

Good Practice Guidelines for The Participation of Children and Young People in Commissioning.

Commissioning is the term that covers the entire process of:

- planning and designing a service,
- analysing current needs, provision, gaps and resources available,
- making the decision about who should provide the service
- reviewing that provision in light of changes in need and the performance of the providers

These guidelines have been drawn up by a multi agency group drawn from the Strategic Participation Partnership and representatives from other stakeholders.

- 1. Plan how children and young people will be involved in commissioning, at each of the four stages of the process as identified above.**
- 2. Plan and identify the resources you are going to use. Ensure it is in budget.**
- 3. Make sure the right children/young people are identified to be involved.**
- 4. Provide support that meets specific needs of the children and young people identified.**
- 5. Ensure that the methods/activities adopted are fit for the task and provide meaningful opportunities to participate for a range of children and young people.**
- 6. Listen to the children and young people and treat them with respect- be clear about the parameters for their decision making. Give clear and comprehensive feedback on the outcome of the process.**
- 7. Put a feedback process in place to ensure young people can evaluate their own participation.**
- 8. Adapt performance management systems to include user and non user views.**
- 9. Be proportionate. Ensure that the level of participation is appropriate to the size and significance of the service.**
- 10. Ensure that staff involved in commissioning have the appropriate skills to work directly with Children and Young people.**