

# Working with Milton Keynes Youth Cabinet request form



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When making a request to consult and/or work with the Milton Keynes Youth Cabinet (MK YCAB) we ask that services, agencies, and elected members contact us through the Milton Keynes Youth Participation Worker for MK YCAB, Emma Hosking.

The below request form will then need to be completed by the service, agency or individual elected member and returned to the contact below:

Emma Hosking  
MK YCAB  
The Spot Café  
The Point,  
Central Milton Keynes  
MK9 3NB

or send to [emma.hosking@milton-keynes.gov.uk](mailto:emma.hosking@milton-keynes.gov.uk)

Please provide as much information as possible when completing your request form as MK YCAB will use this when considering your request. Before sending in your application to consult and/or work with MK YCAB we ask that you apply the following Milton Keynes Participation Charter principles:

**Making a difference:** Involvement leads to real change and has the power to achieve the agreed objectives

**Voluntary:** People can choose whether to be involved

**Transparency, honesty and clarity:** Being clear from the start about the purpose of involvement, the limits of what can and cannot be changed, who can be involved and how and what happens as a result

**Adequate resources:** Managing the process well and delivering on the results

**Appropriate participants:** Representative and inclusive of all groups, giving special support and encouragement where necessary

**Learning and development:** The process supports all those involved

**Accessibility:** No participant is excluded because of lack of physical access to meeting places, timing, appropriate support (e.g. childcare) etc. The means for participating takes account of the needs of the audience

**Accountability:** This is for all those involved. This requires good record keeping and reporting on the process and the outcome

<b>Service area/ organisation name:</b>
<b>Name and job title of person completing the form/ key contact:</b>
<b>Address:</b>
<b>Email address:</b>
<b>Telephone number:</b>

<b>Context to request</b>	
<b>What do you want to consult MK YCAB about or work with it on?</b>	
<b>What is your timeframe and deadline?</b>	
<b>What do you hope will be the outcome of MK YCAB's involvement?</b>	

<p><b>How are you going to present the information (e.g. activity, presentation, workshop)?</b></p>	
<p><b>What will the timescales on feedback be and in what order will it be given (e.g. letter, feedback, report)?</b></p>	
<p><b>As a result of meeting with MK YCAB is there anything further you'd like it to be involved in (e.g. members to attend a meeting or sit on a committee)?</b></p>	
<p><b>Have you provided any accompanying documentation? If yes, please list all documents:</b></p>	

**Please return the form to:**

MK YCAB, The Spot Café, The Point, Central Milton Keynes MK9 3NB or email [emma.hosking@milton-keynes.gov.uk](mailto:emma.hosking@milton-keynes.gov.uk)