

ACTIVITY FUND COMMISSIONING REPORT

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**INTRODUCTION**

This report set out the process that was followed to commission activities across the four districts from the Activity Fund. The contracts will operate from 1<sup>st</sup> October 2009 until 31 March 2011. The Activities provided are to enhance the Youth Offer in the districts. A key aim of the process was to increase the range of partnership working and where possible to identify new providers. The outcome of the commissioning process is that the three organisations submitting tenders, Birkenhead Youth Club, Blossom Inspiration and Wirral Youth & Play Service and Partners, have been recommended by the commissioning panel as approved providers for the activities as outlined in section 2.4. The Board is asked to approve the recommendation.

**1. Background**

1.1 As part of the Aiming High proposals, additional money has been made available to local authorities under Positive Activities for Young People. (PAYP) This funding has previously been routed through Connexions and was used to provide a number of support packages for young people at risk of truanting, offending, negative peer group pressure and associated health risk. Specific activities were commissioned to engage young people during the school holidays. For 2009-10 and 2010-2011 the uplift for the commissioning of additional universal activities in 2009-10 was £148,369 and in 2010-2011 £176,995. Each year's allocation was allocated to each district on the basis of the percentage of young people aged 13-19 years of the total population of 13-19 age group living in each district. Guidance produced by the Department of Children Schools and Families, makes clear that this uplift in funding is to support targeted and universal week-end diversionary activities for young people. In each case the nominal allocations were as follows:

District	Activity Fund 2009/10	Activity Fund 2010/11
Birkenhead	£43,555	£51,958
Wallasey	£40,740	£48,600
South Wirral	£33,233	£39,645
West Wirral	£30,841	£36,792

1.2 At the meeting on 23 April Cabinet also approved the criteria to be applied when commissioning organisations to provide universal and week-end activities (see section 1.5). In addition, Cabinet approved the organisations/ departments from which representatives for the commissioning panel could be recruited, these included:

- Police/ Community Safety
- Fire & Rescue
- Link Forum
- 14-19 Partnership/LSC
- PCT- Strategic Lead
- Neighbourhood Pathfinder Organisation
- Children and Young People's Department
- Representative from Transport
- Members of the Executive Youth Board
- Extended Schools link

- Member of staff from Asset Management Department

- 1.3 The organisations and departments listed reflect the number of stakeholders involved in delivering the youth agenda. Representation from Asset Management was to ensure any decisions made had taken account of the Council's Strategic Asset Review.
- 1.4 Key to the process was the focussing of resources to ensure a better Youth Offer in each of the districts. Young people had already been consulted at the Youth Voice Conference and through Youth Forums on the type of activities and places they would like to have commissioned. Tendering organisations were asked to demonstrate how they would work in partnership to enhance the current provision and meet the diverse needs of Wirral's young people. Although all the organisations could demonstrate partnership links, the tender from the Youth & Play Service and Partners detailed how partnership working would be planned and monitored by newly formed district planning groups. The commissioning process included a new approach in the use of Method Statements. Although the process was in line with the Compact, staff from the Children & Young People Department's Contracts Team is meeting with Central Procurement to review the process to ensure it is meeting all requirements. In addition, meetings with the Link Forum have taken place to review this process identify areas for improvement and build these into future commissioning processes. Cabinet approved the criteria for the commissioning process which is detailed below.
- 1.5 Organisations had to demonstrate the following criteria if they were to be short listed:

#### **Understanding of the requirements:**

- Young people influencing the planning, delivery and evaluation of services.
- Successfully meet the requirements of the Pre Qualifying Questionnaire Method Statement (PQQ)
- Demonstrate value for money in provision of universal/ targeted youth work. This is to include open youth work and an agreed number of planned group work sessions which will be linked to local policy issues such as teenage pregnancy and the Respect agenda.
- Recording systems of attendances by young people at different projects. – This system to be compliant with local authority requirements regarding unique individuals.
- Provision accessible to public transport routes.
- Provision of youth services that ensure outputs linked to national Key Performance Indicators underpinning Targeted Youth Support, Integrated Youth Support and Participation indicators

#### **Track Record:**

- Evidence of programme planning to meet local /district needs
- Experience of successful external funding applications.
- Experience of partnership working across organisations to further develop youth services for young people.
- Evidence of consortium approaches to planning and delivery of services.

