

**Participation Working Group
Thursday 3 April 2008
NI Staff Commission**

Present

David Guilfoyle - Chair
Sara McCartan
Paula Keenan
Pauline Leeson
Stuart Mullan
Jacqueline O'Loughlin
Denis Palmer
Gerard Doran
Chris Quinn

Apologies

Sheri Chamberlain
Gilbert Bell
Ann Godfrey
Martin McMullan
Joe Hawkins
Vivian McConvey

Secretariat: Clare Harvey, Karen Witherspoon (minutes)

1. Minutes of previous meeting were agreed

2. Matters Arising

2.1 The Chair reported that he had met with Patricia Lewsley - NICCY, and Caroline Evans - OFMDFM, to update them on the progress of NINfY

2.2 The Chair reported DE's decision that the provisional name NINfY should remain as the title for the consultation document, for consistency of this process. P Keenan expressed concern that reference to children was not included in the title. After discussion it was agreed that a 'strap line' or sub title referring to 'children and young people' should be added under the heading of NINfY.

2.3 It was reported that DE had agreed that the Options were viable for consultation

2.4 It was also clarified that DE was the lead body for taking NINfY forward on behalf of all Government Departments

2.5 It was reported that Louise Warde Hunter and David Guilfoyle would give a presentation to the All Party Children's Group on 5th May 2008

3. Consultant / Advisory Panel

R Green had met with a core group of young people to advise on the content and design of the leaflet. R Green and C Harvey had subsequently met with Rodney Miller design company, and it was projected that the leaflet and full document would be printed by 5th May 2008

R Green had liaised with RNIB, MENCAP, Sixth Sense and PlayQuest staff to develop support materials – specifically to assist direct engagement with younger children and those with disabilities. These would be completed by the 5 May deadline.

The consultation period would run from 5th May to 30th June, and the Big Deal would take a key role in supporting consultation with target groups of children and young people. It was agreed that R Green should be retained, if available, to help to guide and advise on the consultation process.

4. Dissemination and Consultation Strategy

- C Harvey tabled a list of target groups and methods of consultation. Some additional groups were suggested eg FE Colleges, libraries, Students Unions, Citizenship Advisors within the ELB's
- It was agreed that 50,000-100,000 leaflets should be printed and 500-1000 of the larger document. A cover letter from DE could accompany the leaflets - larger document could be obtained on request.
- C Quinn proposed that Bus advertising could be effective - costings to be investigated
- The Chair undertook to check with Caroline Evans on the contact person for each of the Government Departments
- P Leeson offered to send information to the CI-NI membership and to relevant Health-related agencies
- The mailhouse used by CDU could distribute to registered youth sector groups : YouthNet and NI Youth Forum could also promote the consultation within their membership groups.
- NILGA should be asked for advice on distribution to Councils
- It was agreed that the Chair would seek funding from DE to facilitate recognised groups to consult section 75 children and young people.
- A media launch could include the core group of young people involved in the design of the leaflet and include young people to show the diversity of children and youth services. The Chair would follow this up.

5. Any Other Business

5.1 It was noted that the draft texts would be re-circulated to the group on April 4 for any final amendments, with a closing date of 11 April.

5.2 It was agreed that a small Quality Assurance /Reading Group should be appointed to validate analysis of responses. The next meeting should confirm the process of analysis and weighting of responses. G Doran proposed that the questions within the leaflet should be focused and measurable, which would encourage a higher response rate and would also facilitate analysis.

6. Date of next meeting - to be confirmed