

**Children, Young People and Families  
Directorate**

**YOUTH SERVICE**

**VOLUNTARY SECTOR  
COMMISSIONING PROSPECTUS**

Draft Version IV February 2007



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**IMPORTANT NOTICE TO APPLICANTS:** Please complete the self-assessment form on the next page before starting your application. It will help you assess whether you meet our criteria.

Before you begin to complete the application form, please complete the following checklist, ticking the boxes for YES; if answer is NO, leave box blank.

If you are unable to tick all boxes it is unlikely that your application will be successful. Please seek advice on your next steps from your BCC Directorate contact or a voluntary sector infrastructure support organisation e.g. Birmingham Voluntary Service Council (BVSC).

**DOES YOUR ORGANISATION HAVE:**

A constitution or memorandum & articles

**Policies and procedures including**

**- Financial**

- Equal opportunities
- Health and safety
- Complaints
- Quality assurance system

**CAN YOUR ORGANISATION SUPPLY THE FOLLOWING FINANCIAL & GOVERNANCE EVIDENCE:**

Signed year end accounts for the last 2 years

Proof of bank account

**Management accounts – including income and expenditure reports and cash flow reports**

**Proof of fully-constituted management committee**

/board of directors e.g. 2 recent sets of minutes of management committee/board meetings & AGM minutes

**HAS YOUR ORGANISATION EXPERIENCE OF DELIVERING PROJECTS OR SERVICES FOR:**

Birmingham City Council OR

Any other statutory or private sector funder

# 1. CORPORATE INTRODUCTION

The City Council is establishing a Corporate Commissioning Framework for third sector funding. The third sector is the term the Council uses to describe the voluntary and community sector, including registered charities, voluntary organisations, community groups, faith groups engaged in voluntary social action, not-for-profit organisations, community interest companies and social enterprises.

## **The key drivers for the development of the corporate framework are:**

- Responding to the Birmingham Compact;
- Improving our partnerships with third sector groups and increasing their involvement in our services;
- Working towards strategic and longer-term funding for third sector organisations in return for high levels of performance;
- Ensuring that Birmingham City Council's funding is outcome-focused and aligned to Council Plan and Community Strategy priorities;
- Ensuring that the Council achieves value for money from its funding, and that this funding supports the delivery of excellent public services for citizens and residents of Birmingham.

## **The Youth Service Contribution to the Corporate Framework:**

The statutory sector Youth Service has worked in partnership with the voluntary and community sector in Birmingham over several generations to provide services to young people. A relationship of mutual dependency and cooperation has developed, and this will continue to be promoted to maximum effect.

The voluntary sector is often able to work in key geographic locations, as representatives of particular religious, cultural and ethnic groups, and in addressing particularly problematic needs. The capacity of voluntary sector organisations to undertake independent advocacy work, and respond swiftly to areas of most need, makes it an extremely valuable and valued element of overall provision for young people.

One of the declared priorities of the Youth Service is to support and encourage young people to become volunteers. Voluntary and Community Sector organisations provide an excellent setting in which this can take place.

The Youth Service currently supports the voluntary sector through a substantial Grant Aid Programme, and through the ongoing professional support from its staff and officers. Youth workers from the voluntary sector are also regular participants in Youth Service training and professional development opportunities. The Youth Service makes a considerable investment in the voluntary and community sector through the Grants to Voluntary Organisations Budget. In the current financial year (2006/7), **£766,000**, is invested in youth work.

## **The Youth Service Grant Aid to the Voluntary Sector Review:**

A comprehensive review of the process and effectiveness of Grant Aid support to Youth Work organisations has recently been undertaken by the Youth service. The review sought to assist the service in enhancing its ability to:

- Respond to the corporate priority of ensuring fair and equitable distribution of resources across the districts.
- Respond to the equality impact assessment that identified that the current arrangement for grant aid allocation had a potential negative impact in terms of race.
- Identify the future relationship with the voluntary sector arising out of the evaluation of Transforming Youth Work.

Previously the Youth Service has not effectively measured the contribution of those organisations funded through grant aid against the achievement of national and locally established targets. One of the outcomes of the review will be to ensure the work of those voluntary organisations funded by the Youth Service contributes to achieving those targets.

Voluntary and community organisations have identified, through the review, the need to become more closely involved in the planning and shaping of Youth Services. This will be addressed as part of the outcome of the review.

The recommendations of the review will be implemented over the course of 2006/7 and 2007/8, with the main changes being made from April 2007. A full copy of the report is available upon request.

