**Data and Digital Solutions Fund Application Form**

## **Project 1b (IV): Creating or improving specific data sets: The voice of children and families.**

## **Application Stage 1 – Contact Details**

**You must complete the application stage 1 table below as part of your bid.**

|  |  |
| --- | --- |
| **Project:** |  |
| **Name of LA:** |  |
| **Are you applying as an individual LA or as part of a group?** |  |
| **If you are applying on behalf of a group, please list the other LAs in your group.**  NB – as lead LA, you will be responsible for the grant funding and reporting requirements that form part of this grant offer. |  |
| **Name of Bidding Officer:** |  |
| **Role of Bidding Officer:** |  |
| **Lead Bidding Officer contact email:** |  |

## **Application Stage 2 – Declaration**

**You must complete the application table 2 below as part of your bid.**

|  |  |
| --- | --- |
| **DECLARATION\* (Please complete in block capitals)**  Signatures must be either be submitted electronically or scanned in. | |
| I confirm that the information given in this application is true and complete; that, if successful, the LA will administer any grant in accordance with the section 14 grant letter supplied by the Department for Education. | |
| **Full name:** |  |
| **Position (Job Title):** |  |
| **Project** |  |
| **Date:** |  |
| **Contact details including email address:** |  |
| **Signature:** | <please provide signature> |
| **Countersigned (by the DCS):** | <please provide signature> |