#### **Delivery Concept**

- Young people influencing the planning, delivery and evaluation of services.
- Be fully accessible for young people who are Looked After or who have learning Difficulties and Disabilities.

- Provision that is supporting the Integrated Youth Support Strategy
- Demonstrate value for money in provision of universal/ targeted youth work.

## 2. The Commissioning Process

2.1 The Commissioning criteria is detailed in section 1.5. The Commissioning Panel for this round had representation from the following:

- The Link Forum
- Asset Management Department
- 14-19 Team
- Children & Young People's Department

2.2 The following is a summary of the commissioning process:

- Tender advertised 10 June
- Procurement Workshop 16 June
- Desktop evaluation 16 & 17 July
- Consultation young people 16 July
- Validation Panel and short listing 21 July
- Interviews 27 July (please see appendix A for interview questions)
- Evaluation Matrix signed off by panel 27 July
- Report to Children and Young people's Strategic Partnership Board 11 September
- Report to cabinet 24 September
- Contract Awarded 1<sup>st</sup> October

2.3 In year one all tender requests were of good quality and could be funded but in year two the bids for Wallasey and Birkenhead exceeded the allocation and consequently the final allocation for these areas is less than requested.

2.4 In this round, the panel were commissioning organisations to provide activities which included Big Nights, Sit Offs, Specialist Youth Support and Specialist activities.

### *Core Activities*

Listed below are a number of core activities which the Children & Young People's Department is seeking to deliver within each District.

### *Big Nights*

Two large events in each District each month, to take place at the **week-ends** e.g. band nights, discos, large youth arts events or other appropriate diversionary activities.

### *Sit Off's*

This will be a Friday evening service. Three hours per night (7.00pm – 10.00pm) to be held at two separate venues within each District.

The provision of attractive comfortable venues, which may be a local Youth Club, Café Bar, or dedicated access by young people to other types of venues, where young people can meet, spend the evening and purchase affordable food and refreshments.

### *Specialist Youth Support*

This is support which can be commissioned from specialist youth support organisations or, specialist youth support organisations can submit their own tender. The purpose of this fund is to ensure that barriers to engagement by vulnerable young people are addressed to ensure greater take up from these groups.

#### *Participation Worker*

Participation Workers will have to support the implementation of the Council's programme of participation activities including young people's involvement at Youth Club/ Project Level, involvement by young people at the District Board, Youth Forums, Youth Voice Conference and Youth Parliament.

#### *Additional Activities*

As well as the Core Activities listed above the Children & Young People's Department is also seeking to deliver a number of additional youth services, namely:-

#### *Cultural / Specialist Provision*

Specialist provision can be buying in specific activities such as wall climbing, cycling, canoeing, youth arts, DJ activities etc.

#### *Response to Local Needs*

This money can be used to pay for additional activities which will be planned to respond to locally identified need.

- 2.5 Below is the list of organisations that will be commissioned and the scores they were awarded at interview. The detail of the units purchased in Year 1 and Year 2 from each organisation can be found in Appendix B.

#### **Interview Panel Scores**

<b>Tender</b>	<b>Score</b>	<b>Rank Order</b>
Birkenhead Youth Club	12.5	3
Blossom Inspiration	19.5	2
Youth and Play service	28.25	1

- 2.6 The Board will note the differences in scores between the organisations. The commissioning panel considered the key location of Birkenhead Youth Club, its positive track record and its ability to involve large numbers of young people. In consideration of this, the panel decided to allocate the funding as indicated on the understanding that the management of Birkenhead Youth Club will work with officers from the Children and Young People's Department to address those areas identified during the interview which were considered to be underdeveloped.