## **1.1 Purpose of the Commissioning Framework**

The commissioning framework opens up the opportunity for both existing and new organisations to work with the City Council and to have a positive impact on the five key national outcomes for young people and their communities. This approach will ensure that through the achievement of Youth Service priorities and key outcomes, funding is aligned with the priorities of Birmingham's Community Strategy and Council Plan.

**The Children, Young People and Families Directorate**, through the Youth Service, will begin to implement a youth work commissioning process from December 2006 in order to begin the process of selecting service providers to deliver particular youth services and activities from April 2007.

The areas of work that the service intends to commission through this prospectus are those which will focus on the 13-19 age range, and those which will enable the service to achieve its aim, contained in the Youth Service Policy Framework. The aim of the service is:

***'To provide young people with enjoyable opportunities and challenging experiences together with information, support and guidance in order to enable them to achieve and develop their skills, abilities, self-esteem, values and identity in their transition to adult life.'***

**(Youth Service Policy Framework: 2006)**

The Youth service will seek to commission work with young people aged 13-19 in the following broad categories:

- Open access informal educational provision for young people in a particular neighbourhood.
- Detached or outreach youth work, intended to reach young people who do not access building based provision.
- Targeted youth work aimed at particular groups of young people who need particular support around specific issues or circumstances.
- Project work intended to increase young people's knowledge, skills and resilience.
- Specialist information, advice and guidance provision.
- Capacity building undertaken within the voluntary and community sector in order to increase the ability of organisations to effectively respond to the needs of young people.

## 1.2 Corporate Priorities

The Council Plan sets out the City Council's corporate priorities under three broad headings. This Youth Service prospectus seeks to contribute to the delivery of the following three Council priorities:

### **Investing in Improvement.**

**Priority One: *Manage Resources effectively, flexibly and responsively.***

The commissioning process seeks to maximise the impact that the investment in the voluntary sector can make on the lives of young people and their communities.

### **Improving Services – Aspiring for Excellence in all our Services.**

**Priority Three: *Raising performance in all our services for children, young people, families and adults.***

The Youth Service investment in the voluntary sector is an extremely important element in the range of services for young people. This process seeks to ensure high levels of performance within those organisations that receive funding.

### **A City of Vibrant Urban Villages**

**Priority Nine: *Providing more effective education and leisure opportunities***

As an educational service, the Youth Service is committed to increasing young people's educational attainment and achievement, and will seek to ensure that the investments in the voluntary sector contribute to this priority.

**A full copy of the City Council Plan can be downloaded from the Council website:**

[www.birmingham.gov.uk/councilplan.bcc](http://www.birmingham.gov.uk/councilplan.bcc)

## 1.3 Why the Council Works in Partnership with the Third Sector: Social Capital

Through the implementation of a commissioning framework for the third sector, the council seeks to ensure that funding for the sector supports the achievement of priority outcomes for Birmingham's communities. However, the council also understands that funding relationships with, and service delivery by, the third sector, have added value through the creation of social capital and the promotion of community cohesion.

The council defines social capital as the building of informal networks and the empowerment of communities, the promotion of active citizenship and democratic engagement, and the fostering of good community relations.

## 2. THE YOUTH SERVICE

The Youth Service is part of the Directorate for Children, Young people and Families. As such it is fully committed to the achievement of the outcomes defined in the Children and Young People's Plan. The Youth Service's planning process is aligned to the Five National Outcomes for young people, and is integrated with other relevant service plans. This prospectus seeks to ensure that the investment in the voluntary sector continues to make a valuable and measurable contribution to the achievement of positive outcomes for young people across the city.

### 2.1 Youth Service Principles and Priorities

The youth work process can be viewed as containing three categories:

- **Independence** – Enabling young people to develop as individuals.
- **Social interaction** – Enabling young people to develop as members of the community.
- **Social Responsibility** - Enabling young people to understand their world, and their place in it.

These in turn are underpinned by the five key nationally agreed service principles, which determine that youth work should be:

- 1) **Educative:** Providing a range of opportunities enabling young people to gain knowledge and information, learn new skills and make informed choices about their lives.
- 2) **Participative:** Encouraging young people to play an active role in the development of their own local, and wider, community and influence decision-making at all levels.
- 3) **Empowering:** Developing opportunities whereby young people can take control and experience power in a positive and constructive environment.
- 4) **Enjoyable:** Enabling young people to learn in an attractive, challenging, exciting and creative environment.

**5) Designed to Promote Equality of Opportunity:** Influences attitudes and develops physical environments whereby all young people will feel safe and comfortable in taking part, and challenges all forms of oppression.