## **Application Stage 3**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project 1b (IV): Creating or improving specific data sets:** The voice of children and families. | | | | |
| We do not currently adequately measure the voices of children and families in the system. This limits children and family's ability to be fairly heard through effective and open feedback systems, reduces accountability, and creates blind spots and a lack of triangulation of other quantitative statutory data returns. The care review emphasised the importance of ‘strengthening children's voice in decisions affecting them’.  While many LAs have feedback mechanisms there is a lack of understanding and documentation of what LAs currently collect, the variability between these LAs, the manner in which this is then used or analysed, and the extent to which this meets the needs of children and families.  More broadly across the system there is no consistent and comparable means by which the perspectives of children and families are captured and understood. This means there is no way to compare how children and families perceive services across local authority and partner agency footprints.  Work is now needed to explore what data is currently collected by LAs, what could be changed to make this more useful, and the feasibility of collecting this data more systematically.  Bringing in the voice of children and families can help ensure children and families are listened to, triangulate data from other sources, and help identify failings and improve the system. | | | | |
| **Project 1b (IV): Specification** | | | | |
| The department is seeking a LA partner to undertake a discovery phase research project with a group of LAs, children and families, subject matter experts and sector leaders. This project should explore the collection, use and reporting of children and families’ voice; feedback systems and data and scope options for improving this data and its use. It should look across LAs and consider children and families voice in different parts of the CSC system ensuring that children’s voice is captured separately not just as part of the family view. Overall, this research should provide a clear sense of user needs; constraints to better use of this data; gaps in existing solutions; and an overview of how feedback data is being used in decision-making, including in setting policies and designing services.  The department is interested in research with children and families who have received or are receiving CSC support. Where possible, we are also interested in the view of children and families who have received early or family help. We are interested in a broad range of views to inform the development of robust proposals,  *Research with children and families should only be proposed if it can be demonstrated that there is capacity and experience to produce useful, non-bias, and ethical research with this group.*  Specifically, the department is looking for the partner LA to deliver **mapping of the children and families voice landscape**. This should include:   * an overview of the types of avenues and platforms used by LAs to collect feedback (e.g. platforms, points of contact,), and the types of information/data collected (e.g. questions asked) * the levels of usage of those platforms and the quality and consistency of the data * a clear understanding of the technical solutions in use for producing, accessing and storing that data and data protection issues and solutions   **Research findings with relevant LA staff and children and families (minimum of five LAs)** and produce a report outlining:   * whether and how practitioners/LAs use the feedback received * an assessment of the content and quality of feedback practitioners/LAs receive * the type of experiences/views of CSC that children and families would like to share with practitioners or LAs (e.g. what they would like to be asked); if and how voice differs between children and families; and an exploration of when and how children and families want to provide feedback * a comparison with Brightspots ([Bright Spots Programme - Coram Voice](https://coramvoice.org.uk/for-professionals/bright-spots/bright-spots-programme/)) feedback mechanisms * Prioritised options to improve the collection of children and families voice including: * clear proposals on how and when to collect data, what data items (e.g. questions and format) are both useful and feasible to collect which address user needs both locally and nationally, and suggestions on use of reminders and junctures/timepoints to prompt children and families for feedback * a clear plan for how this data could be collected nationally   **A high-level theory of change, benefits case and alpha plan for the prioritised options.**   * this work should be done with range of LAs (considering differential features which might be important such as region, size, deprivation levels and CMS supplier) * active user research should also be conducted with both LAs and children and families from within these LAs   The LA partner leading this project will be required to join a regular department convened **data project forum** **for all 1a, 1b and 2a projects** to ensure join up and read across, prevent duplication across 1a, 1b and 2a projects and share any common barriers / issues and means of overcoming them. | | | | |
| **Project 1b (IV): Selection Criteria** (all questions must be answered ‘yes’ in order to be considered. | | | | |
|  | | | | Yes/No |
| 1 | Is your LA rated as good or outstanding overall across all sub-judgements by Ofsted? | | |  |
| 2 | Do you agree to the conditions of funding as set out on page 7 of the Prospectus? | | |  |
| 3 | Do you understand and agree that the department will own all of the Intellectual Property Rights on all tools/models/systems developed by your LA with its funding or by your contractor on your behalf? | | |  |
| 4 | Are you able to confirm the total cost/capital expenditure of your project? | | |  |
|  |  | | |  |
| **Project 1b (IV): Technical questions** (responses to these questions will be assessed using the assessment framework in Annex C). | | **Weightings** | | |
| **Capability** | | | | |
| How will you achieve all the outputs set out in the specification above? Please include how you will use your experience of collecting data reflecting the voice of children and families.  (1500 words) | | | 20% | |
| [insert response here] | | | | |
| Please provide a detailed delivery plan, including:   * clear milestones and deliverables * sequencing and timing of activities, and how you will deliver the outputs in the specification above by 15/09/2023 * evidence of how you will start work as soon as possible, and begin claiming funding in FY22-23 * a high-level risk register, including reference to the challenges in this area of data collection and including ethical risks/issues you anticipate in conducting research and capturing the voices of children and families and how will you mitigate them? Please include probability and impact scores and mitigations and contingencies * details of the governance and management processes that will oversee delivery of the project and how they will run together with the short project touch base meetings every two to three weeks, and DDSF programme board (see Project governance, methodology and reporting set out in the Prospectus) * details of other LAs you will work with - how many and at what level of involvement * evidence that you have (or will have) the appropriate consent and data sharing agreements to undertake this project   (3000 words) | | | 15% | |
| [insert response here] | | | | |
| Please provide evidence that you have relationships, or have a viable plan for developing those relationships, with stakeholders from a range of background and agencies with an interest in improving children’s and families voice data (including but not limited to LAs children’s services teams and partners, voluntary and charity sector, academic partners, software providers).  Please set out any existing relationships you have in place with LA representative groups at a regional and national level, including the ADCS, SPI policy committee, the NPIMG and where appropriate the ADCS Resources and Sustainability Policy committee.  (1500 words) | | | 15% | |
| **Quality assurance and feasibility** | | | | |
| How will you use the regular touch base project meetings, the quarterly DDSF programme board, and the data project forum to ensure that the project approach and any outputs are robust, suitable to the sector and replicable in other LAs?  (800 words) | | | 5% | |
| [insert response here] | | | | |
| **Capacity** | | | | |
| Please provide a resource plan, including (where applicable) plans for onboarding core team members, partnering with other LAs or third parties (how many and at what level of involvement). The plan should include:   * detail on the lead individuals’ experience, and what qualifies them to oversee and manage the project successfully * an outline of the core team members’ expertise, seniority and experience in the subject matter * strategy for recruiting or engaging research participants and how you will ensure that they are representative and sufficient and will participate * strategy for engaging other personnel within the LA whose participation will be needed to fulfil the specification * how much of each individual’s time will be spent on the project (e.g. using FTE figures) * if individuals will be working at different points throughout the project e.g. they are not available or allocated to the project from the start, you must outline at what points of the project they will be involved * detail on whether resource included in this bid is included in any other DDSF project bid – and assurance that each project would have sufficient resource if grant funded   (1500 words) | | | 15% | |
| [insert response here] | | | | |
| **Cost** | | | | |
| Please complete the DDSF pricing schedule to provide your proposed costings for this project. | | | 30% | |