

# AGENDA SUPPLEMENT (1)

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**Meeting:** Chippenham Area Board  
**Place:** Need Hall, High Street, Chippenham SN15 3ER  
**Date:** Monday 10 November 2014  
**Time:** 7.00 pm

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**The Agenda for the above meeting was published on 31 October 2014. Additional documents are now available and are attached to this Agenda Supplement.**

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DATE OF PUBLICATION: 10 November 2014
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# Positive Activities for Young People Local Youth Network (LYN) Terms of Reference

September 2014

## 1. Purpose

### Definition of a Local Youth Network

A Local Youth Network (LYN) is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate a range of positive activities across the community area. Young people play a central role in all aspects of the LYN.

Local Youth Networks will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for positive activities for young people should be deployed.

The obligations of the Community Area Board are set out in the *'Leaders Guidance for Community Area Boards on Positive Activities for Young People'*.

## 2. Membership

The LYN may include representatives of:

- Members of the Community Area Board
- Young people (see below)
- Schools
- Town and Parish Councils
- Community and voluntary organisations and groups
- Police
- Health organisations
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of young people

All representatives must be subject to appropriate safeguarding requirements.

### The participation and involvement of young people

Young people must play a central role in all aspects of the LYN including the design, development, delivery and review of the local positive activities offer.

LYNs are encouraged to use a variety of methods to ensure young people participate and are involved in decision-making processes. Existing Youth Advisory Groups (YAGs) may provide a useful forum for involving young people, although the decision to retain these groups is for local determination.

LYNs must ensure that consultation with young people is representative and takes into account the views and needs of underrepresented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

## **Roles of all members of the LYN**

All members will be required to:

- Take an active part in the development of the LYN and its aims.
- Ensure that their organisation is represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority within the relevant organisation to speak on behalf of the organisation and contribute fully to all discussions.
- Take responsibility for sharing information with the LYN relevant to their organisation/stakeholders/sector.
- Contribute any information that may have a bearing on positive activities and ensure that this is shared with the LYN.
- Champion the voice and influence of young people in decision making.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the LYNs activities.
- Respect all members of the LYN and invited representatives.
- Work to improve outcomes for young people and ensure high quality safeguarding practice.

### **3. Structure and operation**

The wider LYN may come together at events, workshops, youth fairs, meetings and consultations, operating in a way which encourages active engagement, dialogue, debate and improved partnership working between key stakeholders.

A smaller management group will take responsibility for coordinating and planning the LYNs activities. The Chair of the group will be decided locally (and could be a young person). The group will include a member of the Community Area Board, who will work with the Chair to present recommendations and provide updates on progress at Area Board meetings.

The management group will generally comprise of no more than ten members including:

- The chairperson and such other Area Board representatives as wish to attend
- Young people (at least 2)
- A local school representative
- Voluntary/community sector representative
- Any other key stakeholders identified locally

The management group will be supported by:

- The Community Youth Officer
- The Community Area Manager / Community Engagement Officer
- Such other officers as may be appropriate

The appointment of members (excluding officers) to the management group will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairperson, subject to approval at the next full Area Board meeting.

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the management group (e.g. Town/Parish Council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However, it is preferred that the same representative attends if possible to ensure consistency of membership.

If nominal membership of the management group exceeds ten members, attendance at meetings should be sought by those most appropriate to the agenda.

Key responsibilities for the management group include:

- Facilitating and coordinating the process to design, develop, deliver and review positive activities for young people in the local area;
- Maintaining regular and effective communication between all members of the LYN;
- Developing a written overview of the needs, outcomes, priorities and objectives for positive activities in the local area;
- Making recommendations to the Community Area Board on how positive activities funding should be deployed (to include evaluating grant requests and identifying suitable suppliers of positive activities);
- Overseeing the work plan of the Community Youth Officer;
- Monitoring and reporting on the quality and effectiveness of local youth activities;
- Addressing any conflicts of interest that may arise as part of the local decision making process.

Recommendations to the Community Area Board will usually be reached by consensus but if necessary these can be agreed by a vote.

The management group may invite representatives from local organisations/agencies to its meetings etc to provide expertise or to share local knowledge on activities, projects and programmes in the area.

The frequency, location and format of LYN activities should be determined locally, however it is recommended that the management group meets at least six times per year.

#### **4. Media Relations**

Members of the LYN may not issue media statements on behalf of the Community Area Board. Any media statements about the work of the LYN should be agreed with between the LYN and Chairperson of the Community Area Board.

#### **5. Review**

These terms of reference are subject to change and may be reviewed by the Leader on an annual basis.



# **POSITIVE ACTIVITIES FOR YOUNG PEOPLE**



## **TOOLKIT FOR COMMUNITY AREA BOARDS AND LOCAL YOUTH NETWORKS**

**September 2014**

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## 1. Introduction

This document provides a step-by-step (*'a how to do it'*) guide to Wiltshire Community Area Boards and Local Youth Networks for supporting young people and their communities to come together to develop a responsive and locally driven positive activities offer for young people. The guide will be a particularly useful resource for Wiltshire Council officers who have a role in supporting and enabling Area Boards to develop positive activities.

The document provides information on sources of support that Wiltshire Council may be able to provide at key points in the process for designing, developing, delivering and reviewing a local positive activities offer. The toolkit aims to help Community Area Boards to meet the requirements set out in the *'Leaders Guidance for Community Area Boards on Positive Activities for Young People'* (Appendix 1).

The content of this toolkit does not constitute legal advice, but provides practical guidance and information. This will enable Community Area Boards and Local Youth Networks to operate an open, fair and transparent decision making process for securing a positive activities offer in accordance with Wiltshire Council policies and procedures, and support the council in meeting its statutory duties. It will also help Area Boards to obtain best value from available resources.

It is recognised that the Local Youth Network and positive activities offer will develop differently in each Community Area Board area to reflect local needs.

The document is owned by the Associate Director for Operational Children's Services and may be subject to review at any time.

## 2. Why a community-led model?

Historically, positive activities for young people have been provided by Wiltshire Council on a centrally managed and one size fits all basis. This approach relied on the delivery of youth work and activities via 24 different youth centres across the county. In 2014, Wiltshire Council undertook a wide-ranging review and public consultation on options to reshape youth services – with the aspiration to transform youth activities so that provision responds to the modern lives of young people, focuses on supporting the most vulnerable, provides good value for money, meets the council's statutory duties and delivers the service that communities want.