Any commissioning undertaken by the Youth Service will be informed by the **Youth Service Vision**. This determines that the service will strive to:

- Be a Service that is **shaped by the needs and aspirations of young people** as individuals, groups and communities.
- Be a Service that is increasingly **managed and delivered by young people** in partnership with youth workers and youth work managers.
- Be a Service that offers a **broad range of experiences and opportunities**, at every level, which are described by young people, ourselves and partners as Inspiring, Young and a place of Learning.
- Be acknowledged as a high performing Youth Services, and in setting high standards, is able **to influence and shape other services for young people** locally and nationally.
- Provide services to young people through **a broad range of styles contexts**, encompassing centre based work, detached provision, project work, universal, and targeted youth work interventions.

## 2.2 The Six Outcomes

All Youth Service commissioned interventions will be assessed against their ability to deliver against the Five National Outcomes, plus a locally agreed sixth. These are:

### **Outcome 1: Be Healthy**

#### **Youth Service Priorities within this outcome:**

1. Improving physical health through sports and recreational opportunities.
2. Delivering culturally sensitive mental health, family and relationships support. Increasing confidence levels and self esteem amongst young people.
3. Reducing the level of teenage pregnancies, improving sexual health knowledge and working with young parents. Providing culturally appropriate sexual health information.
4. Delivering a broad range of healthy activities and providing health information, advice and guidance.
5. Delivering drug and alcohol education and information programmes/projects/activities.

## **Outcome 2: Stay Safe**

### **Youth Service Priorities within this outcome:**

6. Developing communication skills. Developing safeguarding systems and practice, including a confidentiality policy.
7. Providing safe environments and relevant personal safety skills and information.
8. Developing safe environments. Increasing self esteem and confidence, and building resilience amongst young people. Actively challenging discrimination and bullying.
9. Targeting programmes/projects/activities at young people at risk. Improving community safety, reducing crime, and the fear of crime. Reducing gang violence. Presenting positive images of young people.
10. Providing information, support and guidance on leaving home and homelessness. Targeting work with looked after children and other vulnerable groups.

## **Outcome 3: Enjoy and Achieve**

### **Youth Service Priorities within this outcome:**

11. Working with young parents and parents to be. Developing ways of working with new arrivals in the 13-19 age groups. Working with young people who are re-engaging with education.
12. Increasing the delivery of youth work in schools. Providing information, advice and guidance.
13. Delivering programmes/projects/activities and events that young people are involved in producing, and that reflect their interests, aspirations and values.
14. Providing alternative education programmes. Making an increasing contribution to the development of extended schools.

## **Outcome 4: Make a Positive Contribution**

### **Youth Service Priorities within this outcome:**

15. Developing Citizenship skills, responsibility, and an effective framework for participation. Undertaking specific consultation and decision making work. Developing the skills of young volunteers and broaden the range of volunteering opportunities.
16. Learning appropriate responses to situations, and developing personal responsibility.
17. Increasing confidence levels and self esteem amongst young people. Creating opportunities for achievement and recognising success. Encouraging supportive relationships with both peers and adults. Understanding and respecting diversity and challenging injustice.
18. Enabling young people to achieve through new experiences, challenges, and activities. Providing targeted support to vulnerable young people.
19. Developing young leaders and providing opportunities for young people to develop entrepreneurial skills.

## **Outcome 5: Achieve Economic Well-being**

### **Youth Service Priorities within this outcome:**

20. Contribute to reducing the number of NEET young people. Delivering alternative education programmes and work experience opportunities.
21. Developing and recognising skills and abilities. Providing information, advice and guidance. Providing young leaders. Providing work experience and developing work skills.
22. Developing political awareness. Enabling young people to engage in regeneration and community development.
23. Developing appropriate values in life taking into account e.g. faith, religion, culture, background, community.
24. Developing the skills, aspirations and talents of young people in order to increase their employability. Providing information, advice and guidance on money management, benefit advice and related services.

## **Outcome 6: Work Strands**

### **Youth Service Priorities within this outcome:**

25. **LGBT Young People-** Developing specific interventions in order to meet the needs of lesbian, gay, bi-sexual and trans-sexual young people.
26. **Young People with Disabilities:** Developing specific interventions in order to meet the needs of young people with disabilities.
27. **Community Cohesion and Equalities:** Supporting young people to develop relationships with people from different backgrounds, ages and circumstances. Delivering programmes/projects/activities that explore the diversity of people's backgrounds and circumstances. Supporting young people to appreciate and value diversity.
28. **Reducing Violence:** Developing an effective range of Youth Work interventions that will reduce violent behaviour. Creating opportunities to develop relationships with young people at risk of or engaged in violent activities.
29. **Faith, Spirituality and Values:** Developing a range of youth work interventions and opportunities that enable young people to understand and explore their own and others faith, spirituality and values. Providing opportunities for young people to explore the factors that will lead to their spiritual well-being.

