**Voice and Influence Partnership (VIP)**

Sub Group of the Children, Young People and Families Consortium

**REQUEST FORM**

**Consultation and co-production with Children, Young People and Families**

* Our purpose is to strengthen the voice of the child in systems and processes that can impact on their lives and those of their families, specifically, but not exclusively, regarding the planning and delivery of services.
* As a collaboration between the statutory and voluntary sector the VIP aims to promote and share good practice, while ensuring ethical safeguarding standards.
* By involving young people and families in the design and delivery of services we can get it right first time by asking the “right people the right questions at the right time”. It is important that young people and families remain part of “all our thinking all of the time” and are treated as equal partners.
* This template enables the partnership to help you reach the right groups of people to inform your enquiry, while considering best practice and the young people and families’ motivations for taking part.

Please complete and submit this form to; Ashley Leggott: Strategic Co-ordinator of the Children, Young People and Families Consortium and Chair of the Voice and Influence Partnership as soon as possible via email to ashley.leggott@cypfconsortium.org.uk as our meetings are on a 6-weekly basis.

**1) Contact Details**

|  |  |  |
| --- | --- | --- |
| **1.1** | **Main Contact Name** | Click here to enter text |
| **1.2** | **Organisation** | Click here to enter text |
| **1.3** | **Service/Department**  | Click here to enter text |
| **1.4** | **Position** | Click here to enter text |
| **1.5** | **Contact Number**  | Office: Click here to enter text/ Mob**:** Click here to enter text |
| **1.6** | **Email Address** | Click here to enter text |
| **1.7** | **Website** | Click here to enter text |

**2) Purpose of Consultation / Enquiry**

|  |  |
| --- | --- |
| **2.1** | *Please tell us briefly why you are contacting the Voice and Influence Partnership* Click here to enter text |

 **3) Activity Summary and Timeline***Please tell us about your ideas and any activities you have planned*

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| --- | --- |
| **3.1**  | *Please summarise your project for us;* Click here to enter text |
| **Activity**  | **Date**  |
| **1** | Click here to enter text | Enter Date |
| **2** | Click here to enter text | Enter Date |
| **3** | Click here to enter text | Enter Date |
| **4** | Click here to enter text | Enter Date |

**4) Who are you hoping to engage with** (please put an x next to all that apply)

|  |  |
| --- | --- |
| **4.1** | **Client Base**  |
| [ ]  Children  | [ ]  Males Only  |
| [ ]  Young People  | [ ]  Females Only  |
| [ ]  Families | [ ]  Other, please stateClick here to enter text. |
| [ ]  Parents / Carers  |

**5) Reason for including CYP&F**

|  |  |
| --- | --- |
| **5.1** | *Please tell us why you seek children, young people and/or families’ involvement* Click here to enter text |

**6) Geographical Communities**

|  |  |
| --- | --- |
| **6.1** | *Please tell us of any particular geographical communities or other communities of interest that you are keen to involve*Click here to enter text |

**7) Feedback Loop**

|  |  |
| --- | --- |
| **7.1** | *What will be the follow up / feedback to individuals and/or groups involved and when will this occur?* Click here to enter text |

**8) Incentives**

|  |  |
| --- | --- |
| **8.1** | *What incentives will be put in place for children, young people and/or families to get involved which you feel recognises and values their input* Click here to enter text |

**9) Influence**

|  |  |
| --- | --- |
| **9.1** | *How will the involvement of children, young people and/or families make a difference to planning and decision making and who will be better off as a result?* Click here to enter text |

 **10) Reflection**

|  |  |
| --- | --- |
| **10.1** | *Has this template changed the way you are thinking about the intended project / proposal?*Click here to enter text |

**Thank you for your submission**