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**Southwark Youth Parliament**

**Engagement Request Form**

**Please return completed form no less than five business days before the date of the meeting, event or activity you require Southwark Youth Parliament (SYP) members’ involvement.**

**Email**: [youth.parliament@southwark.gov.uk](mailto:youth.parliament@southwark.gov.uk)

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| --- | --- | --- | --- |
| **Name and type of engagement**  (*meeting, event, activity)* |  | | |
| **Brief details of the engagement including agenda / programme / Project objectives** |  | | |
| **SYP member(s) involvement**  *(Tick as appropriate)* | Informed  Consulted  Participate  Collaborate  Lead | |  |
| **Date of meeting /event/ activity** |  | | |
| **Organiser’s contact details** | Name: | | Email: |
| **Telephone Numbers** | Day: | | Evening: |
| **Organisation / Team** |  | | |
| **Online Engagement** | | | |
| **Online login details** | Platform: | | Login password: |
| **Time required to login** | Start/ Login: | | Finish/ Logout: |
| **In person Engagement** | | | |
| **Address of venue**  (Please include full post code) |  | | |
| **Topic** | **Start time** | | **Finish time** |
|  |  | |  |
| **Name and contact number of the person(s) greeting SYP member(s) on arrival** |  | | |
| **Do you require the Youth Parliament Member(s) to say a few words?** | Yes  No | | |
| **Information that will assist the Member(s) in compiling their remarks would be welcome, e.g. background information, aims of the project/ organisation, brief history and any particular achievements and objectives.** | | | |
| **Receiving feedback our new economic strategy** | | | |
| **What refreshments will be available (if any)?** | |  | |
| **Please indicate the dress code which would be most appropriate for the occasion:** | |  | |

## Protocol and Background

Southwark Youth Parliament (SYP) is a group of democratically elected young people aged between 14 and 19. They represent the voices of young people through their schools and local areas and lead on addressing priority issues that matter most to young people in Southwark.

SYP also support the council’s engagement with young people and is a formal structure for youth lead decision-making, co-production and consultation. The group is made up of more than 50 members who each represent their school or community area. SYP has a Youth Leader and Deputy Youth Leader as well as 10 Co-Cabinet Members who lead on five priority issues.

SYP’s priority issues for 2023-2025 are as follow:

* **Careers and Employability**
* **Climate Change**
* **Mental Health**
* **Tackling Poverty**
* **Youth Violence**

**Engagement Protocol**

**It is important to note that SYP members are volunteers with the vast majority being in full time education.**

* SYP meet once a month at Southwark Council, 160 Tooley Street, SE1 2QH.
* To engage with SYP members, a formal requests must be made by completing the **Youth Parliament engagement request form** and emailing it to the Lead Officer [youth.parliament@southwark.gov.uk](mailto:youth.parliament@southwark.gov.uk)
* Request that are directly linked to SYPs priority issues will be prioritised and project, events or activities where members are invited to collaborate, play a lead role or directly influence decisions are more likely to be accepted.
* Request to inform, consult and involve SYP will also be considered.
* A briefing document of no more than 250 words outlining the project or activity overview and engagement timeline (if applicable) will be required to help support decision-making.
* SYP will host monthly review to focus on discussing, providing insight or feedback on particular issues or projects that Officers, Members, or voluntary sector organisations would like to consult on.
* Members will not be available to attend meetings or activities in the day during the school term. Availability for evening engagement will be from 4:00pm (online) or 5:30pm in person. Weekend engagements are welcome. Availability may vary.
* All contact should be made via the Lead Officer to ensure that the work SYP is doing is properly managed and supported.
* Whilst SYPs are volunteers. We kindly request that you consider their valuable time and offer compensation in the form of vouchers, such as £30 per person per day.

[Southwark Youth Parliament  | OneHub Southwark](https://www.onehubsouthwark.co.uk/southwark-youth-parliament)