## **2.3 The Measurement of Outcomes**

**2.3.1** The Youth service is required to produce evidence of effectiveness against the Five National Outcomes; against targets set by national Government in '*Resourcing Excellent Youth Services*', and those set locally through the Children and Young People's Partnership planning process. These are detailed in the Youth Service Plan Part One.

**2.3.2** The service has established an effective management information system, (Youthzone), and it will require all organisations that are funded through the commissioning process to adopt this system. Support and training will be made available to organisations in order to enable them to subscribe to this requirement, however a level of investment and support will also be required to be made by the organisation. These levels of investment and support are to be negotiated on a case by case basis, and will be commensurate with levels of funding and the size and resources of the organisation. The Youth Service are at present looking at establishing the level of monitoring information required from voluntary sector organisations and therefore, in the new 2007/8 financial year, will be looking for organisations to continue collecting information on the same basis as previously collected (age, ethnicity etc. proforma to be circulated shortly) for a six month period with a view to introducing the pilot of the new monitoring arrangements during the remainder of the financial year.

**2.3.3.** Statistical returns will be required as a condition of grant aid, and will be required to be returned on a regular basis, and kept up to date. Other statistical and qualitative evaluation may also be requested, in order to satisfy such requests from either local or national government.

**2.3.4.** The process for embedding these systems for gathering information is underway, the first phase to be introduced from April 2007 onwards, with further developments based on experience and good practice over the following twelve months. The fully developed system for obtaining information on outcomes achieved through the Youth Service commissioning process to be in place for April 2008.

## **2.4 Levels of Funding**

**2.4.1** Following the separation of the grants to youth, community and play organisations, the amount currently invested in those organisations delivering youth work is **£766,000**. This is currently invested in **excess of 50+ different youth organisations** across the city.

**2.4.2** A recommendation of the recent Review of Grant Aid to the sector was that this single budget should be looked at in terms of creating different categories of support. The specific recommendation was:

***'That the implications of dividing the grant aid budget into multiple 'sub-budgets' be explored fully, with a view to increasing the ability of the Youth Service to respond to new and emerging groups, changing needs, and the necessity to pilot innovative projects and approaches. This to be completed, and a decision made by December 2006, with a view to potential implementation from April 2007.'***

However, in light of delays in the process, these dates will be extended until 31<sup>st</sup> March 2008 in order to fully reflect a commissioning framework which is fit for purpose.

**2.4.3.** It is intended to include the voluntary sector in this review and decision making process, with a view to beginning the process of introducing various divisions of the budget from April 2007, with completion for the year beginning April 1<sup>st</sup> 2008.

## 2.5 Call for Proposals and Key Dates

As this is an evolving process, the initial call for expressions of interest and invitation to engage in discussions on potential contributions to the achievement of the desired outcomes will be sent out in **February 2007**, with a deadline of **Tuesday 20<sup>th</sup> March 2007** for the receipt of expressions of interest.

Decisions on which voluntary sector organisations are to be supported will then be made in time for Conditions of Grant Aid and/or Service Level Agreements to be in place for **May 2007**.

It is intended that in the first year of operating the new process (i.e. From April 2007), there will be some flexibility in the process, as both the Youth Service as the commissioning agency, and voluntary organisations as deliverers of commissioned activity, adapt to the new system, and jointly develop effective systems and practices.

## 2.6 Summary

The Youth Service has a long history of investing in the partnership with the community and voluntary sector, and is committed to further developing this partnership in the best interests of young people and their communities.

The process of commissioning outlined in this document represents a fundamental change to the process of investment in the sector, and is intended to **clarify expectations, improve effectiveness, target resources** where they will do most good, and **introduce more rigorous systems for evaluation and improvement**.

This document represents the start of the process of moving from a grant aid process to one of commissioning outcomes, and as such should be seen as describing an evolving process, in which the Youth service and partners in the community and voluntary sector are working together to develop a system that satisfies corporate and national requirements, but most importantly improves the services and support that we are able to provide to young people across the city.

