

TENTERDEN TOWN COUNCIL – EXTERNAL COMMITTEE

YOUTH POLICY WORKING GROUP

NOTES OF A MEETING ON 20th August 2018

Councillors Present: Freeman, Nelson & Sugden

Non-councillors present: Jim Winter (KCC)

The Town Clerk, Phil Burgess was present and took notes.

1. APOLOGIES FOR ABSENCE. Cllr. Mrs Smith

2. MINUTES OF THE LAST MEETING. Were agreed.

3. MATTERS ARISING.

4. RECRUITMENT OF YOUTH WORKER. There is a requirement for a youth worker to assist with the planned transition to the youth hub on the recreation ground. Jim Winter of KCC attended the meeting to advise and made the following points:

- a) There are two levels of youth worker that TTC may be interested in, the base level being general youth services and face-to-face delivery, the higher level (JNC qualified workers) is an area worker with more of a management role and someone able to attract outside funding. The budget for the latter role (appropriate to TTC) is £30-35K p.a. total expenditure (including on-costs) for a *full-time* role.
- b) TTC should recruit through an outside organisation since the infrastructure is already in place. This would be on a contract basis for which TTC need to tender. KCC use this system and have abandoned Service Level Agreements as they are not legally enforceable. In the case of a contract, liability remains with the contractor. Suitable local voluntary organisations are:
 - i) Sk8side - (contract Deirdre O'Neill*).
 - ii) Salus – Folkestone & Hythe.
 - iii) Uprising (Hang10 and Stanhope Youth Hub Ashford - Contact Holly).
 - iv) Canterbury Academy Ashford (Contact Adam Fairbrass*).*Fundraising experience
Whilst TTC must put the contract out to tender it is likely that only the above will apply.
No funding would be available from KCC nor, in all likelihood, ABC, apart from individual members' grants
- c) Suggested contract considerations:
 - i) Length of contract should be 3-5 years
 - ii) Payment is normally made quarterly, based on results of funding applications.
 - iii) The tender should include a DBS check requirement. (KCC will provide a skeleton draft contract and tender document for amendment).
 - iv) The contract should be secular.
 - v) Funding targets should be stipulated (i.e. £15k funding sourced for a £20K contract of around 18 hours per week 2-3 nights per week).

- vi) The tender should include TTC aspiration for 5 nights per week with 3 per week to start.
- d) Contract Process.
 - i) Sheila Jones or Ian Brooks should be approached to do the local work for a needs analysis and data trawl (data collection is through KCC and Sheila or Ian would source this). They will be aware of the specific needs for local young people and would be more cost-effective than employing a consultant. Simon Harris of ABC would also be able to assist. A community profile and work schedule should be drawn up.
 - ii) Specification of tender – a skeleton tender will be provided by Jim Winter. Attention needs to be paid to the outcomes and outputs.
 - iii) Assessment of tenders and selection of provider by this group with assistance from KCC and local youth workers prior to the new council session. Members agreed that the new council should be asked to authorise the expenditure for a four-year term (i.e. the period of the new council term starting in May 2019). £20,000 should be included in the 19-20 precept request for this purpose.
 - iv) Once the contract is in force, Quality Assessment methods should be used (SWEM WEB). KCC will assist in this respect.

Note Jim Winter feels there is little chance of revenue funding from either KCC or ABC, although Cllr Hill's member's grant may fund capital expenses.

5. RECOMMENDATIONS TO STANDING COMMITTEE. Proposals as follows:

- a) That local Youth Workers should be approached to prepare the needs analysis on a paid-for basis (at KCC overtime rates).
- b) That a tender should be run to for youth work to the value of £20k (18 hrs p.w. approx.) with a view to extending the service to five nights a week subject to sourcing external funding
- c) That the precept budget for 2019-20 should contain £20,000 for youth work as TTC's contribution.
- d) That the final decision on the selected provider and the 4-year term should be authorised by the new council. (Elected May 2019).

6. NEXT MEETING. TBA.

7. AOB.