The council's vision is that all young people have access to a varied and innovative youth offer, shaped by them and their communities. Those who are vulnerable also get the right help when they need it to enable them to tackle problems before they reach crisis point, meaning they are more likely to achieve positive outcomes.

Taking into account the views of young people and other stakeholders, as well as the council's overall vision to create stronger and more resilient communities, it was agreed to implement a community-led model for youth activities. This involves delegating responsibility and resources to Community Area Boards, to bring young people and the community together to develop a responsive and locally driven positive activities offer for young people.

With the right support, the council believes that empowering young people and the community in this way will better deliver what young people want. This will increase opportunities for young people's participation and involvement, and help them to build resilience, make positive lifestyle choices, achieve in learning, gain independence and ultimately make a successful transition to adulthood.

### **What this means for Community Area Boards?**

- **Community Area Boards will be responsible for designing, developing, delivering and reviewing positive activities for young people in their area.**
- **Area Boards will be allocated an annual budget for positive activities. This will complement other local resources which are available, to develop and enable a positive activities offer which is tailored to local needs. There may be other local partners that wish to contribute additional resource to supporting positive activities for young people.**
- **Area Boards will need to work in partnership with young people and the wider to community to secure a positive activities offer which meets local needs. This will be facilitated by Local Youth Networks.**
- **Positive Activities must be for young people aged 13-19 (up to 25 years of age for young people with special educational needs and/or disabilities). They must be inclusive and accessible to all young people.**

### 3. Local Youth Networks

To support the community-led model Local Youth Networks (LYNs) will be established as a sub group of Community Area Boards. These will represent a wide range of community stakeholders who will work in partnership to facilitate a range of positive activities across the community area. Young people will play a central role in all aspects of the LYN. Local Youth Networks will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for positive activities for young people should be deployed.

LYNs will be an important mechanism for enabling the community to take control over the design, development, delivery and review of positive activities through the Community Area Board. Terms of Reference have been developed for LYNs and are included as Appendix 2.

LYNs will facilitate closer partnership working at a local level, particularly between voluntary and community providers of youth activities. The aspiration is that this approach will develop a more joined-up and consistent positive activities offer for young people and help to reduce overlap and duplication.

Community Youth Officers will be instrumental in establishing and supporting the Local Youth Network, providing professional advice, maintaining communications and helping facilitate its local activities.

#### Checklist for setting up a Local Youth Network

- Is a new LYN required? Is there already a similar network or group which is active in the community which could develop into a LYN? Could this be the local Youth Advisory Group (YAG) for example? To help you answer this question you may consider:
  - ✓ *How is the existing network or group operating? Are relevant stakeholders engaged? Are young people directly involved?*
  - ✓ *Is the local YAG effective and representative of young people and the wider community?*
  - ✓ *Is the existing network or group happy to develop into a LYN?*
  - ✓ *What is the view of local stakeholders?*
- Who may be interested in being part of the LYN?
  - ✓ *Who are the key stakeholders in the local area?*
  - ✓ *Who may hold funds or resources which would benefit the LYN?*
  - ✓ *What expertise exists in the community already?*
  - ✓ *Will the parish or town council be part of the LYN?*
  - ✓ *How will you get young people to participate and be directly involved?*
  - ✓ *How will you make sure your LYN is representative of the community, including underrepresented groups?*
- How will our LYN work?
  - ✓ *What is the best way of engaging the key stakeholders – particularly young people?*
  - ✓ *Who will form the management group and who will chair it?*
  - ✓ *How will you make sure young people are engaged and involved in decision making?*
  - ✓ *How often will the wider LYN come together? How often will the management group meet and where?*
  - ✓ *How will any conflicts of interest be addressed?*
  - ✓ *How will the LYN monitor the quality and effectiveness of local provision?*
  - ✓ *How will the LYN communicate effectively with its stakeholders?*

Local Youth Networks will develop differently in each Community Area Board Area and how they operate in practice is for **local determination**.

## **Representation**

LYNs will need to engage a broad range of local stakeholders. A range of key stakeholders are listed below:

- Young people
- Parish and Town Councils
- Schools – ideally both primary and secondary to reflect current and future users of positive activities
- Wiltshire Council – Community Youth Officer, Community Area Manager / Community Engagement Officer, Sports Development Officer
- Existing local providers of positive activities – e.g. scouts, sports clubs, societies, community youth groups etc
- Local and national charities and support organisations – e.g. Youth Action Wiltshire, Barnardos etc
- Local police, fire and health service representatives
- Children’s Centres
- Local businesses
- Faith representatives – especially where local churches are involved in the delivery of youth activities
- Local residents – e.g. parents/carers. The inclusion of older residents is recommended to strengthen intergenerational links
- Representatives from arts and culture

## **Conflicts of Interest**

Local Youth Networks should ensure that decision making is open and accountable, and is conducted in accordance with the highest ethical standards.

### **What is a conflict of interest?**

Conflicts of interest may arise when an individual’s personal or family interests and/or loyalties conflict with those of the Local Youth Network / Community Area Board. Such conflicts may create problems, for example:

- Inhibit free discussion;
- Result in decisions or actions that are not in the interests of the Local Youth Network / Community Area Board;
- Give an impression that the Local Youth Network / Community Area Board has acted improperly

To protect the Local Youth Network / Community Area Board:

- Stakeholders involved in the LYN should take primary responsibility to recognise and declare any conflicts of interest to the Chair of the LYN;
- Once an interest is declared, the Chair of the LYN should take steps to address any conflict of interest e.g. requesting that the person with the conflict of interest does not take part in a particular decision-making process;
- Local Youth Networks / Community Area Boards are encouraged to record and monitor any conflicts of interest. A Conflicts of Interest Register is included as Appendix 3.

## **A Wiltshire Youth Network (WYN)**

To help support their development, LYNs will be encouraged to come together to share information, best practice and celebrate young people's achievements through a Wiltshire Youth Network. This will be a virtual network that will help facilitate learning and partnership working on shared priorities for young people across the county. The WYN will come together annually at a young people's led event where those involved in LYNs will have the opportunity to meet, debate key issues and themes, as well as share their experiences.