## 3. HOW TO APPLY

### 3.1 Self assessment form (see page 2)

Before you begin to complete the application form, please complete the checklist, ticking the boxes for YES; if answer is NO, leave box blank. If you are unable to tick all boxes it is unlikely that your application will be successful. If you require assistance in completing this section then please contact the Youth Service Grants Liaison Unit on 0121 303 4761 (24 hour answer machine). If you require help and support in the development of voluntary sector youth provision then please contact one of the Youth Officers:-

Constituency	Name	Telephone No.
Hall Green	Kalsoom Zubedah-Khan	0121 303 9181
Hodge Hill/Yardley	Ness Cole	0121 303 9282
Ladywood/Perry Barr	Rob Phelps	0121 464 1709
Northfield/Edgbaston	Carol Morgan	0121 303 9742
Selly Oak	Philip Smiglarski	0121 303 9984
Sutton Coldfield/ Erdington	Jim Shand	0121 303 9299
Central Youth Officers	Soulla Yiasouma Mark Shaw Abdul Majid	0121 464 8656 0121 464 8654 0121 464 8657

### 3.2 Completing the application form

#### All Applications

Please complete:

- Pages 2-4 (check lists and applicant's details)
- Questions 1-3, 6-9, 12-15

**In addition to the above questions organisations must complete one of the following sections (failure to complete will result in the application being returned to you):**

#### Applications up to and including £50,000 in total

Please also complete:

- Question 4

#### Applications over £50,000 in total

- Questions 5, 10 & 11

### **3.3 Appraisal of applications**

Applications will be appraised during April 2007. The Youth Service are committed to developing a mechanism involving both the voluntary sector and young people and will therefore be looking at how we engage these groups to be part of future appraisal mechanisms.

### **3.4 Notification of decisions**

All decisions require Birmingham City Council Cabinet approval and therefore decisions will not be notified until May 2007. All applicants will be communicated in writing (or email) in respect of the outcome of the application.

## **4. FUNDING MANAGEMENT**

- 4.1 Once decisions have been approved, then organisations that have been successful will be sent a provisional funding offer with Conditions of Grant Aid. Applications which have been unsuccessful will be advised of the decision as well as the reason for refusal.
- 4.2 All funding agreements will be made on the basis that they are for a provisional period of 3 years, with an annual review.
- 4.3 Organisations will be required to allow City Council officers to visit and evaluate the provision at a mutually agreed time etc.
- 4.4 Grant payments will be made quarterly in advance for those grants which include salaries and/or economic rents. Grants solely for the purpose of running costs will be made on an annual basis.

**4.5** Payment arrangements will be on the basis of compliance with the following requirements:-

Grants for Salaries and/or Economic Rents/Running Costs

<b>Due Date of payment</b>	<b>Information Requirement</b>
<b>1<sup>st</sup> April</b>	<p><b>Completed Application Form (including predicted income and expenditure form for the forthcoming financial year)</b></p> <p><b>Returned and completed signatory of Conditions of Grant Aid (two required either officers of management committee, trustees or directors)</b></p>
<b>1st July</b>	<b>1<sup>st</sup> Quarter Statistical Return as per proforma (based on old system of collection of data).</b>
<b>1<sup>st</sup> October</b>	<p><b>Submission of <u>signed</u> audited accounts.</b></p> <p><b>PLEASE NOTE THAT ACCOUNTS WILL NOT BE ACCEPTED UNLESS SIGNED BY THE RELEVANT OFFICERS OF THE ORGANISATIONS</b></p> <p><b>2<sup>nd</sup> Quarter Statistical Return as per proforma (based on old system of collection of data).</b></p>
<b>1<sup>st</sup> January</b>	<p><b>Full compliance with all of the above requirements + qualification and agreement of any alterations/amendments required to annual accounts.</b></p> <p><b>Statistical return of output/outcome monitoring (pilot of new system) for actuals to date and projections to 31<sup>st</sup> March 2008.</b></p>

**4.6 Review**

All grants will be annually reviewed in September/October of each year. You should ensure that officers of the City Council have full access to your organisations' management and operational documents in order that the assessment can be carried out (you will be advised of the full information requirements before the proposed visit). Officers will also have discussions over the professional delivery and development of your services.

## **5. Termination of Agreement**

If your organisation does not comply fully with the Conditions of Grant Aid or do not use the grant for the purpose for which it is given, future grant aid may be withdrawn and you may be required to repay all or part of the grant you have received.

Grant payments may be suspended whilst the Council investigates the affairs of an organisation.

You must ensure that the grant is spent as agreed and within the timescales identified in the Conditions of Grant Aid.

## **6. Data Protection**

Upon registration of application the information provided by you will be added to a database for administrative purposes and statistical returns and will be shared to other city Council Services as appropriate.

**February 2007**