### **3. Next Steps**

- 3.1 Once the contracts have been awarded, organisations will be expected to go operational within two weeks of the contract being awarded.

3.2 There will be a final round of commissioning for this money in the spring of 2010. Prior to this commissioning round, full monitoring and inspection of the provision plus additional consultation with young people will have been undertaken. Information from the consultation will be used to establish priorities for the commissioning. In addition, feedback from the inspection and monitoring will be used to help the commissioning panel decide if they wish to buy additional units from any of the current providers. Work to prepare the paperwork for this commissioning to make it more user friendly will start in October and the Link Forum has been invited to be involved. There will also be an opportunity for the panel to revisit the allocations for year two as outlined in Appendix B if they wish to purchase more units or flex the contract.

3.3 District planning groups will be established to ensure that plans will take account of district priorities and at the same time develop links to the Hubs. In addition, meetings with representatives from the management committees are planned with the intention of establishing a provider forum to develop quality assurance procedures. In November / December there will be a monitoring inspection of the provision and although this will involve external assessors, it is hoped that members from the providers forum can be involved as a means of developing and monitoring skills.

#### **4. Financial implications**

4.1 These activities are funded from the uplift to the Positive Activities allocation to Wirral. Funding will cease on 31 March 2011

#### **5. Staffing implications**

5.1 Organisations will provide staff from within their staffing complement, in the case of the Youth & Play Service this will be by sessional workers.

#### **6. Equal opportunities implications**

6.1 The aim of this commissioning is to provide activities that will engage with more young people than has previously been the case. The district plans will be developed against the back drop of district priorities to address disadvantage.

#### **7. Community safety implications**

7.1 The Method statements indicate that staff from community safety has been involved in the preparation of the bids. The plans make reference to work which will be targeted at 'hot spot' areas and involving young people in positive activities.

#### **8. Local Agenda 21 implications**

8.1 There are no implications arising from this report.

#### **9. Planning implications**

9.1 There are none arising from this report

#### **10 Anti-poverty implications**

10.1 The organisations commissioned will work to develop in the young people those personal skills which enhance employability in young people.

#### **11. Social inclusion implications**

11.1 The work commissioned will promote social inclusion through the engagement with more young people through the range of opportunities provided.

**12. Local Member Support implications**

12.1 This report affects all wards

**13. Background papers**

13.1 Cabinet Report 23 April

**RECOMMENDATIONS**

That Wirral Children's Trust Board endorse the report.

**Report Author: Maureen McDaid**

**Contact: 666 4508**

## Appendix A Activity Fund commissioning 25/06/2009

Question	Key words	Notes/Comments	Score 0.1.3.5
Describe how you will in practice work in partnership within your district/s?	<ul style="list-style-type: none"> <li>• Joint planning</li> <li>• Agreed referral processes</li> </ul>		
What role will you play in driving forward quality improvement of the youth offer?	<ul style="list-style-type: none"> <li>• Monitoring of data returns</li> <li>• Observation of practice</li> <li>• Joint monitoring meetings</li> <li>• Agreed operational standards</li> <li>• Agreed outcomes</li> </ul>		
What plans have you got to engage those who do not currently use your service?	<ul style="list-style-type: none"> <li>• Use of website when ready</li> <li>• Promotional visits to other organisations</li> <li>• Advertise the service opportunities through other family support agencies.</li> <li>• Advertise through schools</li> <li>• Involve young people in promotion activities</li> <li>• Promote the opportunities via outreach workers</li> </ul>		
What venues are available in your district? Which are you going to use and for what?	<ul style="list-style-type: none"> <li>• Location of facilities – links to transport</li> <li>• Contribution to programme delivery</li> <li>• Accessible to all young people</li> <li>• Mix of programme</li> </ul>		
If your regular membership were to go on a sabbatical for 12 months what would you do?	<ul style="list-style-type: none"> <li>• Would have already prepared for this as the young people would have told the workers that they</li> </ul>		