Community Youth Officers and Community Area Managers / Community Engagement Officers will work with Local Youth Networks to develop the WYN with young people and their communities.

## 4. The role of Community Youth Officers

Each Community Area Board will have access to a Wiltshire Council employed Community Youth Officer (CYO).

Community Youth Officers will:

- Be the '*go to person*' for youth issues and signpost young people to local services and activities;
- Be accountable to the community through the Area Board and take forward locally agreed priorities and Area Board decisions;
- Focus on community working and capacity building, growing and enhancing voluntary and community sector positive activity provision;
- Facilitate engagement with young people and champion their voice and influence in local decision making. To include supporting the direct participation and involvement of young people in the design, development, delivery and review of youth activities;
- Establish and support the Local Youth Network, providing professional advice, maintaining communications and facilitating its local activities;
- Initiate and support local youth and community projects;
- Facilitate the development and delivery of a written overview of the needs, outcomes, priorities and objectives for positive activities in the local area.

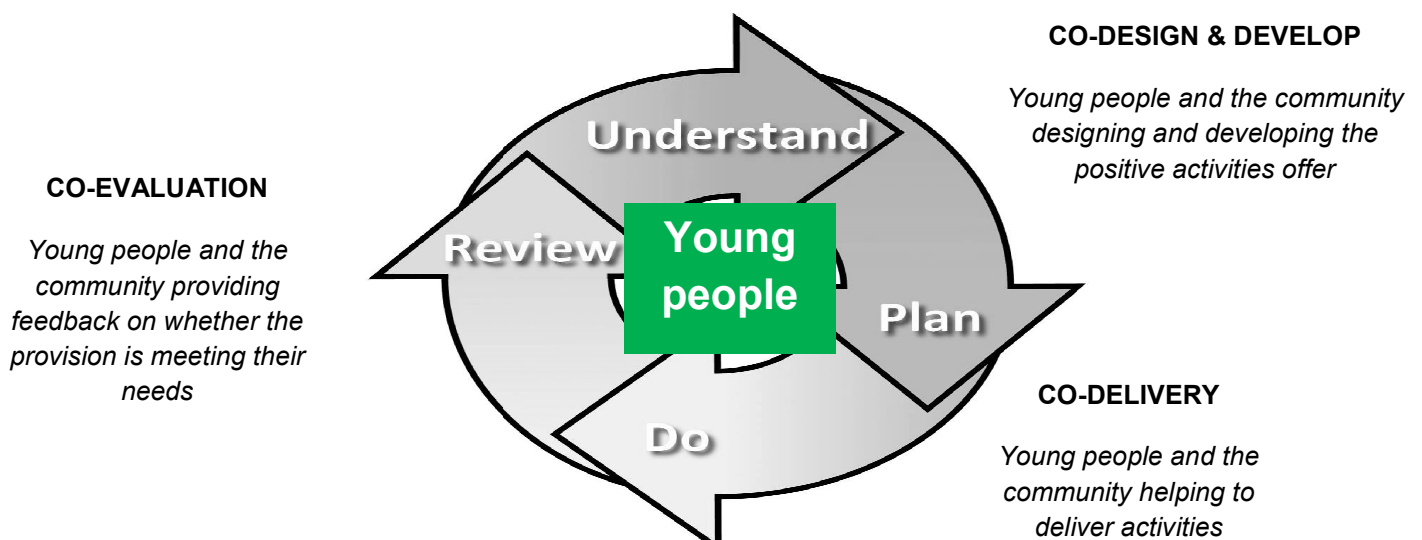
Line managed from within operational children's services, Community Youth Officers will work alongside the Community Area Manager / Community Engagement Officer and other internal and external stakeholders in a new local management arrangement, overseen by the Community Area Board. A copy of the Community Youth Officer Job Description is included as Appendix 4.

## 5. The process for developing a local positive activities offer

Community Area Boards and Local Youth Networks are advised to follow the four stage process outlined below for developing and making available a positive activities offer which meets local needs. It will be essential that young people and the community are involved in each stage.

The process has been designed to be as user friendly as possible and will help to ensure compliance with the council's statutory duties and that decision making is open, fair and transparent. It is recognised that it will take time for the process to be embedded and Area Boards may start at different stages. For example, there may be some Area Boards who already have a very good understanding of the needs of young people in their area, and others may need to move quickly to secure provision in order to fill any gaps.

The process encourages Community Area Boards and Local Youth Networks to:



**UNDERSTAND** – What are the local needs of young people and the community in your area? What provision is available already and what could be strengthened or supported? Are there any gaps in provision? What are the views of young people and the community? What are the local priorities and outcomes to be achieved? What resources are available to meet the needs and deliver the outcomes identified?


**PLAN** – Decide how best to meet the needs and deliver the outcomes. Think about the needs of 'hard to hear / underrepresented' groups. Consider how to develop a positive activities offer which addresses needs effectively, efficiently, equitably and in a sustainable way. What activities are working well in other areas? Who needs to be involved in the planning process? Bring all of this together to develop a local written overview of the needs, outcomes, priorities and objectives for positive activities in the local area.

**DO** – Undertake actions needed locally to secure the delivery of the positive activities offer - this could include fundraising, bid writing, promoting local activities, working with providers to secure services (via grants and/or procurement), or getting the community and LYN members involved in the actual delivery of positive activities.

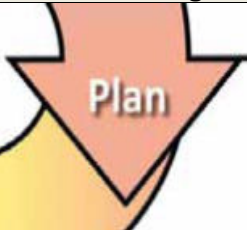
**REVIEW** – Continue to ask local people, particularly young people about the positive activities provision in the area and how it meets their needs, and to ask the rest of the population about how these activities affect their lives and the community they live in.


## Checklist for developing and making available a local positive activities offer


The information provided in the table below is intended to support Community Area Boards and Local Youth Networks through each stage of the process. The key tasks listed are there to offer helpful suggestions and do not constitute a mandatory checklist.

