

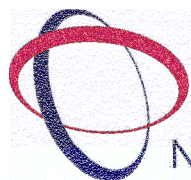
HyBRid

Participation Self-Assessment Tool (Worked Example)

A practical tool to understand how effective your organisation or project is at engaging with children and young people (C&YP).

This Assessment has been completed by:

Name/s	<i>James Duke</i>	Age	13 <u>m</u> /f	<i>John Clow (Lead Contact)</i>	Age	Adult
	<i>Billy Davies</i>	Age	15 <u>m</u> /f	<i>Denise Johns</i>	Age	Adult
	<i>Danielle Moses</i>	Age	16 <u>m</u> /f		Age	m/f
If you are over 19 you can record your actual age or just write ... "Adult"						
Organisation	<i>Specialist Intervention Services</i>		Specific Project <small>(if applicable)</small>	<i>Group work sessions</i>		
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North Yorkshire
Children and Young People's
Strategic Partnership



North
Yorkshire County Council

Special thanks to Michael Elsy, Sunderland Youth Development Group for permission to adapt their original tool.

HyBRid - The Participation Self-Assessment Tool

Step 1

What 'Hear by Right' category is your organisation or project?

	Planning stage	Emerging	Established	Advanced
Description	<p>The organisation or project;</p> <ul style="list-style-type: none"> <input type="checkbox"/> is not engaging C&YP in participation work but has recorded a commitment to do so. <input type="checkbox"/> may be consulting C&YP on the content of programmes and activities but decisions made and work of the project is usually directed by adults via the workers and or the management. 	<p>There;</p> <ul style="list-style-type: none"> <input type="checkbox"/> is a growing recognition of the importance of C&YP's active participation in decision-making. <input type="checkbox"/> is a strategy or action plan to engage C&YP. <input type="checkbox"/> will be some limited opportunities for C&YP to actively participate in decision-making processes but they are consulted and aware of the intention to involve them more in the future. 	<p>C&YP, especially the most vulnerable;</p> <ul style="list-style-type: none"> <input type="checkbox"/> are regularly involved in actual decision-making and the governance of the organisation or project. <input type="checkbox"/> will have explicit links with management and will share the responsibility of decision-making with adults. <input type="checkbox"/> will have their own structures within the organisation or project. <input type="checkbox"/> are engaged in skills development opportunities. <input type="checkbox"/> can demonstrate the impact of their involvement. 	<p>The large majority of C&YP;</p> <ul style="list-style-type: none"> <input type="checkbox"/> have visible confidence in their role. <input type="checkbox"/> are expected to lead on particular initiatives that affect them. <p>Management;</p> <ul style="list-style-type: none"> <input type="checkbox"/> appreciate what the active involvement of C&YP means in practice rather than on paper. <p>Management, workers and C&YP;</p> <ul style="list-style-type: none"> <input type="checkbox"/> recognise the active engagement of C&YP in governance is critical to the organisation or project's development.
Score (please circle)	1	2	3	4
Evidence You should include evidence of: - positive progress already made <u>and</u> - identified areas for development.	<p><i>Managers and team leaders are aware of the need to work more with young people, but unsure how to move things forward (see feedback from team event in Jan 08)</i></p> <p><i>Young people are involved in assessing some services (through this assessment and occasional session evaluation forms).</i></p> <p><i>A user group has been formed, but this limited in the majority to information giving rather than active decision making.</i></p> <p><i>There are opportunities for both staff and young people's development of participation and decision making.</i></p> <p><i>The link between the user group and senior management team needs formalising</i></p>			

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Step 2

Ladder of Participation - At what level is your participation work?