	<p>were taking a sabbatical.</p> <ul style="list-style-type: none"> <li>• Review the programme with young people and refresh.</li> <li>• Review the promotion and communication strategy</li> <li>• Link in with other partners to drive up attendance</li> <li>• Visit schools to find out what the young people would like to have available.</li> </ul>		
Why do young people not attend your organisation and what do you attempt to do to engage them?	<ul style="list-style-type: none"> <li>• User Surveys are carried out</li> <li>• Young people complete regular evaluations of the programme <ul style="list-style-type: none"> <li>• Attendance bench marks are established for different types of programme and these are used as part of any quality assurance procedures.</li> </ul> </li> <li>• Targets for overall attendance are set for each unit</li> </ul>		
What are the key areas of need in the district/s?	<ul style="list-style-type: none"> <li>• Participation by young people</li> <li>• Informal learning opportunities provided by a diverse range of programmes</li> <li>• Support for young people</li> <li>• Access to appropriate support services</li> <li>• Information, Advice and Guidance</li> <li>• Experiences that are fun</li> <li>• Diversion away from risk taking activities</li> </ul>		
What links are there to extended schools and complementary activities for young people in the area	<ul style="list-style-type: none"> <li>• Links to Extended schools clusters</li> <li>• Promotion of activities via extended school clusters</li> <li>• Promotion of programme via young people at schools</li> </ul>		

	<p>assemblies</p> <ul style="list-style-type: none"><li>• Referral pathways from Extended Schools to co-ordination youth worker</li><li>• Links developed to promote other complementary activities subject to CRB and other safeguarding issues</li></ul>		
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**Score :**

0 – fails to meet any criteria

1 – Partial answer

3 – Good answer with examples

5 – Excellent answer covers all areas with evidence

## YEAR 1

AREA		£ REQUESTED	UNITS	£ ALLOCATED	UNITS
Birkenhead	Blossom	£6,720	96 unit (Cultural/specialist@£70) =£3,360 per 12 week course 1 Rev Up, 1 Blossom	£6,720	As requested
Birkenhead	Youth & Play Service & Partners	£34,134.95	5 units (Big Nights @ £215) =£1075 26 units (Sit Offs@£163.34) =£4246.92 Viking 12 units (Sit Offs@£70) =£840 Tranmere Community Project 312 units (Specialist youth support@£13.15) =£4103 Response A&G 234 units (Participation worker @£12.44)= £2910.80 26 units (Cultural/Specialist @£126.15) = £3280 Wirral Youth Theatre 6 units (Cultural/Specialist @£253.04) = £1518.24 Urban Adventure 2 units (Cultural/Specialist @£480) = £960 Tranmere Community Project 26 units (Cultural/Specialist @£63.85) = £1660 Charing Cross 18 units (Response to local needs@£190) =£3420 ABST 26 units (Response to local needs@£77.06) =£2003.52 Sports development 8 units (Response to local needs@£166) =£1328 TCP trampoline club 12 units (Response to local needs@£68.50) =£822 TCP Courtney Park 26 units (Response to local needs@£167) = £4342 Grange Baptist	£34,134.95	As requested
Birkenhead	Birkenhead Youth Club	£9,380	6 units (Big Nights @ £480) =£2,880 24 units (Sit Offs@£88) =£2120 24 units (Cultural/Specialist@£91) =£2190 24 units (Response to local needs@£91) =£2190	£9,380	As requested

YEAR 1

AREA		£ REQUESTED	UNITS	£ ALLOCATED	UNITS
Wallasey	Blossom	£6720	96 unit (2 courses @£3,360) 1 Rev Up, 1 Blossom	£6720	As requested
Wallasey	Youth & Play Service & Partners	£34354.19	20 units (Sit Offs@£471.04) =£9420.80 Wallasey YMCA 260 units (Specialist youth support@£13.23) =£3440 Response A&G 234 units (Participation worker @£12.44)= £2910.80 26 units (Cultural/Specialist @£126.15) = £3280 Wirral Youth Theatre 6 units (Cultural/Specialist @£253.04) = £1518.24 Urban Adventure 18 units (Response to local needs@£190) =£3420 ABST 26 units (Response to local needs@£77.06) =£2003.52 Sports development 26 units (Response to local needs@£126.61) =£3291.92 Moreton Youth Club 20units (Response to local needs@£171.65) =£3433 Wallasey YMCA Body Zone	£34354.19	As requested
Wallasey	No tender for this Area				