Process Stage	Suggested Tasks	Top Tips	Useful Resources
	<ul style="list-style-type: none"> <li>✓ Use the resources and intelligence available including the local Joint Strategic Assessment and community mapping exercise.</li> <li>✓ Identify other resources which could be used to support the positive activities offer (talk to local stakeholders).</li> <li>✓ Listen to the voices of local young people and take them into account – e.g. engage with Youth Advisory Groups, Wiltshire Assembly of Youth, Young Commissioners, school council's, local young people and invite them to join and be represented on the Local Youth Network.</li> <li>✓ Work with community stakeholders to define what outcomes the Local Youth Network and Community Area Board want to achieve for young people locally. Work out what the priorities are for young people.</li> <li>✓ Map out and understand the range of providers already working in the area, as well as those who may be interested in doing so.</li> <li>✓ Understand where activity happens currently, taking into account which buildings are available locally now and how this might change in the future.</li> <li>✓ Understand what is working well in other areas in terms of best practice.</li> <li>✓ Analyse the gaps in provision – are there particular wards, age groups, gender groups or additional needs groups which are not provided for, or not represented?</li> <li>✓ Identify whether there are any equality and diversity issues which need to be explored or addressed.</li> </ul>	<p>Be open minded.</p> <p>Don't focus on the solutions just yet.</p> <p>Focus on the outcomes and priorities – what do young people want?</p> <p>Make good use of the Joint Strategic Assessment for your area.</p> <p>Engage stakeholders early on.</p>	<p>Steps to effective consultation (Appendix 5)</p> <p>Wiltshire Community JSAs  <a href="http://www.wiltshirejsa.org.uk">www.wiltshirejsa.org.uk</a></p> <p>Children and Young People in Wiltshire Needs Assessment  <a href="http://www.intelligenetwork.org.uk/health/children-and-young-people/">http://www.intelligenetwork.org.uk/health/children-and-young-people/</a></p> <p>Children and Young People's Plan and associated commissioning strategies and plans  <a href="http://www.wiltshirepathways.org">www.wiltshirepathways.org</a></p> <p>Community mapping exercise (Appendix 6)</p>



Process Stage	Suggested Tasks	Top Tips	Useful Resources
	<ul style="list-style-type: none"> <li>✓ Identify whether new provision is needed in the area or whether existing provision can be supported, strengthened or redesigned.</li> <li>✓ Develop a written overview of the needs, outcomes, priorities and objectives for positive activities in the local area.</li> <li>✓ Involve stakeholders, particularly young people in shaping the local positive activities offer.</li> <li>✓ To secure providers decide whether to undertake a procurement exercise and/or initiate the grants application process.</li> <li>✓ Consider how you will advertise and promote opportunities to deliver positive activities to potential providers.</li> <li>✓ Define a clear process for securing providers to deliver positive activities, including a timetable in line with the grants and/or procurement process.</li> </ul>	<p>Be innovative.</p> <p>Keep stakeholders engaged.</p> <p>Consider how needs can be addressed effectively, efficiently, equitably and in a sustainable way.</p> <p>Establish clear and robust governance.</p> <p>Ensure effective communication and engagement.</p>	<p>Positive Activities for Young People Overview Template (Appendix 7)</p>

Process Stage	Suggested Tasks	Top Tips	Useful Resources
	<ul style="list-style-type: none"> <li>✓ Operate a clear, open, transparent and fair decision making process to award the work/funding to providers.</li> <li>✓ Advertise and promote the positive activities offer, working closely with schools, young people and members of the Local Youth Network.</li> <li>✓ Work with LYN stakeholders to establish local arrangements for monitoring the quality and effectiveness of local provision.</li> <li>✓ Identify whether there are any other funding opportunities which could be applied for to develop the local offer further.</li> <li>✓ Ensure reports, payments and monitoring meetings with providers are completed in a timely way and that service provision runs smoothly.</li> <li>✓ Monitor the delivery and impact of the local overall positive activities offer.</li> </ul>	<p>Continue to involve stakeholders, particularly young people in the decision making process.</p> <p>Use a variety of youth friendly methods to communicate the local offer to young people.</p> <p>Make sure safeguarding is a top priority when selecting providers.</p> <p>Be clear with providers about what is expected of them in terms of evidencing outcomes and impact.</p> <p>Draw on the expertise of relevant council officers as and when required.</p>	<p>Please refer to section 6 of this toolkit.</p>

Process Stage	Suggested Tasks	Top Tips	Resources
	<ul style="list-style-type: none"> <li>✓ Engage with and listen to the views of young people in the area, to understand what they think about local provision. Is it meeting their needs?</li> <li>✓ Consider performance information from providers and identify whether provision needs to be varied or adjusted to meet changing needs.</li> <li>✓ Keep up to date on the needs of young people and the wider community in your area.</li> <li>✓ Continue to keep up to date with local positive activity provision and review the membership of the LYN regularly to ensure all relevant stakeholders are engaged.</li> <li>✓ Communicate and celebrate successes and young people's achievements locally and through participation in the Wiltshire Youth Network (WYN).</li> <li>✓ Keep the members of the Community Area Board and LYN up to date with developments and local issues.</li> <li>✓ Continue to monitor and identify other local resources and funding opportunities which could help enhance the local positive activities offer even further.</li> </ul>	<p>Let providers get on with it in terms of delivery – don't get caught up in the detail of the operation.</p> <p>Stay focused on improving outcomes.</p> <p>Make sure service users are invited to give feedback.</p> <p>Support providers to improve and address any shortcomings.</p> <p>Continue to keep all stakeholders engaged.</p> <p>Use the feedback from the review stage to inform the positive activities offer for the future, reflecting on what worked and what didn't work.</p>	<p>Monitoring and evaluation form for use by providers of positive activities to help Community Area Boards and LYNs monitor and evaluate outcomes and impact (Appendix 8)</p>

## 6. Securing providers to deliver positive activities

Once Community Area Boards and Local Youth Networks have agreed the local positive activities offer it will be necessary to identify, secure and enter into agreements with suitable and safe providers to deliver the services and activities. When securing the positive activities offer Community Area Boards are encouraged to consider deploying their resources in a way which invests in young people. This might mean funding projects, activities and/or programmes for more than one year (subject to Area Board funding).