	Consultation	Representation	Decision-sharing	Implementing	Initiating
Description	<p>Adults;</p> <ul style="list-style-type: none"> <input type="checkbox"/> make key decisions but consult with C&YP . Take C&YP's views into account. <input type="checkbox"/> give feedback about the decisions and actions. 	<p>C&YP, including the most vulnerable;</p> <ul style="list-style-type: none"> <input type="checkbox"/> are able to represent their peers on C&YPs view of an adult initiated issue. <p>Adults;</p> <ul style="list-style-type: none"> <input type="checkbox"/> take views into account and give feedback about the decisions and actions. 	<p>C&YP, especially the most vulnerable;</p> <ul style="list-style-type: none"> <input type="checkbox"/> share responsibility for decision making with adults. 	<p>C&YP, including the most vulnerable;</p> <ul style="list-style-type: none"> <input type="checkbox"/> are given responsibility for projects and the outcomes. <p>Adults;</p> <ul style="list-style-type: none"> <input type="checkbox"/> advise and monitor. 	<p>C&YP, including the most vulnerable;</p> <ul style="list-style-type: none"> <input type="checkbox"/> generate ideas for action. <input type="checkbox"/> make all the major decisions. <p>Adults;</p> <ul style="list-style-type: none"> <input type="checkbox"/> are available for consultation. <input type="checkbox"/> do not take charge.
Score (Please circle)	1	<u>2</u>	3	4	5
Evidence You should include evidence of: - positive progress already made <u>and</u> - identified areas for development.	<p><i>A lot of consultation occurs (questionnaires, evaluation forms, the user group), which informs managers who then make the decisions. Young people, through the user group, are able to represent themselves and peers. Managers listen to this but do not always act on this representation.</i></p> <p><i>More feedback could be given about decisions made. The user group could be given responsibility for a particular project (eg Looking after the front entrance development)</i></p>				

HyBRid - The Participation Self-Assessment Tool

Step 3

What is your VPA rating?

	Voice	Platform	Action
Description	C&YP may have opportunities to express their opinions on everything from activities to how they are managed. Opportunities could exist for C&YP to voice their opinions on issues and themes in their community, across North Yorkshire, at national or international levels.	Platforms need to exist in order for C&YP's voices to be heard. The organisation or project may consult with C&YP, involve them in the project's management and develop creative mechanisms for C&YP to express themselves on issues that are important to them.	Action results from the combination of C&YP's voice and an appropriate platform to hear it from. Do C&YP simply influence the programme or do they also design, deliver, monitor and evaluate it? Can the impact of C&YP's input and feedback be demonstrated and measured.
Rating Guide	<ol style="list-style-type: none"> No voice. Quiet voice limited to service area, department or programme content. Audible voice, C&YP are consulted. Active voice, C&YP are involved in decision-making. Loud voice, C&YP are centrally engaged in the running of the organisation or project. 	<ol style="list-style-type: none"> No mechanism to hear C&YP exists. Limited platforms (eg C&YP groups, texting or web based arenas) and use is restricted to programme issues. Regular use of a range of platforms with feedback shared. C&YP have their own forum with recognised and active representation within the organisation or project. C&YP's platform (or network of platforms for organisations) are well developed, C&YP-led and respected by adults 	<ol style="list-style-type: none"> There is no action. Action is limited to influencing programmes and achieved on an ad hoc basis. Action influences the way forward on a regular basis and C&YP get regular updates. C&YP influenced actions are embedded and they can demonstrate how their opinions have led to changes and improvements C&YP & adults are jointly responsible for all aspects, with C&YP leading on the choice of actions.
Your score (please circle)	1 2 <u>3</u> 4 5	1 <u>2</u> 3 4 5	1 <u>2</u> 3 4 5
Evidence (continue on next page)	<i>Young people are consulted and may influence the decisions of others, but are not involved in decision making process.</i>	<i>Limited to the user group. Need to consider more ways to get our young people's voices heard</i>	<i>There is some direct action at a delivery level (eg the development of the information board in the activity room) However, there is limited evidence of young peoples views being central to the</i>

HyBRid - The Participation Self-Assessment Tool

	Voice	Platform	Action
<p>Evidence (continued from previous page)</p> <p>You should include evidence of:</p> <ul style="list-style-type: none">- positive progress already made <p><u>and</u></p> <ul style="list-style-type: none">- identified areas for development.			<i>running of the sessions.</i>

HyBRid is a hybrid of various systems, but is largely developed from a tool invented and used by Sunderland City Council

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Step 4

So what is your overall rating?