YEAR 1

AREA		£ REQUESTED	UNITS	£ ALLOCATED	UNITS
South Wirral	No tender for this Area				
South Wirral	Youth & Play Service & Partners	£24895.48	1 unit (Big Night @£872.16) =£872.16 26 units (Sit Offs@£167.00) =£4342.00 Digit Project/kontaktabus 182 units (Specialist youth support@£13.71) =£2495.50 Response A&G 234 units (Participation worker @£12.44)= £2910.80 26 units (Cultural/Specialist @£126.15) = £3280 Wirral Youth Theatre 6 units (Cultural/Specialist @£253.04) = £1518.24 Urban Adventure 26 units (Cultural/Specialist @£37.76) =£981.76 Sports at Bebington school 10 units (Response to local needs@£190) =£1900 ABST 26 units (Response to local needs@£77.06) =£2003.52 Sports development 26 units (Response to local needs@£131) =£3406 bebington High targeted work with young women	£24895.48	As requested
South Wirral	No tender for this Area				

YEAR 1

AREA		£ REQUESTED	UNITS	£ ALLOCATED	UNITS
West Wirral	No tender for this Area				
West Wirral	Youth & Play Service & Partners	£28940.16	3 unit (Big Night @£2049.66) =£6149 Talent Night 2 units (Big Night @£355.00) =£710 Skate Event 182 units (Specialist youth support@£13.71) =£2495.50 Response A&G 234 units (Participation worker @£12.44)=£2910.80 26 units (Cultural/Specialist @£126.15) = £3280 Wirral Youth Theatre 6 units (Cultural/Specialist @£253.04) = £1518.24 Urban Adventure 23 units (Cultural/Specialist @£85) =£1955 Pioneer people Hip Hop sessions 6 units (Response to local needs@£190) =£1140 ABST 26 units (Response to local needs@£77.06) =£2003.52 Sports development 24 units (Response to local needs@£191.67) =£4600 Pensby Thingwall and Heswall Area team drop in 5 units (Response to local needs@£160) =£800 Social partnership of Fishing	£28940.16	As requested
South Wirral	No tender for this Area				

YEAR 2

AREA		£ REQUESTED	UNITS	£ ALLOCATED	UNITS
Birkenhead	Blossom	£13440	192 unit (Cultural/specialist@£70) =£3,360 per 12 week course 2 Rev Up, 2 Blossom	£13440	As requested
Birkenhead	Birkenhead Youth Club	£19760	12 units (Big Nights @ £480) =£5760 50 units (Sit Offs@£85) =£4240 50 units (Cultural/Specialist@£98) =£4480 50units (Response to local needs@£98) =£4880	£9380	6 units (Big Nights @ £480) =£2,880 24 units (Sit Offs@£88) =£2120 24 units (Cultural/Specialist@£91) =£2190 24 units (Response to local needs@£91) =£2190
Birkenhead	Youth & Play Service and Partners	£50971.54	7 units (Big Nights @ £215) =£1505 52 units (Sit Offs@£165.77) =£8620.04 Viking 18 units (Sit Offs@£70) =£1260 Albany Youth Club 624 units (Specialist youth support@£13.15) =£8081 Response A&G 468 units (Participation worker @£12.01)= £5621.60 52 units (Cultural/Specialist @£110.19) = £5730 Wirral Youth Theatre 12 units (Cultural/Specialist @£254.42) = £3053.04 Urban Adventure 3 units (Cultural/Specialist @£480) = £1440 Tranmere Community Project 26 units (Cultural/Specialist @£63.85) = £1660 Charing Cross 36 units (Response to local needs@£190) =£68400 ABST 52 units (Response to local needs@£67.32) =£6500.64 Sports development 10 units (Response to local needs@£166) =£1660 TCP trampoline club 18 units (Response to local needs@£68.50) =£1233 TCP Courtney Park	£29,122.11	5 units (big nights @ £215), 24 units (sit offs @ £165.7 Viking) 8 units (sit offs @ £70 Albany), 276 units (Specials Youth Support @ £13.15) 468 units (Participation worker @ £12.07) 23 units (Cultural/Specialist @ £254.42 – Urban Adventure) 3 units (Cultural/Specialist @ £480 TCP) 24 units (Cultural/Specialist @ £63.86 Charing X) 16 units (Response to local needs @ £190 ABST) 43 units (response to local needs at £67.32 sports development) 6 units (response to local needs @ £166 TCP trampoline) 8 units (response to local needs @ £68.50 TCP Courtney Park)