This section sets out the processes which Community Area Boards and Local Youth Networks will need to follow to ensure that the council – and ultimately local young people – are not exposed to undue risk.

It will be important for Community Area Boards and Local Youth Networks to adhere to Wiltshire Council policies and procedures when securing providers, however the council is keen to ensure that Community Area Boards do not become bogged down in unnecessary work and bureaucracy, and that providers of all forms and sizes are able to get involved.

Community Area Boards are strongly encouraged to engage with the advice and support which is available from relevant council officers throughout this stage of the decision making process.

### Grants versus Procurement

Community Area Boards have the flexibility to decide whether they wish to secure providers through a grants process or procurement exercise. These two methods may be used together at the same time.

A **grant** is when a financial transfer is used to fund a provider/activity because that provider/activity helps meet the funder's objectives.

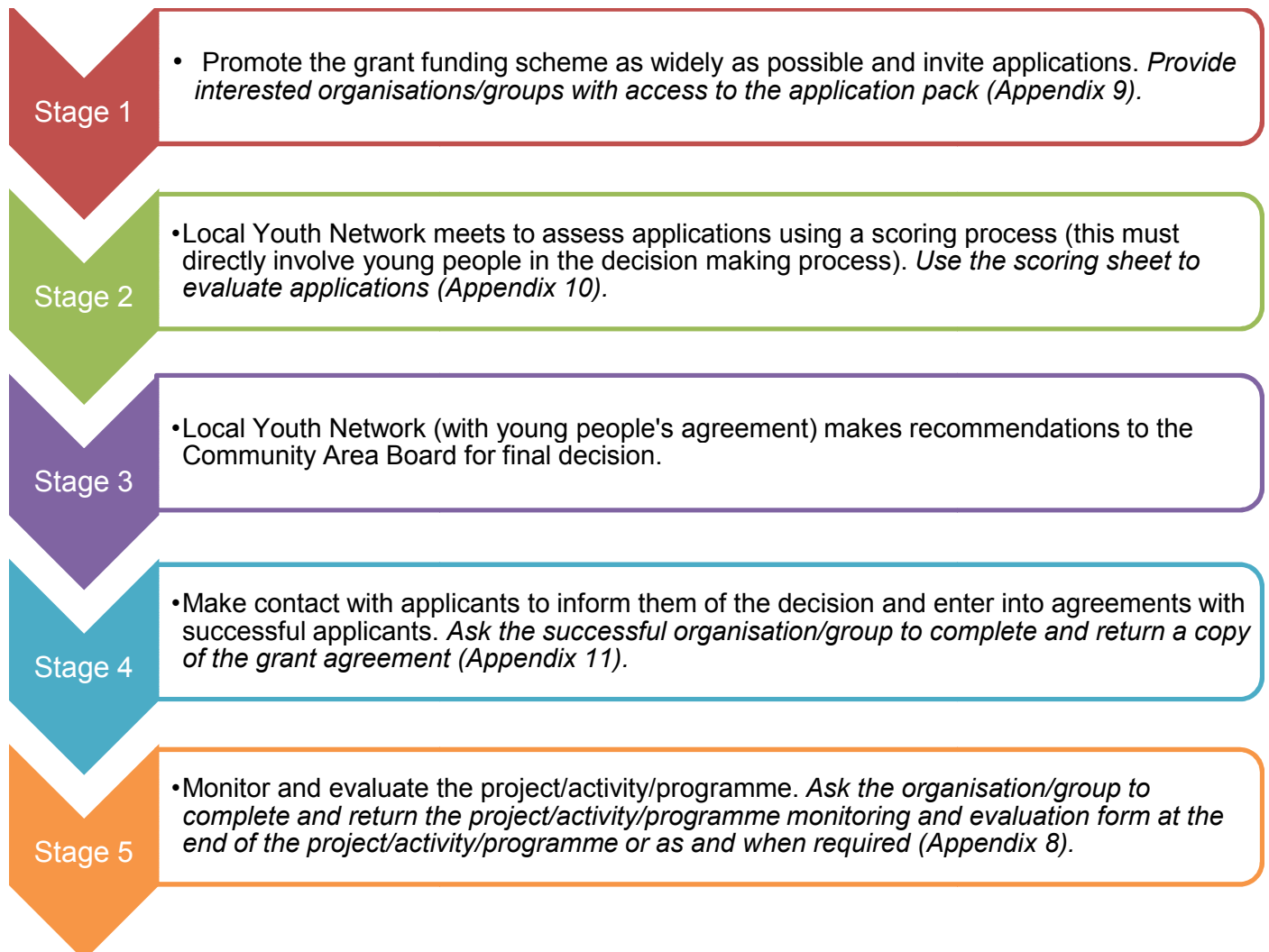
**Procurement** is the acquisition of goods and services in line with Wiltshire Council policies and procedures of value for money, normally achieved through competition. A procurement exercise is a helpful process for enabling Community Area Boards to get the provision it needs, and it allows for management of the arrangements later, and protects the Community Area Board and council against allegations of unfairness.

Undertaking a procurement exercise does not need to be complicated and the council has developed a simple and robust process for Community Area Boards to follow should they decide to take this option.

## The grants process for securing positive activities for young people

A simple and robust grants application process has been developed and is set out below.

It is critical that young people are directly involved in **all** stages of the decision making process, with support from the local Community Youth Officer.



It is advisable to set a clear timetable and grants application process from the outset, and to ensure this is followed in order to assure fairness for all concerned.

