooey – Core Assets

Sara Jones – Participation lead CICC

Chole Buglass – Halton Family Voice

1. **Apologies**

Des Chow – engagement lead, Halton CCG

Liz Stanton – Cheshire police

Chris Sweeting – YOS

Hannah Hague – peoples voice NHS England

Luke McDonald – Youth Volunteer, Addaction

Hannah Smith – 5 Star Forum

1. **Core Assets**

Core Assets deliver a number of projects, particularly FREE activities for young people with disabilities. Sessions run Monday at Upton community centre and Wednesday at Brookvale Community Centre.

They have recently been commissioned to deliver the Young Advisors programme, which is a nationally supported project. Young advisors is open to young people aged 13-18 and offers the opportunity to mystery shop services; improve local services and gain experience and training. Core assets are currently recruiting for young advisors. They wish to recruit around 30 advisors over the next year. They have currently recruited 5-6 YP and wish to spread training young advisors over 4-5 training courses. There also could be some part time paid opportunities for young people paid at £8 per hour. RC wanted to promote the opportunity and gain advice on how to recruit. Core assets have already met with Riverside and with Bright sparks kite markers.

**INVOLVE recommendations:**

* **For young advisor representative to attend future INVOLVE meetings.**
* **Put advert in HYC newsletter**
* **Visit schools or put advert in school circular**
* **Make sure advertised on Local offer**
* **JL offered to gain school contact**
* **INVOLVE to promote the work of young advisors to professionals attending meetings**

1. **Multi-agency induction Youth Led Training**

Workforce development strategy group deliver 4 modules twice a year open to Halton Children’s workforce. There is a module on communication that MF currently delivers. It was discussed at last workforce development meeting that this module would be good delivered by young people. MF asked what would need to happen to achieve this.

* It was felt that this would be very positive as training often goes down well when delivered by YP
* We would first need to train YP
* Training would need to be ran out of school hours ie: half term, or ask for yp to come out of school
* There was the suggestion to use the ‘enterprise zone’ at Ashley school or similar facilities within schools which means that pupils from that school could deliver the training on site
* It was felt that this could be organised by INVOLVE within it advisory capacity as it is promoting active participation to professionals.

**MF to contact JG on ideas and feedback.**

**MF to bring training information/power point to next meeting for comments and to organise planning meeting nearer the time of delivery.**

**MF to type up feedback and sent out with minutes. These ideas will be input into strategy to be discussed at the next meeting.**

1. **INVOLVE Update**

MF has now returned from maternity leave, the group reported low numbers of attendance over the past 6 months, particularly when MG left for a secondment. MF raised the issue of sustainability of the group should there not be a lead worker and suggested this is what we need to think about.

There was a discussion on if having a chair, vice chair or secretary to run the group if MF was not here. It was felt this would be ok for one or two meetings. However, members felt that it was work outside of the meeting that was important such as: attending meetings to promote INVOLVE to professional and generate agenda items, to continually recruit from new youth groups in Halton to remain diverse and representative and on being the main contact for professionals to approach.

MF also checks professionals are coming to the group for the correct reasons (ie not to consult but to gain advice on how to involve and consult). There may be a need to communicate the purpose of INVOLVE more clearly to professionals.

Other suggestions were:

* Youth Cabinet to take on the role of the advisory board, however there was an issue around capacity of the group to do the background work. It was also thought it was better to have the group sitting within the LA to remove organisational barriers that reduce participation
* Set up an INVOLVE generic email maybe not on a Local Authority email address that vice chair could check.
* Recruit a volunteer (ie student)
* Look into setting up as a virtual group

Members raised some outstanding actions from the past 6 months as:

* The final participation video has not been seen, or promoted. **MF to find and bring to next INVOLVE meeting.**
* 14-19 team visited INVOLVE and asked for advice on participation ambassador role (raising participation in employment and training for YP). **MF to chase Haf Bell for feedback as Dave has now left.**

It was stated that there is a need to balance the numbers of adults and young people at INVOLVE with the recruitment of YP, there is an expectation for involved agencies/organisations to promote and bring youth representative to the group. **MF will also promote to other groups such as scouts, guide and youth theatre.**

MF shared the action Log of the work carried out by INVOLVE so far, it was felt this was a useful document to have all the information in one place.

There are some outstanding actions on the action log around school nurse provision and Halton Libraries. Both contacts will be invited to future meetings

1. **CRMZ – Youth Operations Board**

Central Rmz is a My Place project that was heavily funded by a national government inventive some years ago; the aim is for CRMZ to be sustainable. Currently the building is used by a number of voluntary, organisations, community groups and Riverside College. It is on the way to becoming sustainable but not quite there yet. Due to much of the universal youth provision being cut there is now more opportunities for other providers or groups to utalise the building to provide provision for young people.

There is the requirement to have a youth operational board so that YP have a say in the running of the venue. The first meeting will take place on 8th October at CRMZ SI Price asked INVOLVE for advice on setting up such a board (ie terms of reference) and how to promote and recruit YP. Si has already visited various My Space projects in other areas and found these models not to translate to Halton’s My Place.

Advice given was as follows:

* YP to write terms of reference for the board
* First understand the expectation and boundaries of the group (ie don’t leave it open for all suggestions and then spend lots of time telling YP that we can’t do their ideas) Give the YP the boundaries of the group first using clear agendas.
* To visit the voluntary sector forum to explore supporting voluntary sector organisations to apply for funding to run provision from CRMZ
* Map out what is currently being delivered at CRMZ and when and what activities are being delivered in the area, to make sure not to clash
* Utilise youth board to promote activities and services so they get used and are sustainable
* Check what is currently on the local offer and update or make more detailed – contact is [Tracy.ryan@halton.gov.uk](mailto:Tracy.ryan@halton.gov.uk).
* Promote to PCSO’s to promote and refer YP into provision
* Promote activities and opportunities to be on the board to schools using tv system in canteens

1. **Children’s Trust**

YP found the CT interesting and that most members of the board were welcoming. However, they felt members directed all their information and presentations at the YP rather than the whole board. It was felt that some of the members tried to simplify the content for the YP which sometimes came across as condescending. Other members gave the content but also examples to help YP understand which was good.

YP were assured that they are very much wanted at the meeting and that feedback would be passed on.

**PMc to seek the views of other YP who attended from youth Cabinet .MF to pass on.**

1. **AOB**

Dominic Rodgers has now moved on from his role as police youth liason to become a police officer. He thanked everyone at INVOLVE for their support

MF has ordered I am INVOLVE badges which can be used to promote the group, MF was hoping this would be particularly useful in engaging the uniformed groups.

**Future meetings as follows:**

**26th October 2015 – 16:00- 18:00 Runcorn town Hall, Committee Rm 1**