

# **Practice Spotlight: Submission Guidance & Expectations**

## **Common Themes**

We recognise there are common themes that cut across all areas, such as such as:

- **tackling racism**
- **value for money**
- **participation**
- **voice of the child**
- **demonstrating effective partnership working**

We encourage you articulate these priorities through the body of your submission and further guidance is provided below to support this.

## **What to include**

*Your entries should include;*

- 1. Introduction to the initiative and motivations for action;**
  - *description of exceptional challenges, ambitions and objectives for undertaking the work.*
- 2. Details of actions, activities and initiatives designed to deliver on this commitment;**
  - *description of the best practice implemented and delivered; securing buy-in across relevant teams, obstacles overcome, leadership, structures and budget to achieve the objectives, being sure to emphasise the relevant common themes referenced above*
- 3. Evidence that the best practice is having an impact;**
  - *description of the effect on outcomes and how the best practice has made/is making a difference*
- 4. Voice of the child;**
  - *wherever possible, please include the voice of children, families and staff to provide testimony on the work being submitted.*

We recommend that all submissions consider the broader relevance to shared challenges and what other Local Authorities could learn from.

**\*Important: All submissions must be approved by the LA's Director of Children's Services (DCS) or Practice Leader/AD (Assistant Director of Children's Services) in order to be included in the Practice Spotlight\***

## **Supporting Materials**

You have the option of providing supporting materials as part of your submission.

The critical information should however be included in the main part of your statement, as per the above 4 inclusion recommendations, and supporting evidence should therefore serve to augment your entry.

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### **Logos & Images**

We may contact also you to ask for relevant images or logos to use as part of event resources and promotional activity, and/or post-event materials/engagements.

### **Who can submit their work?**

Applications are open to individuals and teams working within any London Local Authority. This includes a single Local Authority application, group of partnering Local Authorities or where appropriate a Local Authority working in partnership (eg. with a council-owned, charity, public or private partner as relevant to the work).

All submissions must however be led by one or more London Local Authorities.

### **Evaluation Criteria**

- **Originality:** a new or creative improvement or innovation that demonstrates uniqueness
- **Making a Difference:** impact of the initiative on improving identified outcomes and contribution to common themes
- **Measurable:** data and evidence that clearly demonstrates the impact of the initiative
- **Transferable:** initiatives and ideas that can be shared, adopted or scaled for use by others

### **Multiple or Duplicate Submissions**

We encourage LAs to submit work to multiple categories.

If one of your submissions parallels with more than one category they you can submit the same best practice example for multiple categories.

### **Additional Information**

All applicants will be expected to support the development of future regional workshops on their category area to support continued regional learning and networking after the event.

All entries will be reviewed by a combination of colleagues from the London Innovation and Improvement Alliance and members from the relevant regional steering group or board referenced against each category.