### Key questions for consideration:

- *How will the funding opportunity be advertised?*
- *When will the process open?*
- *How will interested organisations/groups access the application pack?*
- *To whom should any queries be addressed?*
- *What will be the closing date and time for applications?*
- *When will you notify the results to applicants?*
- *To whom and where should applications be addressed?*
- *Who will take responsibility for managing the process?*

## **The procurement process for securing positive activities for young people**

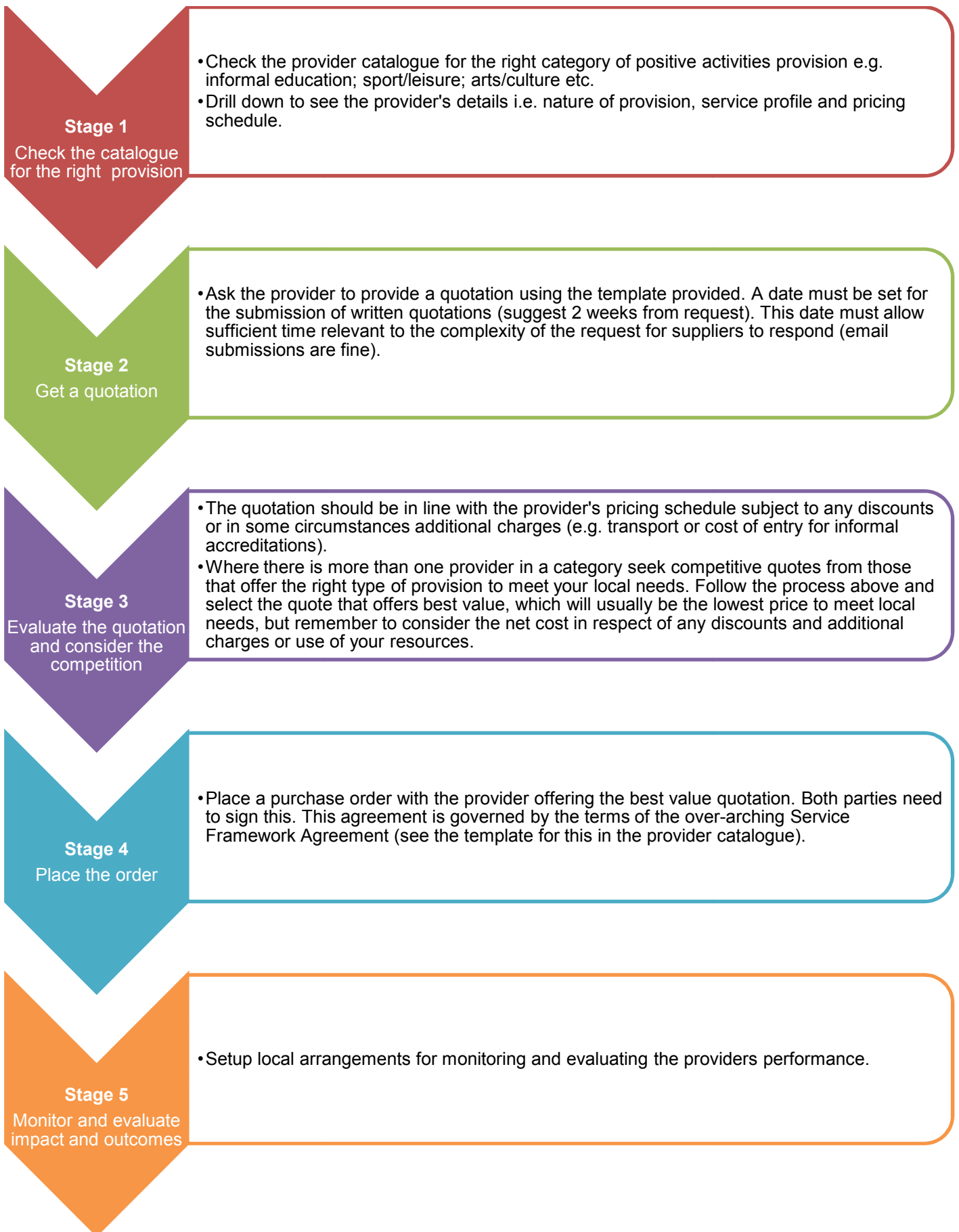
To make the procurement process as simple as possible a catalogue of accredited providers of positive activities has been produced from whom quotations can be sought and purchased orders placed for the quotation offering best value for the right service. The catalogue will be reviewed and updated annually and is included as Appendix 12.

The catalogue itself consists of a summary document containing the name of each provider, the kinds of positive activity provision they offer, some pricing information and their contact details. More detailed information on each provider has been placed within the summary in the form of embedded word documents. Double click on the icon in order to open them. Also embedded within the catalogue is a purchase order template for Community Area Boards to use. Area Boards can use the purchase order template for any purchasing they make from a particular provider.

Once again, it is critical that young people are directly involved in **all** stages of the decision making process, with support from the local Community Youth Officer.

All providers included in the catalogue have been checked to ensure they meet minimum requirements in respect of health and safety, insurance and safeguarding.

The process for securing providers for positive activities from the catalogue of accredited providers is outlined overleaf. The process and tips are aimed at helping your Community Area Board and Wiltshire Council comply with procurement regulations and to achieve best value.



### **Securing provider's checklist**

As a minimum, whatever process is followed Community Area Boards must ensure that:

- ✓ *The decision on which provider to engage is not taken by one single person.*
- ✓ *The work is not awarded to a single provider without some form of recorded evaluation of their eligibility or capacity to meet the Community Area Boards requirements.*
- ✓ *Members with any material interest in a decision do not participate in the selection process.*
- ✓ *Any information offered to a particular provider is equally offered to any others interested in bidding/applying for the work/funding.*
- ✓ *Deadlines for bids/applications are clear and are stuck to rigidly.*
- ✓ *Decision making processes are as open and transparent as possible, and that bidders/applicants know how you will be assessing their bids/applications.*
- ✓ *Decisions are recorded and the reasons for making them, in order to respond to queries after the award.*
- ✓ *The provider selected meets health and safety and safeguarding requirements to protect the council and young people in their care.*

It will be important to ensure that providers of positive activities report information back to the Community Area Board and Local Youth Network regularly on their outcomes and impact. A monitoring and evaluation form has been developed for use by local providers and is included as Appendix 8.



## 7. Safeguarding and promoting the welfare of young people

Wiltshire Council takes its safeguarding responsibilities very seriously and is committed to safeguarding and promoting the welfare of children and young people. The change to a community-led model for positive activities for young people does not change the safeguarding responsibilities of Community Area Boards.

It is vital that safeguarding is considered by Community Area Boards throughout each stage of the decision making process to ensure that positive activities provide safe environments for young people.

Safeguarding guidance has been developed by Wiltshire Council for Community Area Boards and Local Youth Networks (Appendix 13). This is based on the latest Working Together to Safeguard Children Government Guidance, and Community Area Boards and LYNs are required to comply with it at all times.

