

PROCESS

PREPARTION

- Children Services to meet with ward members to explain aim of events and process involved. Members that wish to participate – identify suitable venue, for example, local school or youth club, if not suitable, consider youth bus.
- Speak to teacher or youth worker to organise session, agree date and time of event. Promote to a wider audience if necessary, to attract more young people.
- Send out invitations and confirmation letters/emails to ward member, teacher, youth worker, officers (if required).
- Identify who will take notes during the session.



DURING

MEET YOUR COUNCILLOR EVENT MEETING

- Attendance/contact list circulated.
- Councillor and SYP member to open the meeting and explain their role, and how they wish to listen to concerns that young people might have regarding anything to do with the area they live in or facilities that are provided for the benefit of the community.
- All issues raised would be taken seriously and considered, and where possible addressed but no guarantee could be given. Be realistic, do not raise aspirations.
- Discussion of issues put forward by young people.
- Actions agreed at meeting and noted by Youth Lead.
- Councillors and SYP members to agree with young people the best method of feedback, for example, written response given to teacher/youth worker for them to share with young people, email young people directly, face to face feedback session held.



AFTER

- Notes of meeting to be shared with ward member for comment. Ward member to coordinate and progress actions, with support from Members Services.
- Any issues which are picked up across wards and areas to be highlighted and shared with relevant HOS, maybe a city wide issue which needs a city wide response.



FOLLOW UP

- Ward member and SYP to share progress / outcomes of all actions arising from event. (within 12 weeks of meeting with young people, highlighting any outstanding actions, feedback report also copied to Keith Moore, for information)
- Feedback given to young people, by agreed method.



MARKETING

- Positive outcomes to be shared with Communication Team