YEAR 2

AREA		£ REQUESTED	UNITS	£ ALLOCATED	UNITS
Wallasey	Blossom	£13400	192 unit (4 courses @£3,360) 2 Rev Up, 2 Blossom	£13440	As requested
Wallasey	Youth and Play Service & Partners	£47782.81	48 units (Sit Offs@£152.02) =£7297.12 Wallasey YMCA 520 units (Specialist youth support@£12.99) =£6755 Response A&G 468 units (Participation worker @£12.01)= £5621.60 52 units (Cultural/Specialist @£110.19) = £5730 Wirral Youth Theatre 12 units (Cultural/Specialist @£254.17) = £3053.04 Urban Adventure 36 units (Response to local needs@£190) =£6840 ABST 52 units (Response to local needs@£67.32) =£3500.64 Sports development 52 units (Response to local needs@£129.04) =£6710.04 Moreton Youth Club	£35146.25	48 units (sit off @ £152.02 YMCA) 312 units (specialist youth support @ £12.99) 468 units (Participation worker @ £12.01) 31 units (Cultural/Specialist @ £110.19 WYT) 8 units (Cultural/Specialist @ £254.18 Urban Adventure) 21 units (response to local needs @ £67.32) 51 units (Response to local needs @ £129.04)
Wallasey	No tender for this Area				

YEAR 2

AREA		£ REQUESTED	UNITS	£ ALLOCATED	UNITS
South Wirral	No tender for this Area				
South Wirral	Youth and Play Service & Partners	£40513.83	52 units (Sit Offs@£167.00) =£8684 Digit Project/kontaktabus 364 units (Specialist youth support@£13.09) =£4766 Response A&G 468 units (Participation worker @£12.01)= £5621.60 52 units (Cultural/Specialist @£110.19) = £5730 Wirral Youth Theatre 12 units (Cultural/Specialist @£254.42) = £3053.04 Urban Adventure 52 units (Cultural/Specialist @£33.66) =£1750.32 Sports at Bebington High School 20 units (Response to local needs@£190) =£3800 ABST 52 units (Response to local needs@£67.32) =£3500.64 Sports development 9units (Response to local needs@£186.55) =£1679 Bebington High targeted work with young women	£40513.83	As requested
South Wirral	No tender for this Area				

YEAR 2

AREA		£ REQUESTED	UNITS	£ ALLOCATED	UNITS
West Wirral	No tender for this Area				
West Wirral	Youth and Play Service & Partners	£36288.29	3 unit (Big Night @£1403) =£4209 Talent Night 364 units (Specialist youth support@£13.09) =£4766 Response A&G 468 units (Participation worker @£12.01)= £5621.60 52 units (Cultural/Specialist @£110.19) = £5730 Wirral Youth Theatre 12 units (Cultural/Specialist @£254.42) = £3053.04 Urban Adventure 12 units (Response to local needs@£190) =£2280 ABST 52 units (Response to local needs@£67.32) =£3500.64 Sports development 24 units (Response to local needs@£191.67) =£4600 Pensby Thingwall and Heswall Area team drop in 5 units (Response to local needs@£160) =£800 Social partnership of Fishing	£36288.29	As requested
West Wirral	No tender for this Area				