Working Together to Safeguard Children (usually just called Working Together) sets out the roles and responsibilities of different professionals and organisations working with children, young people and families to keep them safe from abuse and neglect. In Working Together, 'children' means anyone who is not yet 18 years old.

### **Key actions for Community Area Boards and Local Youth Networks**

- ✓ *Read through the Guidance carefully and share it with Community Area Board members and across the Local Youth Network.*
- ✓ *Identify which Community Area Board members and/or Local Youth Network stakeholders require safeguarding training.*
- ✓ *Is there someone who is part of the Local Youth Network who could take on the role of Safeguarding Champion in your area?*
- ✓ *Seek professional information, advice and guidance from your Community Youth Officer on safeguarding issues or concerns.*

### **For information on local safeguarding arrangements in Wiltshire**

Visit <http://www.wiltshirelscb.org/>

## **Disclosure and Barring Service / Criminal Record Bureau Checks**

Local providers of positive activities for young people have a responsibility to ensure that staff and volunteers are safe to work with young people. This includes making sure they have clearance from the Disclosure and Barring Service (DBS) (formerly known as a Criminal Record Bureau (CRB) check).

Local providers can use the link below to search for organisations/companies that can do DBS checks on their behalf.

<https://www.gov.uk/find-dbs-umbrella-body>

## **Internet safety**

The council is keen to ensure that young people are helped to stay safe online. A support document for voluntary and community providers of positive activities about internet safety is included as Appendix 14.

## 8. Equality and Inclusion

Wiltshire Council has a very clear commitment to equality and inclusion which applies to the work of Community Area Boards.

Ensuring that Community Area Boards and the LYNs fully consider the equality impacts in any decisions they are making in designing local positive activities for young people is essential in meeting the Council's Public Sector Equality Duty.

Taking this approach will help Community Area Boards and the LYNs to be inclusive, accessible, delivering activities which meet the different needs of young people in the local area.

When designing and making available positive activities for young people, equality needs to be considered from the very beginning (and not as a *'bolt-on'* after any decisions have been made).

In order to meet the council's statutory duty, Community Area Boards are required to adhere to the equality guidance for positive activities (Appendix 15).

### **Key actions for Community Area Boards and Local Youth Networks**

- ✓ *Read through the guidance carefully and share it with Community Area Board members and across the Local Youth Network.*
- ✓ *Identify which Community Area Board members and/or Local Youth Network stakeholders require equality training.*
- ✓ *Is there someone who is part of the Local Youth Network who could take on the role of Equality Champion in your area?*

### **For information on Equality and Inclusion**

Visit <http://www.wiltshire.gov.uk/council/equalityanddiversity.htm>

## 9. Quality assurance framework

A quality assurance framework has been developed to promote and facilitate efficient and effective youth activities provision for young people (Appendix 16).

There are six Quality Standards

### Achieving outcomes for young people:

- Standard 1: Positive activities reflect young people's needs and interests
- Standard 2: Young people are aware of the positive activities available to them
- Standard 3: Young people are helped to achieve positive outcomes through positive activities

### The design, development, delivery and review of positive activities:

- Standard 4: The positive activities offer is planned, developed, delivered and evaluated collaboratively
- Standard 5: Positive activities are inclusive and promote and provide equality of opportunity, celebrate diversity and challenge stereotypes
- Standard 6: Positive activities are safe

Community Area Boards and Local Youth Networks should promote and embed these standards through all stages of the decision making process, to make available a local positive activities offer that meets young people's needs and improves outcomes.

Decisions on how the standards are encouraged, implemented and monitored are to be determined locally.

### **Key actions for Community Area Boards and Local Youth Networks**

- ✓ *Make Community Area Board members and the Local Youth Network aware of the quality standards.*
- ✓ *Invite the Local Youth Network to discuss and make recommendations on how to best promote and embed these standards locally.*
- ✓ *Decide how the standards will be monitored – how often will this be done? Is this a job for the Local Youth Network? Could local young people be supported by the Community Youth Officer to review that the standards are being met on an annual basis?*

The council's voice and influence team support young people to get involved in the review of local services. These are called Young Commissioners. It may be possible to arrange for Young Commissioners to help evaluate whether the standards are being met in your area. Please contact the voice and influence team for further information.

## 10. Enabling and supporting the voluntary and community sector

A wide variety of voluntary and community sector (VCS) organisations provide good quality services, activities and facilities to young people in their neighbourhoods. Therefore, many young people across Wiltshire are already likely to be engaged in a vast range of positive activities offered by these providers.

The community-led model provides enhanced opportunities for VCS providers to develop provision and support for young people. This might mean growing an existing youth programme to reach more young people or supporting the development of a new community youth group to address a local need. To help grow the local market for positive activities, the council recognises that VCS groups, particularly those who are new, will require some support to '*get going*' and '*go further*'. The council has identified a range of support which is available locally to voluntary and community sector organisations which are set out below.

Community Area Boards and Local Youth Networks will have an important role in promoting these opportunities in their area. This information will be particularly helpful to Community Youth Officers who have a key focus on community working, capacity building and growing and enhancing VCS positive activity provision.