		Your score	Max. for a Project	Max. for an Organisation
Step 1 score (Hear by Right)		2	4	4
Step 2 score (Ladder of Participation)		2	5	5
Step 3 score (VPA Rating)	Voice	3	5	5
	Platform	2	5	5
	Action	2	5	5
Enhancement points:				
Staff and/or C&YP attend development training on participation and engagement 1pt/programme type up to a maximum of 5		1	5	5
Successfully gaining Youth Charter Awards - see guidance for further details 1pt/award up to a maximum of 5		0	1	5
Level of real finance devolved to C&YP's active influence 1%-3% = 1pt, 4%-5% = 2pts, 6%-10% = 3pts, 11%-25% = 4pts, 25%-100% = 5pts		0	5	5
<i>(This equates to a lower level 'Emerging' score)</i>				
Total score		12	35	39

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Step 5

Organisation/Project description

Your score		Generic description
Project	Organisation	<p>C&YP are not currently engaging in decision-making processes on a structured or recognisable format. If C&YP's views are sought it is on an ad hoc basis and is likely to be limited to the content of a programme. You may have plans to develop mechanisms to engage C&YP in participatory approaches but have not started to implement them. A commitment to engaging C&YP may exist but this has not resulted in any significant action. Staff may be unsure or lack confidence in how to engage C&YP in participation work and are likely to request training to support the development of this work.</p>
Up to 9	Up to 10	
10 to 17	11 to 19	<p>C&YP are engaged in decision-making processes but it particularly focused on the programme issues rather than management and governance. Regular consultation with C&YP takes place on project issues as well as issues C&YP deem relevant and important. Some but not all staff will be comfortable with participation methods but they are all likely to request further training and support to continue to develop the work.</p>
18 to 29	20 to 32	<p>C&YP are actively engaged in the decision-making processes and have a recognised role in the governance of the project. The project is likely to have a C&YP forum group or a shadow management committee with links to management structures, and will have C&YP on the management committee. In the strongest work the C&YP will have full voting rights on the committee and would have been elected by their peers into this role. C&YP from the organisation or project will be linked with other participation groups and will contribute to area and countywide issues.</p>
30 to 35	33 to 39	<p>This will be an organisation or project which embraces C&YP at the heart of both delivery and governance. C&YP will initiate their own ideas for development and will support the implementation of them. There will be a strong emphasis on peer approaches to the work. C&YP will have the majority of seats on the management committee and/or have the final say in all decisions that are made on any particular issue. Staff within the project will be comfortable in working for C&YP and will be highly skilled facilitators of participation processes. It is likely the organisation project will be pioneering participation work and leading in sharing best practice.</p>

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Step 6		Planning ahead - Making a difference			
Current Score	Target Score (by deadline)	Key action	Milestones	Deadline	Responsible person
12	14 (Oct 08)	Run staff development sessions on the role and benefit of engaging young people in service delivery decisions	Develop a half day training package	Jun 08	JB
			Run with team leaders	Jul 08	JB
			Cascade to front-line	Aug/Sept 08	Team Leaders
	17 (Apr 09)	Run a decision making workshop with the members of the user group.	Develop an evening session workshop Run workshop with existing young people (involve at least two members of the SMT)	Jun 08 Jul 08	FH FH/GK
	The link between the user group and senior management team needs formalising.	Submit proposal/report to SMT	Jun 08	SMT User Grp	
	User group given responsibility for the front entrance development	Allocate budget and outcome requirements User group attend SMT to discuss their proposals Designs approved (jointly by User Grp and SMT) and contract awarded	Jun 08 Sept 08 Nov 08	SMT User Grp User Grp	
	Review of participation approach	Parameters agreed with SMT, including timescale	Jul 08	JC	
Date action plan drawn up		12 April 08	Signed	John Clow	
Please return a completed copy of this self-assessment tool to; Frank Haslem, SIS Office, 25 Grove Lane, Northallerton, DL7 8FT					