

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Thursday 11th August 2016 at 5:00pm

PRESENT: Councillors: Mrs H Frank (Mayor, ex-officio), Mrs J Dent (Deputy Mayor, ex-officio), J Ellison (Vice Chairman), Mrs S Hooper MBE, J Shepherd, D Yates.

ALSO PRESENT: Ray Lane – Town Clerk, Mrs S Burrows, Administration Officer.

APOLOGIES: Councillors: R Bickford, A Killeya, W Phillips (Chairman), Mrs J Rance.

Councillor Ellison in the Chair.

HEALTH AND SAFETY ANNOUNCEMENTS

The Chairman informed those present of the actions required in the event of a fire or emergency.

47/16/17 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

48/16/17 **DECLARATIONS OF INTEREST**

- a. To receive any declarations from Members of any registerable (5A of the Interim Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. To consider dispensations required.
- d. To Note an on-going dispensation for Councillor Shepherd to act as Chairman of the Saltash Team for Youth.

| Councillor | Item | Pecuniary/Non-pecuniary | Reason |
|------------|------|-------------------------|-------------------|
| Shepherd | All | None Pecuniary | Chair of The Core |
| | | | |

Councillor Ellison declared an interest in the next agenda item and stepped down as Chair.

Councillor Mrs H Frank in the Chair.

49/16/17 **QUESTIONS FROM THE PUBLIC**

None.

50/16/17 **TO CONSIDER RECOMMENDATIONS FROM THE SALTASH TEAM FOR YOUTH WORKING PARTY**

Minutes of Saltash Team for Youth Working Group meeting – 26th July 2016

Present: Cllr J Ellison (JE), Cllr J Shepherd (JS), Jenny Lightly (JL)

Apologies: Cllr Hilary Frank, Cllr Adam Killeya

1. Review of specification.

Requirements to remain broadly the same as 2015-16 delivery. Key points to remain in specification:

- a) Funding is for youth work services led by professionally qualified youth workers.
- b) Service is to support young people resident in the Saltash area (rather than those living within in the Saltash town boundaries).

Changes to include:

- a) Outreach specification to be more explicit in that it must include actively seeking to identify and provide support to young people not engaging with youth services and not causing trouble but still in need of help.
- b) Specification to be more explicit in requiring partnership working with agencies such as Saltash.net, Cornwall College, Police, Housing (inc ASB officer), CAMHS, Youth Offending Team and Targeted Youth Support.
- c) Delete sentence 'The town council is looking to commission between one and three organisations.'
- d) Measurement 7 'No. of young people reported feeling more confident about their future' to be changed to 'No. of young people with measurable distance travelled'.
- e) Match funding to be secured within six months of start of contract.

2. Process:

Process to remain one of seeking sealed bids rather than a detailed tender process.

Opportunity to be advertised in Supplying the South West procurement website (Tenders in Cornwall has been subsumed into this) and on the Town Council website and Facebook page. Opportunity to have three week period from date of advert to close of bidding.

Revised specification and process to be approved at Emergency P&R committee as soon as possible.

3. Review of youth funding/strategic overview

Not discussed as it was felt there were not sufficient people present. To be discussed at next meeting.

4. Date of next meeting

To be arranged.

End.

Councillors discussed the wording of the specification and agreed upon the revised specification as follows:

Saltash Town Council - Youth Work in Saltash

Saltash Town Council has budgeted £40,000 for the provision of youth work services in Saltash for the period September 2016 to August 2017.

The town council is inviting proposals from suitable organisations for the partial or whole delivery of this service. Each organisation commissioned will be expected to work in partnership with other agencies including Saltash.net, Cornwall College, Police, Housing (inc ASB officer), CAMHS, Youth Offending Team, Targeted Youth Support and Saltash Youth Council.

Outline Specification:

1. Service is to support young people resident in the Saltash area and to be focused on those who are in particular need of help.
2. Service to include 30 outreach/detached youth work sessions. Outreach to include actively seeking to identify and provide support to young people not engaging with youth services and not causing trouble but still in need of help

3. Service to include at least two nights a week open access youth provision;
4. Service to provide single issue work with groups of young people depending on issues identified the Saltash Town Council steering group.
5. Delivery to be led by professionally qualified (JNC) youth workers
6. All youth workers, youth support workers and volunteers to receive professional supervision
7. Delivery agency(ies) to have all relevant policies and procedures in place to ensure the protection of all young people they work with.
8. All staff and volunteers to be subject to enhanced DBS checks.
9. Delivery agency(ies) to implement mechanisms for young people to guide service delivery.
10. Delivery agency(ies) to secure match funding equal to the amount received by Saltash Town Council within six months of the contract starting.

Measuring the Service Performance

Delivery agencies will be required to record and report the following outputs/outcomes:

1. No. of outreach sessions run
2. No. of open access sessions run
3. No. of single issue programmes run
4. No. of young people engaged with (defined as 3 or more hours of engagement)
5. No. of young people receiving individual or group support
6. No. of young people helped into or back into education, training or work
7. No. of young people with measurable distance travelled
8. Number of young people referred to youth workers from other organisations (e.g. school/college/police/etc)
9. Number of volunteer support worker hours
10. Match funding secured.

How to apply

Interested organisations should send their bid proposal to the Town Clerk at the address below by **noon on Monday 5th September 2016**. Proposals should address:

1. The requirements of the specification,
2. What elements of the service the organisation proposes to deliver,
3. How much the organisation is asking for,
4. The organisation's ability to deliver the service in Saltash.

Bid proposals should be completed and signed in accordance with their company regulations.

Bid proposals must be returned in a stamped envelope (non company franked) unmarked by any logos or franking machine print relating to the identity of the bidder, other than to state "Saltash Youth Work Bid Proposal"

To:
The Town Clerk
Saltash Town Council
The Guildhall
Lower Fore Street
Saltash
PL12 6JX

Enquiries

If you have any questions they should be addressed to Ray Lane, the Saltash Town Clerk and sent by email to enquiries@saltash.gov.uk. Please note that all questions and answers will be made available to every organisation that has expressed an interest.

End.

It was **RESOLVED** that:

1. The minutes to be noted.
2. The wording of the revised specification be approved.
3. The bid proposal specification be advertised via social media, portal sites and town noticeboards.
4. Three Councillors with no declarable prejudicial interest attend the opening of the bid proposals.
5. The bid proposals be considered at Full Town Council held on Tuesday 20th September 2016.

51/16/17

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

52/16/17 **AS REQUIRED OR IF NECESSARY**

53/16/17 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve that the public and press be re-admitted to the meeting.

54/16/17 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None.

55/16/17 **TO CONSIDER IF ANY PRESS REPORTS OR ARTICLES ARE REQUIRED**

It was **RESOLVED** to issue a press release regarding the bid proposal for Youth Work in Saltash.

56/16/17 **DATE OF NEXT MEETING**

Tuesday 18th October 2016 at 7.00 p.m.

Rising at 17:40

Signed: _____
Chairman

Dated: _____