Key contact	Description	Support available
<b>Community First - Youth Action Wiltshire (YAW)</b> <a href="http://www.communityfirst.org.uk">www.communityfirst.org.uk</a> <a href="http://www.youthactionwiltshire.org">www.youthactionwiltshire.org</a>	Youth Action Wiltshire (YAW) is a local service delivered through Community First. With support from a wide-range of public sector service partners, sponsors and Trust giving organisations YAW offers support to young people aged 5-25 years as well as a youth club support scheme.	Developing new youth clubs, and working with youth and young leaders to ensure voluntary youth clubs are safe and interesting places to be. Includes community planning and engagement, support to put in place policies & procedures, insurance cover, how to plan a young people's programme, the formation of a youth committee, fundraising and involving young people.
<b>Develop Enhancing Community Support</b> <a href="http://www.developecs.org.uk">www.developecs.org.uk</a>	An independent charity which operates across Wiltshire - set up, owned and run by local groups to support, develop and enhance local voluntary and community action.	Enables voluntary and community groups to start up and do the best they possibly can. Help with finding volunteers; ensuring groups have the correct policies and procedures in place or learning through networking with others.
<b>RunAClub</b> <a href="http://www.runaclub.com">www.runaclub.com</a>	The council has purchased licences with RunAClub – a cloud-based, easy to use, administration system for people who run community clubs and groups.	Support to set up and manage a community club or network of clubs. Includes expert advice and help on safeguarding, quality assurance, practical, legal, financial and technical guidance as well as monitoring and evaluating impact and outcomes.
<b>Wessex Community Action</b> <a href="http://www.wessexcommunityaction.org.uk">http://www.wessexcommunityaction.org.uk</a>	A charity which aims to enhance the local community and support voluntary activity across Wiltshire.	Training courses, community transport, project management, office services, payroll and accounts services and free event advertising.
<b>Wiltshire Children and Families Voluntary Sector Forum</b> <a href="http://www.cfvsf.org">www.cfvsf.org</a>	Works in Wiltshire to bring together organisations working with children and families. Holds bi-monthly meetings to exchange/share information and champion the voluntary sector.	Voice to influence the planning of services for children, young people and families in Wiltshire. Also access to training opportunities, national and local news/developments, and a comprehensive directory of VCS organisations and groups working with children and families across the county.

## 11. Key contacts


A wide range of support is available to enable Community Area Boards and their Local Youth Networks to develop and deliver a needs-led and sustainable positive activity offer for young people. This includes technical, professional and development support from across the council and beyond.








Community Area Boards and Local Youth Networks are strongly advised to work closely with their Community Youth Officer who will be able to provide a wealth of professional information, advice and guidance. However, further details of additional expertise on key themes are set out below.

Theme	Key contact
Decision making process for developing and making available a local positive activities offer	Children's Services Commissioning Team <a href="mailto:James.Fortune@Wiltshire.gov.uk">James.Fortune@Wiltshire.gov.uk</a>
Equality and Inclusion	Corporate Office <a href="mailto:Jane.Graham@Wiltshire.gov.uk">Jane.Graham@Wiltshire.gov.uk</a>
Wiltshire Council Operational Estate	Strategic Asset and Management <a href="mailto:Sarah.Ward@Wiltshire.gov.uk">Sarah.Ward@Wiltshire.gov.uk</a> <a href="mailto:Vincent.Albano@Wiltshire.gov.uk">Vincent.Albano@Wiltshire.gov.uk</a>
Funding information and support	Develop Enhancing Community Support <a href="http://www.developecs.org.uk/current-services/grow-wiltshire/funding-support/">http://www.developecs.org.uk/current-services/grow-wiltshire/funding-support/</a>  Wiltshire Children and Families Voluntary Sector Forum Newsletter <a href="http://www.cfvsf.org/cfvsf-news/93-latest-news-releases">http://www.cfvsf.org/cfvsf-news/93-latest-news-releases</a>  Wiltshire and Swindon Funding Database <a href="http://www.wsfunding.org.uk/?dm_i=1Z6Y,2FO8L,G3AGZH,8UQAM,1">http://www.wsfunding.org.uk/?dm_i=1Z6Y,2FO8L,G3AGZH,8UQAM,1</a>
Grant funding for positive activities	Children's Services Commissioning Team <a href="mailto:James.Fortune@Wiltshire.gov.uk">James.Fortune@Wiltshire.gov.uk</a>
Legal issues/advice	Legal Services <a href="mailto:legalservices@Wiltshire.gov.uk">legalservices@Wiltshire.gov.uk</a>
Procurement and management of contracts with external suppliers	Corporate Office <a href="mailto:Tracey.Russell@Wiltshire.gov.uk">Tracey.Russell@Wiltshire.gov.uk</a>
Promotion of positive activities	Communications Team <a href="mailto:communications@Wiltshire.gov.uk">communications@Wiltshire.gov.uk</a>
Safeguarding issues, concerns, training	Always seek advice from your Community Youth Officer  Wiltshire Safeguarding Children Board <a href="http://www.wiltshirelscb.org">http://www.wiltshirelscb.org</a>
Training and development opportunities for Community Area Board and Local Youth Network members	Community Governance <a href="mailto:Steve.Milton@Wiltshire.gov.uk">Steve.Milton@Wiltshire.gov.uk</a>
Volunteering	Wiltshire Volunteer Centre <a href="http://www.volunteercentrewiltshire.org.uk/">http://www.volunteercentrewiltshire.org.uk/</a>
Young people's participation and involvement in decision making	Wiltshire Council Voice and Influence Team <a href="mailto:voiceandinfluenceteam@wiltshire.gov.uk">voiceandinfluenceteam@wiltshire.gov.uk</a>

## 12. Appendices

The key support documents included as Appendices can be opened by double clicking on the relevant icon below.

1. Leaders Guidance	 Community Area Board Guidance FINAL
2. Local Youth Network Terms of Reference	 Local Youth Network TOR FINAL.docx
3. Conflicts of Interest Register	 Conflicts of Interest Register.docx
4. Community Youth Officer Job Description	 Community Youth Officer JD Final.docx
5. Steps to effective consultation	 Steps to effective consultation.docx
6. Community mapping exercise	 13-19 VCS youth provision community n  Youth space community mapping Jt
7. Positive Activities for Young People Overview Template	 Local Positive Activities for Young Pe
8. Monitoring and evaluation form for providers of positive activities	 Monitoring and Evaluation Form.docx

9. Grants Application Pack	 <b>Positive Activities for Young People Grants /</b>
10. Grants Scoring Sheet	 Grants Process LYN Scoring Sheet.docx
11. Grant Agreement	 Positive Activities for Young People Grant Ag
12. Positive Activities Accredited Provider Catalogue	<p style="text-align: center;"><b>To follow in November 2014</b></p>
13. Safeguarding Guidance	 Safeguarding Guidance.docx
14. Internet Safety Considerations Support Document for VCS providers	 Internet Safety Considerations.docx
15. Equality Guidance	 Equality Guidance.docx
16. Quality Assurance Framework	 Quality Standards Framework.docx

For comments, questions or queries about anything contained within this toolkit please contact the Children's Services Commissioning Team [James.Fortune@Wiltshire.gov.uk](mailto:James.Fortune@Wiltshire.gov.uk)

